

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
2K2 Faculty Dining Room Second Floor
November 26, 1984 7:30 p.m.

- A. Call to Order
- B. Roll Call
- C. Communications from Visitors
- D. Approval of Minutes
- E. Financial Reports and Actions:
 - 1. Treasurers Report
 - 2. Current Disbursements
 - 3. Current Payroll Journal
 - 4. Net Tuition Receipts/Deductions-Summer 1984
 - 5. Financial Aid Report FY 80-84
 - 6. Site and Construction Fund Report
 - 7. Insurance Coverage Summary
 - 8. Approval of FY 84 Audit
 - 9. FY 85 Budget Amendment
 - 10. Approval of 1984 Tax Levy
 - public hearing
 - resolution
 - 11. Working Cash Fund Resolution
 - 12. Approval of Bids
 - 13. Authorization for Repair
- F. Personnel Recommendations:
 - 1. Leave of Absence
 - 2. Confirmation of Advisory Committees
 - 3.
- G. Other Actions:
 - 1. Revision of Purchasing Policy
 - First Reading
 - 2. Approval of Correctional Center Program
 - 3. Reorganization of Board for New Year
 - 4.
- H. Reports:
 - 1. Student Trustee
 - 2. ICCTA Representative
 - 3. Foundation Liaison
 - 4. Board Chair
 - 5. Legal Counsel
- I. President's Report
 - 1. ICCB Recognition
 - 2. Adult Education Program Evaluation
 - 3. Post-referendum Planning
 - 4.
 - 5.
- J. Time of Next Meetings
- K. Executive Session

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

November 26, 1984

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on November 26, 1984 in Room 2K2 of Sauk Valley College, Rural Route #5, Dixon, Illinois.

Call to Order: Chair Fisher called the meeting to order at 7:30 p.m. and the following members answered roll call:

Richard Groharing	Oscar Koenig
William Simpson	Robert Wolf
Kay Fisher	

Absent: Edward Anderson David Mandrgoc

Secretary: Due to the absence of David Mandrgoc, Secretary,
Pro-tem: William Simpson was appointed Secretary pro-tem.

Minutes: It was moved by Member Simpson and seconded by Member Koenig that the Board approve the minutes of the October 22 and November 8 meetings as presented. Motion voted and carried.

Treasurer's Report: It was moved by Member Koenig and seconded by Member Groharing that the Board approve the Treasurer's Report as presented. In a roll call vote, all voted aye. Motion carried.

Disbursements: It was moved by Member Simpson and seconded by Member Koenig that the Board approve the bills in the following amounts:

Educational Fund	\$394,728.18
Building Fund	16,647.27
Site & Construction	6,871.49
Insurance	33,353.90

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

Payroll: It was moved by Member Koenig and seconded by Member Simpson that the Board approve the payroll of October 31 in the amount of \$177,026.03 and the payroll of November 15 in the amount of \$149,362.98. In a roll call vote, all voted aye. Motion carried.

Summer Tuition Receipts: The attached report on tuition receipts for summer session '84 was presented to the Board. It was noted that the summer session enrollment

Summer Tuition
Receipts:

has dropped 16% from last year and is lower than all summer sessions since 1979. Dr. Garner said that part of this was due to recent retrenchments at the college and the availability of jobs. The Board talked about the possibility of studying enrollment trends in a future workshop.

Financial Aid
Report:

A comprehensive financial aid report was presented to the Board which indicated the number of students served in 1979 (2,219) has grown to 2,964 in 1983-84.

Site and
Construction
Fund Report:

The fiscal report for the Site and Construction report for the year ended June 30, 1984 was presented as an information item.

Insurance
Coverage:

A summary of insurance coverage maintained by the college was presented as an information item.

1984
Audit:

The 1984 audit was presented to the Board. It was the consensus of the Board that this audit be accepted as an information item and that the administration request a representative of the auditing firm of Lindgren, Callihan, and Van Osdol to attend the meeting in December to discuss the audit.

FY 85 Budget
Amendment:

It was moved by Member Groharing and seconded by Member Koenig that the Board amend the FY 85 budget to show the increased anticipated revenue of \$459,375 recently authorized by the voters for the education fund. In a roll call vote, all voted aye. Motion carried.

1984 Tax
Levy:

Chair Fisher noted that a public hearing would now be held in regard to adopting a resolution to provide for the 1984 Tax Levy.

Since there were no questions or objections to the levy, it was moved by Member Koenig and seconded by Member Groharing that the Board approve the attached resolution for the 1984 Certificate of Tax Levy. In a roll call vote, all voted aye. Motion carried.

Working Cash:
Fund:

It was moved by Member Groharing and seconded by Member Koenig that the Board resolve to liquidate the balance of the Bond and Interest Fund #4 into the Working Cash Fund since the sole and legal purpose of this Bond and Interest Fund has been fully satisfied through the redemption of the bonds and the payment of all interest obligations thereon. In a roll call vote, all voted aye. Motion carried.

Approval of
Bids:

It was moved by Member Simpson and seconded by Member Koenig that the Board approve the low bid of Weather-tite Products of Sycamore for window and garage door insulation in the amount of \$7,621. In a roll call vote, all voted aye. Motion carried.

It was moved by Member Koenig and seconded by Member Simpson that the Board approve the bid of ValCom of Sterling in the amount of \$16,696 and the bid of IBM of Rockford in the amount of \$12,157 for equipment as listed in the attached memorandum to be used in the Data Processing Lab and the Secretarial Lab. In a roll call vote, all voted aye. Motion carried.

It was moved by Member Simpson and seconded by Member Groharing that the Board approve the following three bids for equipment to be used at the Dixon Correctional Center campus:

Midwest Visual of Rockford - Video projection
system \$6,200

The attached list of furniture and equipment bids from Sterling Business Machines, Haskells, and Unique Computer in the amount of \$9,755.45

IBM Company of Rockford, IL.
Computer equipment as listed . . \$51,650.50

In a roll call vote, the following was recorded: Ayes Members Groharing, Koenig, Simpson and Fisher. Nays-Member Wolf. Motion carried.

Hoist
Repair:

It was moved by Member Simpson and seconded by Member Koenig that the Board authorize the administration to repair the automotive hoist as needed. After further discussion, Member Simpson withdrew this motion and Member Koenig withdrew his second.

It was then moved by Member Groharing and seconded by Member Wolf that the Board advertise for bids to repair this hoist, or replace the present hoist with one made by the same company, or replace the hoist with another comparable unit. In a roll call vote the following was recorded: Ayes Members Groharing, Koenig, Wolf and Fisher. Nays-Member Simpson. Motion carried.

Leave of
Absence:

It was moved by Member Wolf and seconded by Member Groharing that the Board grant John Point of the Maintenance Department a Leave of Absence for 60 days with paid hospitalization beyond the expiration of his regular benefits and direct the administration to develop a policy in this regard to be presented to the Board for a first reading. Motion voted and carried.

Advisory
Committees:

It was moved by Member Koenig and seconded by Member Wolf that the Board confirm the advisory committees as presented. Motion voted and carried.

Purchasing
Policy:

It was moved by Member Groharing and seconded by Member Simpson that the Board accept the attached revision for the Purchasing Policy in order to bring this policy into compliance with state law which requires a 75% majority of the Board to approve emergency purchases. In a roll call vote, all voted aye. Motion carried.

Correctional
Center
Program:

It was moved by Member Koenig and seconded by Member Simpson that the Board authorize an instructional program to be offered at the Dixon Correctional Center in Horticulture. This program was approved by the SVC Curriculum Committee. In a roll call vote, the following was recorded: Ayes Members Groharing, Koenig, Simpson, and Fisher. Member Wolf-abstain Motion voted and carried.

Board
Reorganization:

Chair Fisher turned the meeting over to Dr. Garner who then asked for nominations for Chair of the Board of Trustees for the 1984-85 year.

It was moved by Member Groharing and seconded by Member Simpson that Kay Fisher be nominated for Chair.

It was then moved by Member Koenig and seconded by Member Simpson that nominations be closed. Motion voted and carried.

Chair

In a vote taken on the election of Kay Fisher as Board Chair the following vote was recorded: Ayes Members Groharing, Koenig, Simpson, Wolf and Fisher. Nays-0. Motion carried.

November 26, 1984

Vice-Chair: It was moved by Member Wolf and seconded by Member Simpson that the name of Richard Groharing be placed in nomination for Vice-chair. In a roll call vote on the election of Richard Groharing as Vice-Chair, the following was recorded: Ayes Members Groharing, Koenig, Simpson, Wolf and Fisher. Nays-0. Motion carried.

Secretary: It was moved by Member Simpson and seconded by Member Wolf that the name of David Mandrgoc be placed in nomination for Secretary.

It was moved by Member Groharing and seconded by Member Simpson that nominations be closed. Motion voted and carried.

In a vote taken on the election of David Mandrgoc as Board Secretary the following vote was recorded: Ayes Members Groharing, Koenig, Simpson, Wolf and Fisher. Nays-0. Motion carried.

Treasurer: It was moved by Member Wolf and seconded by Member Groharing that Robert Edison be re-appointed Treasurer of the Sauk Valley College district. Motion voted and carried.

Attorney: It was moved by Member Simpson and seconded by Member Groharing that the law firm of Ward, Murray Pace and Johnson be appointed to represent Sauk Valley College. In a roll call vote, all voted aye. Motion carried.

ICCTA Representative: Chair Fisher then reappointed Dick Groharing as the ICCTA representative.

Incubator Project: Chair Fisher noted that she had appointed Ed Anderson from the Board and Dean Donald Foster from the administration to represent the college on the 501(3)C Corporation board. This board will oversee the incubator project on the Sauk campus.

Reports: Kevin Hummel was present representing the Student Senate and said there would be no report.

Member Groharing reported on the ICCTA meeting held in Chicago: the proposed Illinois Science Academy; the presentation made by ICCB Director, David Pierce, on community college budget and funding formulas; the priority of the State Relations Committee which will be unattached areas of college districts; community college week to be held in May; New Trustee Orientation to be held in January; and the regional meeting to be held at Rock Valley on December 5th.

Member Fisher reported that the SVC Foundation had met on November 20th but did not have a quorum. She said that Karen Shapton had given the Foundation an update on their participation in the North Central Accreditation process; that the alumni committee had adopted by-laws; that the group had been informed of a matching gift program used by some companies; and that a request had been received from WSDR Radio for Foundation support for their Trivia Bowl.

Chair Fisher reminded the group that a committee would be appointed to formulate plans for the 20th Anniversary celebration of the college and Board members who would like to serve or who have ideas on this are to contact her as soon as possible.

Attorney Pace told the Board that he and Mr. Edison would be meeting in Springfield on Tuesday with representatives of the Capital Development Board and Senator Schuneman to discuss the college building deficiency claim.

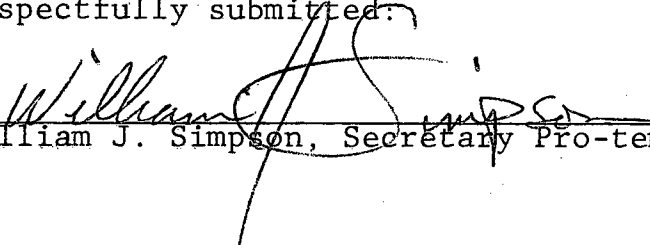
President Garner reported on the attached ICCB Recognition report, the visitation team from the Adult and Continuing Education section of the State Board of Education that was on campus to evaluate the adult education program; and suggested that the Board think about a retreat off campus to review the college academic mission, use of facilities, personnel and decide "where we are now as a college and where do we see ourselves going." The Board discussed possible times for a workshop/retreat and Chair Fisher said she would send some dates and times to each Board member to ascertain the best possible weekend.

Adjournment:

Since the scheduled business was completed, it was moved by Member Groharing and seconded by Member Simpson that the Board adjourn. The next monthly meeting will be December 17 since the regular meeting date falls on the Christmas Holidays.

The meeting adjourned at 9:40 p.m.

Respectfully submitted:


William J. Simpson, Secretary Pro-tem

For Board Meeting
of November 26, 1984

Agenda Item E-4

NET TUITION RECEIPTS AND DEDUCTIONS REPORT

In accordance with audit recommendations, we provide the attached tuition receipts and deductions report for the summer session of 1984.

Since the budgeted revenue was adjusted at the time of the past summer's enrollment, the amount reported here is within the budgeted figures in the 1984 budget. It should be noted, however, that the summer session enrollment dropped approximately 16% from the prior summer session and has reached a point of enrollment that was lower than all summer session since 1979. It should also be noted that the variable amount of net tuition versus the rate charged stayed approximately the same as the summer of 1983, with both the summer of 1983 and the summer of 1984 exceeding the reduction which took place during most other summer sessions.

NET TUITION RECEIPTS AND DEDUCTIONS

Deductions from Tuition	Summer 1974	Summer 1975	Summer 1976	Summer 1977	Summer 1978	Summer 1979	Summer 1980	Summer 1981	Summer 1982
1. Tuition Refunds	2,075.50	3,210.90	4,518.00	4,136.60	6,083.20	3,916.80	4,352.00	5,290.00	8,144.00
2. Employee Waivers	1,339.00	1,261.65	1,951.60	1,522.50	1,635.00	2,512.60	2,711.00	1,592.20	3,359.20
3. Bad Debts	---	---	---	---	(192.00)	3,641.00	(949.60)	(15.34)	---
4. Senior Citizens	611.00	533.00	1,605.00	330.00	5,835.00	10,183.00	11,157.60	11,279.80	11,419.00
5. EOG Waivers	---	---	---	---	---	---	---	---	---
6. TOTAL DEDUCTIONS	4,025.50	5,005.55	8,074.60	5,989.10	13,361.20	20,253.40	17,271.00	18,146.66	22,922.20
7. Actual Tuition Receipts	41,970.02	79,774.04	76,463.43	66,352.41	66,943.88	75,306.43	116,630.55	111,846.67	136,227.91
8. Actual Mid-Term Cr. Hrs.	3243	6128	5553	4472	4559	5060	6343	6236	7519
9. Tuition Rec'd/Mid-Term Cr.Hrs. (Line 7 ÷ 8)	12.94	13.02	13.77	14.84	14.68	14.88	18.39	17.94	18.12
10. Tuition Charged/Cr.Hrs.	13.00	13.00	14.00	15.00	15.00	17.00	19.00	19.00	19.00
11. Variable/Credit Hours	- .06	+ .02	- .23	- .16	- .32	-2.12	- .61	-1.06	- .88

NET TUITION RECEIPTS AND DEDUCTIONS

<u>Deductions from Tuition</u>	<u>Summer 1983</u>	<u>Summer 1984</u>
1. Tuition Refunds	13,085.00	11,030.00
2. Employee Waivers	3,484.80	3,287.60
3. Bad Debts	---	---
4. Senior Citizens	15,729.60	15,080.00
5. EOG Waivers	---	---
6. Achievement Awards	100.00	---
7. TOTAL DEDUCTIONS	32,399.40	29,397.60
8. Actual Tuition Receipts	154,200.58	140,643.04
9. Actual Mid-Term Cr.Hrs.	6769	5679
10. Tuition Rec'd/Mid-Term Cr.Hrs. (Line 8 ÷ 9)	22.78	24.77
11. Tuition Charged/Cr.Hrs.	24.00	26.00
12. Variable/Credit Hours	-1.22	-1.23

For Board Meeting
of November 26, 1984

Agenda Item E-5

FINANCIAL AID REPORT FY 80 - 84

Attached is the final Financial Aid Report for 1983-84
with comparative figures from 1979-80.

SAUK VALLEY COLLEGE FINANCIAL AID REPORT FOR 1983-84 WITH COMPARATIVE FIGURES FROM 1979-80

NUMBER OF STUDENTS

AMOUNT OF FINANCIAL AID

[illegible]

For Board Meeting
of November 26, 1984

Agenda Item E-6

SITE & CONSTRUCTION FUND REPORT

Attached is the fiscal report for the Site & Construction fund for the year ended June 30, 1984. This comprehensive report includes the total income and expenditure activities which have occurred in this fund since the inception of the fund by bond issue in 1966.

This report is submitted on an annual basis since all authorized expenditures have been subject to prior Board approval.

June 30, 1984

SITE AND CONSTRUCTION FUND FROM INCEPTION

Proceeds from Sale of Bonds	\$ 3,975,000.00
and Premium	1,244.18
Investment Income	1,084,765.06
Contributions (Landscaping, Child Care, Library, & Misc.)	69,366.33
Federal Grants-Energy Audit	9,100.00
Library - Title VI Reimbursement	28,163.00
Educational Education Equipment Reimbursement	750,000.00
Net Income	425,172.17
Other Income	<u>4,804.80</u>

Total Amount Available Through June 30, 1984 \$ 6,347,615.54

SS EXPENDITURES:

Site Acquisition and Improvements 1966 - 1971	\$ 679,952.67	
Site Acquisition and Improvements 1972 - 1981	63,368.45	
Site Acquisition and Improvements - June 30, 1982	20,177.75	
Site Acquisition and Improvements - June 30, 1984	<u>7,009.90</u>	\$ 770,508.77

Buildings and Improvements 1966 - 1971	\$ 2,656,642.52	
Buildings and Improvements 1972 - 1981	377,518.98	
Buildings and Improvements June 30, 1982	112,493.04	
Buildings and Improvements June 30, 1983	30,368.00	
Buildings and Improvements June 30, 1984	<u>28,015.13</u>	\$3,205,037.67

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	2,541.01	
Equipment - Regular - June 30, 1977	<u>950.00</u>	500,793.88

Educational Education Equipment - 1968 through 1975 750,137.36 \$1,250,931.24

Total Expenditures through June 30, 1984 \$ 5,226,477.68

Balance June 30, 1984. \$ 1,121,137.86

End Balance Consists of:

Cash in Dixon National Bank	\$ 23,808.14
Time Deposits	1,093,852.38
Accts. Rec. - Cent. Natl. Bank	<u>3,477.34</u>

\$ 1,121,137.86

SITE AND CONSTRUCTION FUND through June 30, 1984

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Admissions Remodeling	All costs 1981-82	\$ ---	\$108,744.27	\$ ---
" "	All costs 1982-83	---	12,168.00	---
" "	All costs 1983-84	---	300.00	---
Affirmative Action-Bldg Repairs	All costs 1979-80	---	9,716.05	---
" " " "	All costs 1980-81	---	9,356.55	---
Air Conditioning-Hunzeker Serv.	All costs 1983-84	---	25,661.25	---
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	---
Beling Consultants Inc.	Energy Audit	---	18,200.00	---
" " "	Energy Grant Projects	---	2,053.88	---
Benoy Ins. Co.	Builders Risk	947.00	---	---
Big Rock Nursery	Shrubs and trees	679.00	---	---
Bond Buyer	Advertising for bond issue	---	98.00	---
Branson Electric	Transformer-Little Theatre	---	2,239.31	---
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 Chemical 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, Deninger, etc.	Interior Design-New Bldg.	---	20,921.35	---

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
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	---
Farm Supply Service	Fertilizer	---	---	236.04
Franke & Miller, also Schippers, Betar, Lamendella & O'Brien	Legal Services	---	37,075.89	---
Franke & Miller	Legal Services	---	1,660.00	---
Fraza Materials	Concrete for fence	---	---	47.68
Gym Columns-Bldg. Repairs	All costs 1980-81	---	42,497.91	---
" " "	All costs 1982-82	---	4,038.92	---
Haskells	Moving expense	---	154.00	---
Holding Pond	All Costs 1971-72	1,749.35	---	---
" "	All Costs 1972-73	148.00	---	---
" "	All Costs 1973-74	242.06	---	---
" "	All Costs 1974-75	3,341.23	---	---
" "	All Costs 1975-76	83,937.00	---	---
" "	All Costs 1976-77	(1,460.91)	---	---
Honeywell, Inc.	Demand Controllers	---	12,420.00	---
Wm. Hoyle	Option	---	1.00	---
Humphrey Agency	Treas. Bond	---	2,799.00	---
Ill. Building Authority	College Portion	---	---	1,746,145.33
Insurance Deficiencies-Bldg Repairs	All Costs 1979-80	---	1,200.00	---
" " "	All Costs 1980-81	---	2,618.00	---
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); Bulletin Board (238.25);	---	27,624.85	---
V.H. Lawrence	Earth Moving and clearance	---	---	1,850.00
Lee Co. Title & Abstract Co.	Title Search and insurance	---	250.00	---
Lee Co. Treasurer	1966 and 1967 taxes	---	718.87	---
Lohse Nursery	Landscaping	---	1,026.80	9,425.84

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Midwest Fence	Flag pole and sewage fence	\$ ---	\$ ---	\$ 1,016.00
Municipal Research Assoc.	Financial Serv. Bonds	---	2,032.87	---
Northern Banknote Co.	Printing of Bonds	---	350.44	---
Nusbaum Transfer & Storage	Moving expenses	---	4,527.40	---
Osterburg	Foundation recommendations	---	---	330.80
Paintcraft	Sealing of lots	---	2,475.00	---
Permanent Bldg. Bid Adv.	Adv. Bids	---	316.31	---
Peterson, Detweiler Co.	Treas. Bond	---	573.00	---
Richard J. Prescott	Flag pole installation	---	340.00	---
Propheter Construction Co	Building T-1	181,440.74	---	---
Propheter Construction Co.	Grading & Parking	---	---	195,782.30
Propheter Construction Co.	Storm Drainage	---	---	37,329.44
Raths, Raths & Johnson	Bldg. repairs	---	29,606.30	---
Floyd Reed	Fence erector	---	---	400.00
Reitzel Electric	Electrical	60,179.46	---	---
Simple Space Rite Signs	Door letters	---	1,295.40	---
Roadway Repairs & Sealing	All costs 1973-74	---	32,398.58	---
" " "	All costs 1975-76	---	17,579.25	---
" " "	All costs 1978-79	---	66,645.85	---
" " "	All costs 1981-82	---	20,177.75	---
" " "	All costs 1983-84	---	7,009.90	---
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, Chas.	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	Treas. 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 Eng. 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	---	---

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Weaver Sheet Metal	Ventilating/Kitchen Duct work*	\$ 6,275.00	\$ 635.00	\$ ---
Welding Lab	All costs 1973-74	1,692.94	---	---
" "	All costs 1974-75	58,647.78	---	---
" "	All costs 1975-76	6,373.02	---	---
Karl Wentzel	Treas. Bond	---	733.00	---
C.K. Willett	Survey-topographic	---	---	1,445.91
Willett 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	Sound proofing, canteen wiring, cafeteria lights	---	3,151.92	---
Willets Realty	Appraisal	---	460.00	---
Installation-Donated X-ray machine	1978	---	2,985.25	---
		<u>\$ 646,987.20</u>	<u>\$624,420.50</u>	<u>\$2,704,138.74</u>
Total (Columns 1-2-3-)				\$3,975,546.44
Add: Equipment Category.				<u>1,250,931.24</u>
GRAND TOTAL OF EXPENDITURES				<u><u>\$5,226,477.68</u></u>

Business Office
November, 1984

For Board Meeting
of November 26, 1984

Agenda Item E-7

INSURANCE COVERAGE SUMMARY

Periodically we present for information purposes a summary of Insurance Coverage maintained by the College.

A summary of the coverages in effect October 18, 1984 is attached.

SAUK VALLEY COLLEGE

SUMMARY OF INSURANCE COVERAGES

TYPE	AGENT-COMPANY POLICY NUMBER	AMOUNT OF INSURANCE	SUMMARY	POLICY PERIOD	ANNUAL COST
PACKAGE POLICY Property Ins.	W-L & Co. International 500-3591076	\$12,274,650.	Blanket "All Risks" including Theft, Replacement Cost, Bldgs. & Personal Property, Agreed Amount Clause applies \$500 Disappearing Deductible	10-1-83 to 10-1-86	\$6,505.00
50% of Sec I	Walder & Rhodes USF&G	\$12,274,650.	Same except \$500 deductible is a flat deductible		\$7,391.00 (Tenta- tive)
Total Building & Contents		\$24,549,300.			
Extra Expense	W-L & Co. Walder & Rhodes	\$ 25,000. 25,000. \$ 50,000.	To cover any extra expenses necessary to continue school subsequent to insured loss 40-80-100 Recovery Period. No Ded.		\$ 34.00
Comprehensive General Liability	W-L & Co. International 500-3591076	\$1,000/1,000,000 BI 100,000 PD	Coverage all sums insured shall be obligated to pay due to Bodily Injury or Property Damage. Includes Broad Form Liability, Corporal Punishment, Board Members Named Insured, Product Liability, Incidental Malpractice Lab & Work Experience Public Schools Endorsement. Incl. Location 2-203½ First Ave, Rock Falls, IL		\$7,551.00
Money Coverage	W-L & Co. International 500-3591076	\$2,500 Year Round 7,500 Cash 55,000 Checks	Covers loss of money inside and outside premises (stipulated Enrollment Periods)		85.00
Fidelity	W-L & Co. 500-3591076	\$150,000	Covers dishonesty of all employees		440.00
Inland Marine	W-L & Co. 500-3591076	\$ 30,000	"All Risk" \$250 Deductible		147.00
Camera Equipment	W-L & Co. 500-3591076	\$ 11,808	"All Risks" \$100 Deductible		139.00
Miscellaneous Equip		\$ 1,885	"All Risk" \$25 Deductible		23.00
			TOTAL PACKAGE POLICY W-L & Co.		\$14,924.

TYPE	AGENCY-COMPANY POLICY NUMBER	AMOUNT OF INSURANCE	SUMMARY	POLICY PERIOD	ANNUAL COST
II COMPREHENSIVE General Auto	W-L & Co. International 130620457-8	250/1,000,000 BI 100,000 PD 5,000 Med 15/30,000 UM&UIM	Covers all owned vehicles \$50 Ded. Comprehensive \$250 Ded. Collision Covers Insured for vicarious liability of employees use of own automobiles on school business	10-1-84 to 10-1-85	\$1,610.
Non-Owned Automobiles		250/100,000 BI 100,000 PD			\$ 297.
			Total 130-620457-8		\$1,907.
V BOILER	W-L & Co. Cincinnati BMS 2613283	\$5,000,000	Covers all boilers. Broad Form Repair & Replacement on a blanket group basis.	4-1-82 to 4-1-85	\$ 829.00
WORKERS' COMPENSATION	W-L & Co. U.S. Fire Ins. Co. 408-34-47-37	\$100,000 BI Acc 100,000 BI Disease each employee 500,000 BI Disease Policy Limit	Statutory coverage on employees injured in course of employment	8-15-84 to 10-1-85	16,892. Deposit Premium
I COMPREHENSIVE CATASTROPHE	W-L & Co. International 523-382393-7	\$5,000,000	Umbrella Liability Insurance over and above basic liability coverages, \$10,000 retention on losses not insured under basic coverage. First Dollar Defense	10-1-84 to 10-1-85	\$2,156.
II TRAVEL ACCIDENT INSURANCE	W-L & Co. Federal 64000583	\$ 50,000 Prin. Sum 300,000 Aggregate	Covers Board Members & Prof. Employees while traveling away from school premises on school business.	8-15-84 to 10-1-85	\$ 660.
Broad & Prof Employees	W-L & Co. Federal 64037298	\$ 5,000 Prin. Sum 500 Med. Pay	Covers students while away from resident or SVC for accidental injury	8-31-84 to 8-31-85	\$ 750. Deposit Premium
Nursing Students	W-L & Co. Nationwide GBH 30137	\$ 1,000 Death 10,000 Dismember- ment	Covers all nursery school children as named on policy. No deductible, Deposit Rate \$2.00 part-time \$2.75 Full-time	9-1-84 to 9-1-85	\$122.50 Deposit

TYPE	AGENT-COMPANY POLICY NUMBER	AMOUNT OF INSURANCE	SUMMARY	POLICY PERIOD	ANNUAL COST
III BOARD OF EDUCATION LIABILITY	W-L & Co. Twin City Fire 10EESSE0254	\$1,000,000.	Covers alleged "wrongful acts" on part of members of the board and all other employees of school district. \$1,000 Retention	8-15-84 to 8-15-87	\$1,494.
X PUBLIC OFFICIAL BOND	Peterson- Detweiler Kemper 35-287277	\$2,000,000.	Treasurer's Bond	7-1-83 to 6-30-86	\$ 875.00 (3 Yr.)
PUBLIC OFFICIAL BOND	400EW8908 Kemper	\$ 850,000.	Site & Construction Bond	7-1-83 to 6-30-86	\$ 760.00
I SPORTS ACCIDENTS	Peterson- Detweiler Western Cas.	\$ 5,000 Death & Dismemberment \$ 5,000 Blanket Medical Expense	Covers athletic team while traveling to and from, and engaging in athletic contents including practice. Includes coaches and managers. \$25 deductible		\$1,000. Deposit
II GROUP LIFE HOSPITAL SURGICAL & MAJOR MEDICAL	Prudential Ins. Co. 42675 ** 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 Maximum Benefit - Unlimited	**	Coverage all full-time employees	9-1-74	Variable
This report provided by Wilkins Lowe and Company					

For Board Meeting
of November 26, 1984

Agenda Item E-8

APPROVAL OF FY 84 AUDIT

The auditing firm of Lindgren, Callihan, Van Osdol and Co., Ltd. has completed its audit of the 1983-84 financial records of the college. A full report of that audit is provided for this meeting. (We only have a limited number of copies of the audit. Initial distribution is therefore limited to members of the Board and selected administrators. Other persons interested may see a copy of the audit either in the Learning Resource Center or the Business Office).

If the Board desires, a member of the auditing firm can be asked to be present to answer questions at the next meeting of the Board.

Formal acceptance of the audit report could be made at this meeting or delayed until after consultation with the auditors.

Board Meeting of November 26, 1984

MEMORANDUM

To: Sauk Valley College Board of Trustees

FROM: Dr. Hal Garner

RE: Administrative Response to FY 84 Audit and Management Letter

The administration has reviewed the recently completed audit and the accompanying "Management Letter" provided for our guidance.

Attached is the "Management Letter" to which the following administrative comments apply:

1. Credit Balances - Accounts Receivable Subsidiary Ledger

We are looking further into clarifying the grant balances question. Frankly, it appears to be an accounting feature which is not easily reconcilable due to the nature of how these grants are administered by the funding source. The concern is not seen as a substantive one.

2. Indochinese Grant Program

The overexpenditures in the Case Management and Social Services Contract appear to be directly related to the changeover in the director's position during the fiscal year. There also appears to have been some miscommunication between the Illinois Department of Public Aid and our Indochinese Refugee Office. The SVC interim director understood that a 10% overexpenditure in line items was allowable. Per IDPA, a 10% overexpenditure in line item is allowable, but the total allocation may not be overexpended.

The Highland Lao initiative contract was under-spent by \$2,522.50. This again appears to be related to the change in directors and some lack of communication between the IDPA and our Indochinese Refugee Project. Under our new director, we have since applied for and received an upward amendment of \$2,523.00 which, in essence, allows us to carry over the unspent funds into this fiscal year.

Steps have been taken to avoid these types of situations in FY-85. The Business Office continues to prepare a monthly claim for the amount. The project director

claims these expenditures on the IDPA forms and reconciles the claims with the college's accounts. The director reviews the claims with the Dean of Student Services. The program director maintains contract budgets, monthly claims, encumbered accounts, and balances. These procedures will insure that the Indochinese Program will maintain fiscal responsibility and stay within established funding allowances.

3. Cash Receipts and Disbursement Journals

This appears to be a generic problem which we need to work on. Especially with the introduction of new grant programs and personnel to direct them. We must improve the respective records for each. The Dean of Business is being asked to provide guidelines and directives to the budget managers to introduce improved recordkeeping, better communication and greater consistency in this matter.

4. Underspending of Grand Funds

This underexpenditure was due to a large extent to active negotiations between the President and a major management training company for materials right up to and beyond the end of the fiscal year which would have encumbered the lapsed funds and more. This project did not succeed so the funds being held were not used as intended.

This is not to overlook the fact that we did not have an effective alternate plan in place. This we want to correct in future years.

5. Internal Control

This is a recurring concern. Our college size and limited staffing levels aggravate the issue. Continued monitoring of the fiscal affairs and the integrity of our personnel are our best safeguards.

6. Reconciliation of Mid-Term Rosters to Final Grade Sheets

We agree with the auditors that "it may be impossible to eliminate all mistakes..." in this area. Nevertheless, we've analyzed each incident cited and developed the following actions to remedy more of the problems.

- a. The procedures between the Admissions Office and the Data Center have been changed to be in total compliance with ICCB Recognition Report (Item 4).
- b. Total control for the inputting of mid-term grades has been assigned to the Office of Admissions and Records.

7. Missing Purchase Orders and Unauthorized Expenditures

The first citation dealt with purchases for the Learning Resource Center without a purchase order. This takes place on occasion where the LRC Coordinator purchases records, books, etc., of historic value at local auctions. Since it is not possible to know whether or not a purchase of this type of material will occur in advance it is not feasible to have a purchase order prepared ahead of time. The LRC Coordinator has been provided with a letter bearing the college sales tax exempt number by the SVC Business Office for use in making these unplanned purchases. Also, a list of titles and authors is included with the request for reimbursement that is submitted after the purchases have been made.

It is important for the LRC Coordinator to be able to purchase old books and records in this manner. The LRC holdings benefit by this procedure. Finally, it should be noted that the dollar amount of these purchases is always quite small and that there is no misappropriation of college funds involved.

The second citation refers to an unauthorized purchase of alcoholic beverages. This related to a restaurant check for the visiting astronomer that included a before dinner drink. Both the faculty member who acted as host and the assistant dean of the division have been advised that no public funds can be used to purchase alcoholic beverages--even under these circumstances. The same advice was passed on to the other assistant deans.

8. Prior Year Comments

We're pleased that our record of this past year shows we've been able to satisfy the concerns of the previous years.

In summary, we're pleased with the audit and its analysis of our operations.

SAUK VALLEY COMMUNITY

COLLEGE DISTRICT 506

FINANCIAL REPORT

June 30, 1984

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LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

CERTIFIED PUBLIC ACCOUNTANTS

3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277

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Sauk Valley Community
College District 506
Dixon, Illinois

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We have examined the combined financial statements of Sauk Valley Community College District 506, as of and for the year ended June 30, 1984. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the combined financial statements (pages 2 - 14) present fairly the financial position of Sauk Valley Community College District 506 at June 30, 1984 and the results of its operations for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Lindgren, Callihan, Van Osdol & Co., Ltd.

September 13, 1984

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ALL FUND TYPES AND ACCOUNT GROUPS
COMBINED BALANCE SHEET
June 30, 1984

	Governmental Fund Types			
	General	Special Revenue	Debt Service	Capital Projects
<u>A S S E T S</u>				
Cash on hand and in bank	\$ 43,664	\$237,696	\$ 38,411	\$ 2
Investments - at cost	407,146	100,000	523,000	1,09
Interfund receivables	185,425	886		
Notes receivable - students		2,650		
Accounts receivable:				
Governmental claims	90,441	69,471		
Other	11,928	6,972		
Property taxes receivable	207,901	12,613	42,410	
Inventories				
Property and equipment				
Balance available in Bond and Interest				
Fund to retire bonds and				
pay interest				
Total assets	\$ <u>946,505</u>	<u>\$430,288</u>	<u>\$603,821</u>	<u>\$1,12</u>
<u>LIABILITIES AND FUND BALANCE</u>				
Bank cash overdraft	\$ 45,830	\$ 8,834		
Interfund payables	898,309	150,270		
Bonds payable				
Accounts payable	76,173	9,380		
Deferred tuition and fees	141,184	5,266		
Deferred replacement taxes	48,400		\$ 33,433	
Inactive federal grants				
Total liabilities	<u>1,209,896</u>	<u>173,750</u>	<u>33,433</u>	<u>\$</u>
Fund Equity:				
Investment in General Fixed Assets				
Retained earnings - unreserved				
Fund Balance:				
Reserved for debt service			500,000	
Reserved for student tuition				
and fees				
Fund balance unreserved -				
undesignated	(263,391)	256,538	70,388	1,12
Total fund equity	(263,391)	256,538	570,388	1,12
Total liabilities and				
fund equity	\$ <u>946,505</u>	<u>\$430,288</u>	<u>\$603,821</u>	<u>\$1,12</u>

Notes to Financial Statements are an integral part of this statement

Proprietary Fund Type	Fiduciary Fund Type	Account Groups		Total (Memorandum Only)
		General Fixed Assets	General Long- Term Debt	
Enterprise	Trust Funds			June 30, 1984
\$ 67,112	\$ 7,861			\$ 418,552
60,000	1,329,000			3,512,999
311	923,998			1,110,620
				2,650
	36,938			196,850
25,113				47,490
				262,924
118,150				118,150
		\$6,283,615		6,283,615
			\$500,000	500,000
<u>\$270,686</u>	<u>\$2,297,797</u>	<u>\$6,283,615</u>	<u>\$500,000</u>	<u>\$12,453,850</u>
	\$ 12,276			\$ 66,940
	62,041			1,110,620
			\$500,000	500,000
\$ 2,536				88,089
				146,450
				81,833
	2,074			2,074
<u>2,536</u>	<u>76,391</u>	<u>\$ -0-</u>	<u>500,000</u>	<u>1,996,006</u>
		6,283,615		6,283,615
268,150				268,150
				500,000
	(146)			(146)
	<u>2,221,552</u>			<u>3,406,225</u>
<u>268,150</u>	<u>2,221,406</u>	<u>6,283,615</u>	<u>-0-</u>	<u>10,457,844</u>
<u>\$270,686</u>	<u>\$2,297,797</u>	<u>\$6,283,615</u>	<u>\$500,000</u>	<u>\$12,453,850</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ALL GOVERNMENTAL FUND TYPES AND
EXPENDABLE TRUST FUNDS
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
For the year ended June 30, 1984

	General	Special Revenue	Debt Service	Capital Projects	Fiduciary Fund Type Expendable Trust	Total (Memorandum Only)
Revenues:						
Local sources	\$1,172,791	\$ 71,584	\$378,988			\$ 1,623,363
State sources	1,513,180	212,541	34,605			1,760,326
Federal sources	179,913	16,347			\$856,248	1,052,508
Student tuition and fees	1,276,581					1,276,581
Other sources	113,357	369,414	55,882	\$ 96,930	53,633	689,216
Total revenues	<u>4,255,822</u>	<u>669,886</u>	<u>469,475</u>	<u>96,930</u>	<u>909,881</u>	<u>6,401,994</u>
Expenditures:						
Construction	2,466,454				895,744	3,362,198
Academic support	171,712					171,712
Student services and aids	334,086					334,086
Public service	18,480					18,480
Operations and maintenance						
Plant	872,029					872,029
General administration	234,576				17,450	252,026
Institutional support	606,337	56,314	160	35,025		697,836
Restricted purposes		583,678				583,678
Principal retirement			500,000			500,000
Interest and fiscal charges			37,187			37,187
Total expenditures	<u>4,703,674</u>	<u>639,992</u>	<u>537,347</u>	<u>35,025</u>	<u>913,194</u>	<u>6,829,232</u>
Excess (deficiency) of revenues over expenditures	(447,852)	29,894	(67,872)	61,905	(3,313)	(427,238)
Financing sources -						
Operating transfers in	<u>128,732</u>					<u>128,732</u>
Excess (deficiency) of revenues over expenditures and other financing sources	(319,120)	29,894	(67,872)	61,905	(3,313)	(298,506)
Fund balance, beginning of year	<u>55,729</u>	<u>226,644</u>	<u>638,260</u>	<u>1,059,233</u>	<u>3,167</u>	<u>1,983,033</u>
Fund balance (deficit), end of year	<u>\$ (263,391)</u>	<u>\$256,538</u>	<u>\$570,388</u>	<u>\$1,121,138</u>	<u>\$ (146)</u>	<u>\$1,684,527</u>

Notes to Financial Statements are an integral part of this statement.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ALL GOVERNMENTAL FUND TYPES
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES - COMPARED TO BUDGET
For the year ended June 30, 1984

	General		Variance
	Actual	Budget	Favorable (Unfavorable)
Revenues:			
Local sources	\$1,172,791	\$1,190,686	\$ (17,895)
State sources	1,513,180	1,620,534	(107,354)
Federal sources	179,913	172,658	7,255
Student tuition and fees	1,276,581	1,396,500	(119,919)
Other sources	113,357	14,300	99,057
Total revenues	<u>4,255,822</u>	<u>4,394,678</u>	<u>(138,856)</u>
Expenditures:			
Instruction	2,466,454	2,553,994	87,540
Academic support	171,712	178,547	6,835
Student services and aids	334,086	357,025	22,939
Public service	18,480	14,900	(3,580)
Operations and maintenance of plant	872,029	1,009,686	137,657
General administration	234,576	247,781	13,205
Institutional support	606,337	660,535	54,198
Restricted purposes			
Provision for contingencies		301,667	301,667
Bond principal retirement			
Interest and fiscal charges			
Total expenditures	<u>4,703,674</u>	<u>5,324,135</u>	<u>620,461</u>
Excess (deficiency) of revenues over expenditures	(447,852)	(929,457)	481,605
Other financing sources - Operating transfers in	<u>128,732</u>	<u>-0-</u>	<u>128,732</u>
Excess (deficiency) of cash receipts over cash disbursements and other financing sources	(319,120)	<u>\$ (929,457)</u>	<u>\$ 610,337</u>
Fund balance, beginning of year	<u>55,729</u>		
Fund balance, end of year	<u>\$ (263,391)</u>		

Notes to Financial Statements are an integral part of this statement.

Special Revenue			Debt Service			Capital Projects		
	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)
84	\$ 73,864	\$ (2,280)	\$378,988	\$383,859	\$(4,871)			
41		212,541	34,605	34,605				
47		16,347					\$ 35,000	\$(35,000)
14	<u>82,350</u>	<u>287,064</u>	<u>55,882</u>	<u>15,500</u>	<u>40,382</u>	<u>96,930</u>	<u>75,000</u>	<u>21,930</u>
86	<u>156,214</u>	<u>513,672</u>	<u>469,475</u>	<u>433,964</u>	<u>35,511</u>	<u>96,930</u>	<u>110,000</u>	<u>(13,070)</u>
14	68,000	11,686	160	1,000	840	35,025	295,000	259,975
78	82,350	(501,328)						
			500,000	500,000				
			<u>37,187</u>	<u>51,250</u>	<u>14,063</u>			
92	<u>150,350</u>	<u>(489,642)</u>	<u>537,347</u>	<u>552,250</u>	<u>14,903</u>	<u>35,025</u>	<u>295,000</u>	<u>259,975</u>
94	5,864	24,030	(67,872)	(118,286)	50,414	61,905	(185,000)	246,905
94	\$ <u>5,864</u>	\$ <u>24,030</u>	(67,872)	\$(118,286)	\$ <u>50,414</u>	61,905	\$(185,000)	\$ <u>246,905</u>
44			<u>638,260</u>			<u>1,059,233</u>		
38			<u>\$570,388</u>			<u>\$1,121,138</u>		

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 PROPRIETARY FUND TYPE AND SIMILAR TRUST FUND
 COMBINED STATEMENT OF REVENUES, EXPENSES AND
 CHANGES IN RETAINED EARNINGS/FUND BALANCE
 For the year ended June 30, 1984

	Proprietary Fund Type Enterprise Fund Actual	Fiduciary Fund Type Non-Expendable Trust Fund Actual	Total (Memorandum Only)
Operating revenues:			
Sale of textbooks	\$267,262		\$267,262
Sale of supplies and other items	99,074		99,074
Sales tax collected	18,727		18,727
Interest income	-0-	\$ 128,732	128,732
Total operating revenues	<u>385,063</u>	<u>128,732</u>	<u>513,795</u>
Operating expenses:			
Purchases:			
Textbooks	212,353		212,353
Supplies and other items	77,066		77,066
Freight on purchases	6,948		6,948
Inventory adjustment	(3,558)		(3,558)
Salaries and wages	33,081		33,081
Supplies	2,299		2,299
Travel	649		649
Telephone	330		330
Dues and subscriptions	336		336
Sales tax paid	18,318		18,318
Cash shortages	49		49
Other	725		725
Bad debts	46		46
Total operating expenses	<u>348,642</u>	<u>-0-</u>	<u>348,642</u>
Income before operating transfers	36,421	128,732	165,153
Operating transfers (out)	<u>-0-</u>	<u>(128,732)</u>	<u>(128,732)</u>
Net income	36,421	-0-	36,421
Retained earnings/fund balance, beginning of year	<u>231,729</u>	<u>2,221,552</u>	<u>2,453,281</u>
Retained earnings/fund balance, end of year	<u>\$268,150</u>	<u>\$2,221,552</u>	<u>\$2,489,702</u>

Notes to Financial Statements are an integral part of this statement.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 PROPRIETARY FUND TYPE AND SIMILAR TRUST FUNDS
 COMBINED STATEMENT OF CHANGES IN
 FINANCIAL POSITION
 For the year ended June 30, 1984

	Proprietary Fund Type <u>Enterprise Fund</u>	Fiduciary Fund Type <u>Working Cash Fund</u>	<u>Total</u>
Sources of working capital:			
Operations -			
Net income	\$ <u>36,421</u>	\$ <u>-0-</u>	\$ <u>36,421</u>
Elements of net increase (decrease) in working capital:			
Cash	\$(32,316)	\$ 69	\$ (32,247)
Investments	60,000	(752,679)	(692,679)
Accounts receivable	2,549	(4,535)	(1,986)
Interfund receivables	(53)	786,145	786,092
Inventory	3,558	-0-	3,558
Accounts payable	2,510	-0-	2,510
Interfund payable	<u>173</u>	<u>(29,000)</u>	<u>(28,827)</u>
Net increase (decrease) in working capital	\$ <u>36,421</u>	\$ <u>-0-</u>	\$ <u>36,421</u>

Notes to Financial Statements are an integral part of this statement.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
June 30, 1984

(A) Significant Accounting Policies:

The accounts of the District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, cash receipts and disbursements. District resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

This report includes all of the funds and account groups of the College. It includes all activities considered to be part of (controlled by or dependent on) the College under NCGA Statement 3, Defining the Governmental Reporting Entity.

The various funds are grouped, in the financial statements in this report, into six generic fund types and three broad fund categories as follows:

Governmental Fund Types -

General Funds - The Educational and Operations, Building and Maintenance Funds are the general operating funds. They are used to account for all financial resources except those required to be accounted for in other funds.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, fiduciary, or major capital projects) that are legally restricted to expenditures for specified purposes. Special Revenue funds include the following: Workmen's Compensation, Tort Liability, Unemployment Compensation, Audit, Student Loan, Student Activity, and Restricted Purposes Funds.

Debt Service Funds - The Bond and Interest Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Capital Projects Funds - The Building Bond Proceeds Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities.

Proprietary Fund Types -

Enterprise Funds - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to a private business enterprise, that is where the intent of the governing body is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. The District's Enterprise Fund is its Bookstore Fund.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1984

(A) Significant Accounting Policies (continued):

Fiduciary Fund Type

Fiduciary Funds are used to account for assets held by the College in a trustee capacity or as an agent for individuals, private organizations, other governments, or other funds.

The Non-Expendable Trust Fund (Working Cash Fund) accounts for financial resources held by the College to be used for temporary transfers to the operating funds. The financial statements reflect accrual basis accounting. Expendable Trust Funds are those whose principal and income may be expended in the course of their designated operations and are accounted for in the same manner as governmental funds. The College Work Study Fund, Supplemental Educational Opportunity Grant Fund and the Pell Grant Fund are Expendable Trust Funds.

All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Governmental fund operating statements present increases (receipts and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

General Fixed Assets and General Long-Term Debt Account Groups - The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus.

Fixed assets used in governmental fund type operations are accounted for in the General Fixed Assets Account Group, rather than in governmental funds.

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the governmental funds. Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1984

(A) Significant Accounting Policies (continued):

The two account groups are not "funds." They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations.

Budgets - Budgeted amounts used for comparison in this report are obtained from the Board of Trustees approved operating budget of the District. The budget amounts included in the financial statements are the final adopted budget, including all amendments.

Total Columns - Total columns on the Combined Statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

Basis of Accounting - The modified accrual basis of accounting is followed by the Governmental, and Expendable Trust Funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Replacement taxes received in advance are recorded as deferred revenue at year-end and recognized as revenue of the next fiscal year. Also, tuition received for summer school and the fall semester, 1984, and wages paid to summer school instructors prior to June 30, are deferred and recognized as such in the next fiscal year. Expenditures other than interest on long-term debt are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

All proprietary funds and Non-expendable Trust Funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses recognized when incurred.

(B) Working Cash Bonds:

In August, 1981, Working Cash Bonds in the amount of \$500,000 were approved and were issued on October 1, 1981. These bonds were due in two installments of \$250,000 each with interest to be paid semiannually. The first installment was paid January 1, 1983, and the final installment was paid January 1, 1984. The transactions relating to the Working Cash Bonds are reported in the supplemental financial statements as Bond and Interest Fund #4.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1984

(C) Out-of-District Tuition:

The amount of cost to be charged for out-of-district students during the year ended June 30, 1984, has been computed using the guidelines provided in the 1980 edition of the Uniform Accounting Manual prepared by the Illinois Community College Board.

(D) Changes in General Fixed Assets:

	Balance July 1, 1983	Additions	Deletions	Balance June 30, 1984
Land	\$ 162,650			\$ 162,650
Land improvements	668,973	\$ 7,010		675,983
Buildings	3,071,471	28,015		3,099,486
Equipment	<u>2,240,697</u>	<u>109,358</u>	<u>\$4,559</u>	<u>2,345,496</u>
	<u>\$6,143,791</u>	<u>\$144,383</u>	<u>\$4,559</u>	<u>\$6,283,615</u>

The following is a summary of the changes in investment in general fixed assets by Fund for the year ended June 30, 1984:

Educational Fund	\$ 840,918	\$105,262		\$ 946,180
Building and Maintenance Fund	129,726	4,096	\$4,559	129,263
Building Bond Proceeds Fund	5,141,178	35,025		5,176,203
Bookstore Fund	13,468			13,468
Student Activity Fund	<u>18,501</u>			<u>18,501</u>
	<u>\$6,143,791</u>	<u>\$144,383</u>	<u>\$4,559</u>	<u>\$6,283,615</u>

(E) Changes in Long-Term Debt:

The following is a summary of bond transactions of the College for the year ended June 30, 1984:

Bonds payable at July 1, 1983	\$1,000,000
Bonds issued	-0-
Bonds retired	<u>(500,000)</u>
Bonds payable at June 30, 1984	\$ <u>500,000</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1984

(E) Changes in Long-Term Debt (continued):

The following schedule details the remaining installments on the Site, Building and Equipment Bonds of the District as of June 30, 1984:

SITE, BUILDING AND EQUIPMENT BONDS
\$3,975,000.00 Principal Amount - Dated June 1, 1966

Interest Rate	Bond Number	Year	Principal Due December 1	Interest Due	
				June 1	December 1
3.70	696-745	1984	\$ 250,000		\$ 9,250
3.70	746-795	1985	<u>250,000</u>	<u>\$4,625</u>	<u>4,625</u>
			<u>\$500,000</u>	<u>\$4,625</u>	<u>\$13,875</u>

(F) Interfund Receivable and Payable Balances:

At June 30, 1984, interfund receivables and payables consisted of the following:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
Educational:		
Bookstore		\$ 311
Working Cash		887,691
Student Activity	\$ 143,737	
College Work-Study	7,041	10,307
Restricted Purpose	5,525	
Operations, Building and Maintenance:		
Working Cash	29,000	
Student Activity	122	
Working Cash:		
Educational	887,691	
College Work-Study	26,000	
Operations, Building and Maintenance		29,000
Bookstore -		
Educational	311	
Student Loan -		
Student Activity	886	
College Work-Study:		
Working Cash		26,000
Educational	10,307	7,041

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1984

(F) Interfund Receivable and Payable Balances (continued):

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
Student Activity:		
Student loan		886
Educational		143,737
Operations, Building and Maintenance		122
Restricted Purpose -		
Educational		<u>5,525</u>
	<u>\$1,110,620</u>	<u>\$1,110,620</u>

(G) Retirement Commitments:

State University Retirement System:

Sauk Valley College District 506 is a participating member of the State University Retirement System. Faculty, Staff and Administrators who have been employed by the college three years are required to contribute 8% of their annual salary, while contributions during the initial three years of employment are optional. Normally, the College does not share any cost of the retirement plan and accordingly, no contributions were made during the year ended June 30, 1984.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1984

(G) Property Taxes:

The following are the Assessed Valuations, Tax Rates, Extensions and Collections for the preceding three levy years:

	<u>1981</u>	<u>1982</u>	<u>1983</u>
Assessed Valuations:			
Whiteside County	\$370,546,626	\$382,834,984	\$368,470,236
Lee County	249,434,595	253,882,508	253,143,747
Ogle County	55,008,019	57,109,464	54,699,469
Henry County	2,898,518	2,702,415	2,463,366
Bureau County	43,285,536	39,924,082	36,938,898
Carroll County	<u>49,037,859</u>	<u>49,334,053</u>	<u>45,599,768</u>
	<u>\$770,211,153</u>	<u>\$785,787,506</u>	<u>\$761,315,484</u>
Tax Rates:			
Educational Fund	.1200	.1200	.1200
Building and Maintenance Fund	.0300	.0300	.0300
Bond and Interest Funds	.0744	.0668	.0306
Workman's Compensation Insurance Fund	.0024	.0026	.0027
Tort Liability Insurance Fund	.0014	.0021	.0018
Unemployment Compensation Insurance Fund	.0028	.0028	.0027
Audit Fund	<u>.0003</u>	<u>.0019</u>	<u>.0019</u>
	<u>.2313</u>	<u>.2262</u>	<u>.1897</u>
Tax Extensions:			
Educational Fund	\$924,253	\$ 942,945	\$ 913,578
Building and Maintenance Fund	231,063	235,736	228,395
Bond and Interest Funds	573,037	524,906	232,963
Workman's Compensation Insurance Fund	18,485	20,430	20,556
Tort Liability Insurance Fund	10,783	16,502	13,704
Unemployment Compensation Insurance Fund	21,566	22,002	20,556
Audit Fund	<u>2,311</u>	<u>14,930</u>	<u>14,465</u>
	<u>\$1,781,498</u>	<u>\$1,777,451</u>	<u>\$1,444,217</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1984

(G) Property Taxes (continued):

	<u>1981</u>	<u>1982</u>	<u>1983</u>
Tax Collections:			
Educational Fund	\$ 922,662	\$ 941,623	\$456,789
Building and Maintenance Fund	230,661	235,414	114,197
Bond and Interest Funds	572,046	524,167	116,481
Workman's Compensation Insurance Fund	18,399	20,404	10,278
Tort Liability Insurance Fund	10,733	16,480	6,852
Unemployment Compensation Insurance Fund	21,466	21,973	10,278
Audit Fund	<u>2,300</u>	<u>14,910</u>	<u>7,232</u>
	<u>\$1,778,267</u>	<u>\$1,774,971</u>	<u>\$722,107</u>
Percent of Levy collected	<u>99.82%</u>	<u>99.86%</u>	<u>50.00%</u>

(H) Legal Debt Margin:

The following schedule illustrates the legal debt margin of the District as of June 30, 1984:

Assessed valuation - 1983	<u>\$761,315,484</u>
Debt limitation - 2.875% of assessed valuation	\$ 21,887,820
Less bonds subject to debt limitation	<u>500,000</u>
Legal debt margin, June 30, 1984	<u>\$ 21,387,820</u>

(I) Accumulated Vacation and Sick Leave:

Accumulated vacation and sick leave benefits are not recorded as liabilities on the books of the College. The College's policy is to record amounts as operating expenses in the period vacation or sick leave is taken. Management of the College has estimated that such liability for all funds which exceeds one year's accumulation approximates \$100,559.

SUPPLEMENTAL FINANCIAL STATEMENTS



LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

CERTIFIED PUBLIC ACCOUNTANTS

3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277

BURTON E. LINDGREN
RODGER W. CALLIHAN
JOHN A. VAN OSDOL
RICHARD A. LAMM
DONALD E. LOFTUS
JOHN R. ZORDAN
CHARLES E. BRAUER
GREGORY A. DUNHAM
DOUGLAS P. FITZGERALD
CARL C. SWANSON
MICHAEL W. SHOGER
MICHAEL D. SMITH

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

We have made a study of those internal control and administrative control procedures of Sauk Valley Community College District 506 that we considered relevant in the conduct of our audit of the books and records of the College for the year ended June 30, 1984. Our study included tests of compliance with existing procedures for the period covered by our audit.

It is generally understood that the objective of internal accounting control is to provide reasonable but not absolute assurance as to the safeguarding of assets, the reliability of the financial records and the accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal control should not exceed the benefits derived.

Recommendations pertaining to our review of the system of internal control are submitted to the Board in a separate management letter.

Based on this concept and our study, we are of the opinion that the internal control procedures employed by Sauk Valley Community College District 506 are adequate and are functioning appropriately.

Lindgren, Callihan, Van Osdol & Co., Ltd.

September 13, 1984



LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

CERTIFIED PUBLIC ACCOUNTANTS

3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277

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

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MICHAEL W. SHOGER
MICHAEL D. SMITH

The accompanying additional financial information is presented for supplementary analysis purposes and is not considered necessary for a fair presentation of the combined financial statements. Our examination of the combined financial statements for the year ended June 30, 1984, which are presented in the first section of this report, was made for the primary purpose of formulating an opinion on those statements. This additional information has been subjected to the applicable audit procedures we performed on our examination of the related combined financial statements.

In our opinion, all of the other supplementary financial information is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

Lindgren, Callihan, Van Osdol & Co., Ltd.

September 13, 1984

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL FUNDS
COMBINING BALANCE SHEET
June 30, 1984

	<u>Educational Fund</u>	<u>Operations, Building and Maintenance Fund</u>	<u>Total General Funds</u>
<u>A S S E T S</u>			
Cash on hand	\$ 3,599	\$ 40,065	\$ 43,664
Investments	407,146		407,146
Interfund receivables:			
Student Activity Fund	143,737	122	143,859
Restricted Purpose Fund	5,525		5,525
College Work-Study Fund	7,041		7,041
Working Cash Fund		29,000	29,000
Accounts receivable:			
Governmental claims	90,441		90,441
Other	11,928		11,928
Property taxes receivable	<u>166,319</u>	<u>41,582</u>	<u>207,901</u>
Total assets	<u>\$ 835,736</u>	<u>\$110,769</u>	<u>\$ 946,505</u>
<u>LIABILITIES AND FUND BALANCE</u>			
Bank overdraft	\$ 45,830		\$ 45,830
Interfund payables:			
Working Cash Fund	887,691		887,691
Bookstore Fund	311		311
College Work-Study Fund	10,307		10,307
Accounts payable	53,457	\$ 22,716	76,173
Deferred tuition and fees	141,184		141,184
Deferred replacement taxes	<u>38,720</u>	<u>9,680</u>	<u>48,400</u>
Total liabilities	1,177,500	32,396	1,209,896
Fund balance, unreserved - undesignated	<u>(341,764)</u>	<u>78,373</u>	<u>(263,391)</u>
Total liabilities and fund balance	<u>\$ 835,736</u>	<u>\$110,769</u>	<u>\$ 946,505</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

GENERAL FUNDS

COMBINING STATEMENT OF REVENUES AND
EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1984

	Educational Fund	Operations, Building and Maintenance Fund	Total General Funds	
			Actual	Budget
Revenues:				
Local sources	\$ 940,696	\$232,095	\$1,172,791	\$1,190,686
State sources	1,493,333	19,847	1,513,180	1,620,534
Federal sources	179,913		179,913	172,658
Student tuition and fees	1,276,581		1,276,581	1,396,500
Other sources	<u>111,005</u>	<u>2,352</u>	<u>113,357</u>	<u>14,300</u>
Total revenues	<u>4,001,528</u>	<u>254,294</u>	<u>4,255,822</u>	<u>4,394,678</u>
Expenditures:				
Instruction	2,466,454		2,466,454	2,553,994
Academic support	171,712		171,712	178,547
Student services and aids	334,086		334,086	357,025
Public service	18,480		18,480	14,900
Operations and maintenance of plant	588,674	283,355	872,029	1,009,686
General administration	234,576		234,576	247,781
Institutional support	606,137	200	606,337	660,535
Provision for contingencies				<u>301,667</u>
Total expenditures	<u>4,420,119</u>	<u>283,555</u>	<u>4,703,674</u>	<u>5,324,135</u>
Excess (deficiency) of revenues over expenditures	(418,591)	(29,261)	(447,852)	\$ (929,457)
Other financing sources - Operating transfers in	<u>43,732</u>	<u>85,000</u>	<u>128,732</u>	<u>-0-</u>
Excess (deficiency) of cash receipts over cash disbursements and other financing sources	(374,859)	55,739	(319,120)	\$ <u>(929,457)</u>
Und balance, beginning of year	<u>33,095</u>	<u>22,634</u>	<u>55,729</u>	
Und balance, end of year	\$ <u>(341,764)</u>	\$ <u>78,373</u>	\$ <u>(263,391)</u>	

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF REVENUES COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Local Sources:			
1982 taxes	\$ 469,227	\$ 471,475	\$ (2,248)
1983 taxes	456,789	471,475	(14,686)
Back taxes	927	-0-	927
Payment in lieu of taxes	1,419	-0-	1,419
Charge-back revenue	12,334	12,000	334
	<u>940,696</u>	<u>954,950</u>	<u>(14,254)</u>
State Sources:			
State apportionment	1,282,721	1,282,721	-0-
Vocational technical education:			
Regular reimbursement	84,172	146,682	(62,510)
Equipment reimbursement	47,050	94,000	(46,950)
Corporate personal property replacement tax	79,390	77,704	1,686
State work study	-0-	1	(1)
	<u>1,493,333</u>	<u>1,601,108</u>	<u>(107,775)</u>
Federal Sources:			
Work study	173,825	170,658	3,167
Veterans reporting fee and other federal	6,088	2,000	4,088
	<u>179,913</u>	<u>172,658</u>	<u>7,255</u>
Student Tuition and Fees:			
Tuition	1,255,759	1,379,500	(123,741)
Fees	2,342	2,100	242
Public services income	18,480	14,900	3,580
	<u>1,276,581</u>	<u>1,396,500</u>	<u>(119,919)</u>
Other Sources:			
Interest on investments	96,600	10,000	86,600
Other revenue	14,405	3,000	11,405
	<u>111,005</u>	<u>13,000</u>	<u>98,005</u>
Total revenues	<u>\$4,001,528</u>	<u>\$4,138,216</u>	<u>\$(136,688)</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Instruction:			
Division of Business:			
Salaries - full time	\$ 153,066	\$ 153,066	\$ -0-
Contractual services	10,540	11,600	1,060
General materials and supplies	9,275	9,045	(230)
Conference and meeting expenses	1,165	900	(265)
Equipment	1,000	-0-	(1,000)
	<u>175,046</u>	<u>174,611</u>	<u>(435)</u>
Food Service:			
Contractual services	-0-	100	100
General materials and supplies	73	150	77
	<u>73</u>	<u>250</u>	<u>177</u>
Division of Agriculture:			
Salaries - full time	24,092	24,092	-0-
Contractual services	-0-	100	100
General materials and supplies	917	1,150	233
Conference and meeting expenses	115	120	5
	<u>25,124</u>	<u>25,462</u>	<u>338</u>
Division of Industrial Education:			
Salaries - full time	174,562	174,562	-0-
Contractual services	3,434	3,600	166
General materials and supplies	20,980	20,500	(480)
Conference and meeting expenses	576	700	124
Equipment	979	-0-	(979)
	<u>200,531</u>	<u>199,362</u>	<u>(1,169)</u>
Cosmetology:			
Contractual services	59,221	56,500	(2,721)
General materials and supplies	23	100	77
	<u>59,244</u>	<u>56,600</u>	<u>(2,644)</u>
Human Service:			
General materials and supplies	702	850	148
Conference and meeting expenses	32	100	68
	<u>734</u>	<u>950</u>	<u>216</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
(CONTINUED)
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Instruction (continued):			
Division of Social Science:			
Salaries - full time	121,706	121,706	-0-
General materials and supplies	3,096	2,650	(446)
Conference and meeting expenses	364	300	(64)
	<u>125,166</u>	<u>124,656</u>	<u>(510)</u>
Emergency Medical Technicians:			
Contractual services	1,590	1,650	60
General materials and supplies	52	90	38
	<u>1,642</u>	<u>1,740</u>	<u>98</u>
Criminal Justice:			
Salaries - full time	45,549	45,549	-0-
Contractual services	-0-	100	100
General materials and supplies	1,076	1,060	(16)
Conference and meeting expenses	255	850	595
	<u>46,880</u>	<u>47,559</u>	<u>679</u>
Library Technology -			
General materials and supplies	18	100	82
Division of Humanities:			
Humanities Department:			
Salaries - full time	225,564	225,564	-0-
General materials and supplies	3,356	3,275	(81)
Conference and meeting expenses	825	1,100	275
	<u>229,745</u>	<u>229,939</u>	<u>194</u>
Art Department:			
Salaries - full time	23,838	23,838	-0-
Contractual services	346	200	(146)
General materials and supplies	457	600	143
	<u>24,641</u>	<u>24,638</u>	<u>(3)</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
(CONTINUED)
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Instruction (continued):			
Division of Humanities (continued):			
Music Department:			
Salaries - full time	47,676	47,676	-0-
Contractual services	867	1,200	333
General materials and supplies	1,431	1,450	19
Conference and meeting expenses	75	200	125
	<u>50,049</u>	<u>50,526</u>	<u>477</u>
Division of Math Science:			
Salaries - full time	175,946	175,946	-0-
Contractual services	160	200	40
General materials and supplies	10,756	11,150	394
Conference and meeting expenses	888	1,000	112
Equipment	7,050	-0-	(7,050)
	<u>194,800</u>	<u>188,296</u>	<u>(6,504)</u>
Medical Laboratory Technology:			
Salaries - full time	45,570	45,683	113
Contractual services	2,213	1,650	(563)
General materials and supplies	9,392	11,590	2,198
Conference and meeting expenses	385	620	235
	<u>57,560</u>	<u>59,543</u>	<u>1,983</u>
AD Nursing:			
Salaries - full time	108,612	110,144	1,532
Salaries - office staff	10,291	10,455	164
Contractual services	80	620	540
General materials and supplies	1,595	1,725	130
Conference and meeting expenses	286	2,000	1,714
	<u>120,864</u>	<u>124,944</u>	<u>4,080</u>
LP Nursing:			
Salaries - full time	78,524	77,971	(553)
Contractual services	80	195	115
General materials and supplies	1,187	1,860	673
Conference and meeting expenses	420	650	230
	<u>80,211</u>	<u>80,676</u>	<u>465</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
(CONTINUED)
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Instruction (continued):			
Radiology Technology:			
Salaries - full time	25,526	25,625	99
Contractual services	1,284	1,587	303
General materials and supplies	1,461	2,065	604
Conference and meeting expenses	1,659	1,820	161
	<u>29,930</u>	<u>31,097</u>	<u>1,167</u>
Division of Physical Education:			
Salaries - full time	43,263	43,263	-0-
Contractual services	1,964	2,000	36
General materials and supplies	1,288	1,400	112
Conference and meeting expenses	59	700	641
	<u>46,574</u>	<u>47,363</u>	<u>789</u>
Nurses Aide:			
Contractual services	-0-	300	300
General materials and supplies	222	270	48
Conference and meeting expenses	18	45	27
	<u>240</u>	<u>615</u>	<u>375</u>
Instructional Programs			
Administration:			
Salaries - secretarial	24,957	25,177	220
Student employees - federal	12,660	13,000	340
Student employees - federal (workroom)	5,807	7,250	1,443
Contractual (workroom)	4,191	4,700	509
Contractual (unallocated)	894	1,900	1,006
General materials and supplies (workroom)	(4,838)	1,000	5,838
General materials and supplies (faculty office)	649	900	251
General materials and supplies (institutional committee)	16	300	284
Equipment	80	-0-	(80)
	<u>44,416</u>	<u>54,227</u>	<u>9,811</u>
Public Information:			
Salaries	30,984	30,984	-0-
Salaries - secretarial	1,737	2,000	263
General materials and supplies	48,012	77,600	29,588
Conference and meeting expenses	683	1,000	317
	<u>81,416</u>	<u>111,584</u>	<u>30,168</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
(CONTINUED)
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Instruction (continued):			
Dean of Arts and Science:			
Salaries - administrative	31,491	31,491	-0-
Part-time overload	39,901	40,000	99
Salaries - summer session	49,845	44,200	(5,645)
Night premiums	300	-0-	(300)
Salaries - secretarial	11,749	11,749	-0-
Student employees - federal	6,839	5,800	(1,039)
General materials and supplies	683	800	117
Conference and meeting expenses	678	1,000	322
	<u>141,486</u>	<u>135,040</u>	<u>(6,446)</u>
Assistant Dean of Business and Technology:			
Salaries - administrative	33,149	33,149	-0-
Salaries - instructional - part-time overload	109,752	105,000	(4,752)
Night premiums	1,500	-0-	(1,500)
Salaries - summer session	38,874	41,000	2,126
Student employees - federal	11,317	11,256	(61)
Salaries - secretarial	13,573	13,573	-0-
General materials and supplies	978	1,000	22
Conference and meeting expenses	1,787	2,000	213
	<u>210,930</u>	<u>206,978</u>	<u>(3,952)</u>
Community Education:			
Salaries - administrative	40,636	40,636	-0-
Instructional salaries	96,928	83,000	(13,928)
Community services coordinators	4,110	4,100	(10)
Salaries - secretarial	10,287	11,681	1,394
Student employees - federal	3,041	3,655	614
Contractual services	2,983	3,000	17
General materials and supplies	3,460	4,000	540
Conference and meeting expenses	1,381	1,500	119
	<u>162,826</u>	<u>151,572</u>	<u>(11,254)</u>
Assistant Dean of Health and Natural Sciences:			
Salaries - administrative	17,484	33,149	15,665
Salaries - instructional part-time overload	59,748	63,000	3,252
Night premiums	800	-0-	(800)
Salaries - summer session	30,872	30,000	(872)
Student employees - federal	13,319	13,596	277

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
(CONTINUED)
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Instruction (continued):			
Assistant Dean of Health and Natural Sciences (continued):			
Contractual services	70	300	230
General materials and supplies	698	350	(348)
Conference and meeting expenses	303	550	247
	<u>123,294</u>	<u>140,945</u>	<u>17,651</u>
Academic Skills Center:			
Salaries - full time	78,655	71,365	(7,290)
Contractual services	79	500	421
General materials and supplies	1,381	1,500	119
Conference and meeting expenses	620	700	80
Equipment	97	-0-	(97)
	<u>80,832</u>	<u>74,065</u>	<u>(6,767)</u>
Honors Program:			
Contractual services	-0-	100	100
General materials and supplies	55	110	55
Conference and meeting expenses	-0-	250	250
	<u>55</u>	<u>460</u>	<u>405</u>
Dean of Instruction:			
Salaries - administrative	39,153	39,153	-0-
Salaries - secretarial	15,047	15,047	-0-
Student - tutors	1,426	1,500	74
General materials and supplies	1,421	1,300	(121)
Conference and meeting expenses	980	1,100	120
	<u>58,027</u>	<u>58,100</u>	<u>73</u>
Capital Outlay:			
Equipment	-0-	152,096	152,096
Equipment (state vocational)	94,100	-0-	(94,100)
	<u>94,100</u>	<u>152,096</u>	<u>57,996</u>
Total instruction	<u>2,466,454</u>	<u>2,553,994</u>	<u>87,540</u>
Academic Support -			
Learning Resource Center:			
Salaries - professional	73,833	73,956	123
Salaries - secretarial	34,904	34,951	47
Student employees - federal	10,412	13,000	2,588
Contractual services	4,707	4,500	(207)

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
(CONTINUED)
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Academic Support - (continued)			
Learning Resource Center (continued):			
Library supplies	10,872	12,040	1,168
Audio visual supplies	7,656	7,350	(306)
Xerox supplies	(1,858)	2,000	3,858
Library books	30,078	30,000	(78)
Conference and meeting expenses	738	750	12
Equipment	<u>370</u>	<u>-0-</u>	<u>(370)</u>
Total academic support	<u>171,712</u>	<u>178,547</u>	<u>6,835</u>
Student Services and Aids:			
Admissions and Records:			
Salaries - professional	29,889	29,889	-0-
Salaries - secretarial	47,143	46,996	(147)
Salaries - student employees - federal	9,073	10,958	1,885
Contractual services	983	2,600	1,617
General materials and supplies	6,304	6,000	(304)
Conference and meeting expenses	<u>64</u>	<u>800</u>	<u>736</u>
	<u>93,456</u>	<u>97,243</u>	<u>3,787</u>
Counseling and Testing:			
Salaries - professional	46,931	59,900	12,969
Salaries - secretarial	<u>11,746</u>	<u>11,749</u>	<u>3</u>
	<u>58,677</u>	<u>71,649</u>	<u>12,972</u>
Health Service -			
General materials and supplies	<u>90</u>	<u>300</u>	<u>210</u>
Financial Aids:			
Salaries - professional	30,773	30,773	-0-
Salaries - secretarial	<u>22,373</u>	<u>22,373</u>	<u>-0-</u>
	<u>53,146</u>	<u>53,146</u>	<u>-0-</u>
Administration of Student Services and Aids:			
Salaries - administrative	37,015	37,015	-0-
Salaries - secretarial	14,977	14,977	-0-
Salaries - student employees - federal	44,223	45,100	877
Other salaries (coaching)	10,025	11,845	1,820
Contractual services	608	800	192

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
(CONTINUED)
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Student Services and Aids (continued):			
Administration of Student			
Services and Aids (continued):			
General materials and supplies	11,206	12,800	1,594
Student recruitment	619	1,500	881
Commencement	6,299	6,000	(299)
Conference and meeting expenses	2,640	4,650	2,010
Equipment	1,105	-0-	(1,105)
	<u>128,717</u>	<u>134,687</u>	<u>5,970</u>
Total student service and aids	<u>334,086</u>	<u>357,025</u>	<u>22,939</u>
Public Service:			
Salaries	8,337	4,600	(3,737)
Contractual services	4,976	2,800	(2,176)
General materials and supplies	5,167	7,500	2,333
Total public service	<u>18,480</u>	<u>14,900</u>	<u>(3,580)</u>
Operations and Maintenance of Plant:			
Salaries - service staff	358,657	384,671	26,014
Salaries - student employees - federal	82,917	82,000	(917)
Gas	115,396	154,600	39,204
Telephone	31,704	30,865	(839)
Total operations and maintenance of plant	<u>588,674</u>	<u>652,136</u>	<u>63,462</u>
General Administration:			
President's office:			
Salaries - administrative	53,192	53,192	-0-
Salaries - secretarial	17,228	17,228	-0-
Salaries - student employees - federal	3,197	3,484	287
Contractual services	-0-	1,000	1,000
General materials and supplies	1,823	3,250	1,427
Conference and meeting expenses	1,954	3,000	1,046
Special affairs	1,582	3,500	1,918
Other conference and meeting expenses	4,923	4,900	(23)
	<u>83,899</u>	<u>89,554</u>	<u>5,655</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
(CONTINUED)
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
General Administration (continued):			
Business Office:			
Salaries - administrative	43,620	43,620	-0-
Salaries - professional	23,807	31,589	7,782
Salaries - secretarial	67,054	66,968	(86)
Salaries - student employees - federal	1,144	-0-	(1,144)
Contractual services	5,023	5,050	27
General materials and supplies	7,160	8,000	840
Conference and meeting expenses	2,389	3,000	611
Equipment	480	-0-	(480)
	<u>150,677</u>	<u>158,227</u>	<u>7,550</u>
Total General Administration	<u>234,576</u>	<u>247,781</u>	<u>13,205</u>
Institutional Support:			
Board of Trustees:			
Contractual - auditing and legal	9,157	8,000	(1,157)
Other general supplies (election)	803	2,500	1,697
Conference and meeting expenses	2,537	3,500	963
	<u>12,497</u>	<u>14,000</u>	<u>1,503</u>
Institutional Expenses:			
Salaries - secretarial	11,928	11,928	-0-
Student employees - federal	6,990	8,133	1,143
Group medical and life insurance	245,315	258,400	13,085
Tuition reimbursements	2,917	6,500	3,583
In service training	1,697	5,000	3,303
Unallocated contractual	1,564	2,400	836
Supplies (faculty association)	86	200	114
Postage	32,640	40,000	7,360
Publications and dues	5,573	6,310	737
Advertising	330	600	270
Recruitment	5,244	2,500	(2,744)
Relocation expenses	500	-0-	(500)
	<u>314,784</u>	<u>341,971</u>	<u>27,187</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - EDUCATIONAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
(CONTINUED)
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Institutional Support (continued):			
Fixed charges - general insurance	<u>16,935</u>	<u>16,000</u>	<u>(935)</u>
Tuition charge back	<u>24,897</u>	<u>25,000</u>	<u>103</u>
Institutional Research - General materials and supplies	<u>461</u>	<u>500</u>	<u>39</u>
Data Processing Services:			
Salaries - professional	56,962	56,962	-0-
Salaries - secretarial	9,507	12,273	2,766
Salaries - student employees - federal	5,687	6,365	678
Contractual services	23,489	34,750	11,261
General materials and supplies	5,728	8,600	2,872
Conference and meeting expenses	296	1,500	1,204
Rental of data processing equipment	<u>90,955</u>	<u>95,750</u>	<u>4,795</u>
	<u>192,624</u>	<u>216,200</u>	<u>23,576</u>
Planning and Development:			
Salaries professional	30,443	30,443	-0-
Salaries - secretarial	10,561	11,016	455
Contractual services	300	300	-0-
General materials and supplies	1,182	1,155	(27)
Conference and meeting expenses	<u>1,453</u>	<u>2,250</u>	<u>797</u>
	<u>43,939</u>	<u>45,164</u>	<u>1,225</u>
Affirmative Action:			
Contractual services	-0-	300	300
General materials and supplies	-0-	100	100
Conference and meeting expenses	<u>-0-</u>	<u>300</u>	<u>300</u>
	<u>-0-</u>	<u>700</u>	<u>700</u>
Total Institutional Support	<u>606,137</u>	<u>659,535</u>	<u>53,398</u>
Provision for contingencies	<u>-0-</u>	<u>276,667</u>	<u>276,667</u>
Total Educational Fund	<u>\$4,420,119</u>	<u>\$4,940,585</u>	<u>\$520,466</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL - OPERATIONS, BUILDING AND MAINTENANCE FUND
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET.
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:			
Local sources:			
1982 taxes	\$117,311	\$117,868	\$ (557)
1983 taxes	114,197	117,868	(3,671)
Back taxes	232	-0-	232
Payment in lieu of taxes	355	-0-	355
	<u>232,095</u>	<u>235,736</u>	<u>(3,641)</u>
State sources -			
Corporate personal property replacement tax	<u>19,847</u>	<u>19,426</u>	<u>421</u>
Other sources:			
Interest on investments	-0-	100	(100)
Other revenue	<u>2,352</u>	<u>1,200</u>	<u>1,152</u>
	<u>2,352</u>	<u>1,300</u>	<u>1,052</u>
Total revenues	<u>\$254,294</u>	<u>\$256,462</u>	<u>\$(2,168)</u>
Expenditures:			
Operation and maintenance of plant:			
General materials and supplies	\$ 44,840	\$ 58,000	\$ 13,160
Contractual services	32,831	42,500	9,669
Conference and meeting expenses	1,584	3,000	1,416
Service equipment	4,096	17,650	13,554
Electricity	<u>200,004</u>	<u>236,400</u>	<u>36,396</u>
	<u>283,355</u>	<u>357,550</u>	<u>74,195</u>
Institutional support:			
Fixed charges - rental	<u>200</u>	<u>1,000</u>	<u>800</u>
Provision for contingencies	<u>-0-</u>	<u>25,000</u>	<u>25,000</u>
Total expenditures	<u>\$283,555</u>	<u>\$383,550</u>	<u>\$ 99,995</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE FUNDS
COMBINING BALANCE SHEET
June 30, 1984

<u>A S S E T S</u>	<u>Liability, Protection and Settlement Fund</u>	<u>Audit Fund</u>	<u>Student Activity Fund</u>	<u>Student Loan Fund</u>	<u>Restricted Purposes Fund</u>	<u>Total Special Revenue Funds</u>
Cash on hand and in bank	\$82,504	\$5,141		\$4,573	\$145,478	\$237,696
Investments - at cost			\$100,000			100,000
Interfund receivables - Student Activity Fund				886		886
Notes receivable - students				2,650		2,650
Accounts receivable: Governmental claims			69,471			69,471
Other			6,972			6,972
Property taxes receivable	<u>9,980</u>	<u>2,633</u>				<u>12,613</u>
Total assets	<u>\$92,484</u>	<u>\$7,774</u>	<u>\$176,443</u>	<u>\$8,109</u>	<u>\$145,478</u>	<u>\$430,288</u>
<u>LIABILITIES AND FUND BALANCE</u>						
Bank cash overdraft			\$ 8,834			\$ 8,834
Interfund payables:						
Educational Fund			143,737		\$ 5,525	149,262
Operations, Building and Maintenance Fund			122			122
Student Loan Fund			886			886
Accounts payable	\$ 4,985				4,395	9,380
Deferred tuition and fees			5,266			5,266
Total liabilities	4,985	\$ -0-	158,845	\$ -0-	9,920	173,750
Fund balance unreserved - undesignated	<u>87,499</u>	<u>7,774</u>	<u>17,598</u>	<u>8,109</u>	<u>135,558</u>	<u>256,538</u>
Total liabilities and fund balance	<u>\$92,484</u>	<u>\$7,774</u>	<u>\$176,443</u>	<u>\$8,109</u>	<u>\$145,478</u>	<u>\$430,288</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE FUNDS - LIABILITY;
PROTECTION, AND SETTLEMENT FUND
COMBINING BALANCE SHEET
June 30, 1984

<u>A S S E T S</u>	<u>Workmen's Compensation Insurance Fund</u>	<u>Tort Liability Insurance Fund</u>	<u>Unemployment Compensation Fund</u>	<u>Total Liability Protection and Settlement Fund</u>
Cash on hand and in bank	\$31,040	\$21,793	\$29,671	\$82,504
Property taxes receivable	<u>3,742</u>	<u>2,495</u>	<u>3,743</u>	<u>9,980</u>
Total assets	<u>\$34,782</u>	<u>\$24,288</u>	<u>\$33,414</u>	<u>\$92,484</u>
 <u>LIABILITIES AND FUND BALANCE</u>				
Liabilities -				
Accounts payable			\$ 4,985	\$ 4,985
Fund balance unreserved -				
undesignated	<u>\$34,782</u>	<u>\$24,288</u>	<u>28,429</u>	<u>87,499</u>
Total liabilities and fund balance	<u>\$34,782</u>	<u>\$24,288</u>	<u>\$33,414</u>	<u>\$92,484</u>

SAUK VALLEY COLLEGE DISTRICT 506
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET
For the year ended June 30, 1984

	Liability, Protection and Settlement Fund	Audit Fund	Student Activity Fund	Student Loan Fund	Restricted Purposes Fund	Total Special Revenue Funds Actual	Budget
Revenues:							
Local sources	\$56,883	\$14,701				\$ 71,584	\$ 73,864
State sources					\$212,541	212,541	
Federal sources					16,347	16,347	
Other sources	<u>4,667</u>	<u>1,231</u>	<u>\$60,014</u>	<u>\$5,757</u>	<u>297,745</u>	<u>369,414</u>	<u>82,350</u>
Total revenues	<u>61,550</u>	<u>15,932</u>	<u>60,014</u>	<u>5,757</u>	<u>526,633</u>	<u>669,886</u>	<u>156,214</u>
Expenditures:							
Institutional support	45,534	8,500		2,280		56,314	68,000
Restricted purposes	<u> </u>	<u> </u>	<u>\$57,572</u>	<u> </u>	<u>526,106</u>	<u>583,678</u>	<u>82,350</u>
Total expenditures	<u>45,534</u>	<u>8,500</u>	<u>57,572</u>	<u>2,280</u>	<u>526,106</u>	<u>639,992</u>	<u>150,350</u>
Excess of revenues over expenditures	16,016	7,432	2,442	3,477	527	29,894	\$ <u>5,864</u>
Fund balance, beginning of year	<u>71,483</u>	<u>342</u>	<u>15,156</u>	<u>4,632</u>	<u>135,031</u>	<u>226,644</u>	
Fund balance, end of year	<u>\$87,499</u>	<u>\$7,774</u>	<u>\$17,598</u>	<u>\$8,109</u>	<u>\$135,558</u>	<u>\$256,538</u>	

SAUK VALLEY COLLEGE DISTRICT 506
SPECIAL REVENUE FUNDS - LIABILITY,
PROTECTION, AND SETTLEMENT FUND
COMBINING STATEMENT OF REVENUES AND EXPENDITURES
For the year ended June 30, 1984

	Workmen's Compensation Insurance Fund	Tort Liability Insurance Fund	Unemployment Compensation Fund	Total Liability Protection and Settlement Fund
Revenues:				
Local sources	\$20,499	\$15,102	\$21,282	\$56,883
Other sources	<u>1,750</u>	<u>1,167</u>	<u>1,750</u>	<u>4,667</u>
Total revenues	<u>22,249</u>	<u>16,269</u>	<u>23,032</u>	<u>61,550</u>
Expenditures -				
Institutional support	<u>11,952</u>	<u>13,017</u>	<u>20,565</u>	<u>45,534</u>
Excess of revenues over expenditures	10,297	3,252	2,467	16,016
and balance beginning of year	<u>24,485</u>	<u>21,036</u>	<u>25,962</u>	<u>71,483</u>
and balance, end of year	<u>\$34,782</u>	<u>\$24,288</u>	<u>\$28,429</u>	<u>\$87,499</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE - WORKMEN'S COMPENSATION INSURANCE FUND
STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues -			
Local sources:			
1982 taxes	\$10,182	\$10,215	\$ (33)
1983 taxes	10,278	10,958	(680)
Back taxes	6	-0-	6
Payment in lieu of taxes	33		33
	<u>20,499</u>	<u>21,173</u>	<u>(674)</u>
Other sources -			
Interest on investments	<u>1,750</u>	<u>-0-</u>	<u>1,750</u>
Total revenues	<u>\$22,249</u>	<u>\$21,173</u>	<u>\$1,076</u>
Expenditures -			
Institutional support -			
Workmen's compensation insurance	<u>\$11,952</u>	<u>\$20,000</u>	<u>\$8,048</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE - TORT LIABILITY INSURANCE FUND
STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues -			
Local sources:			
1982 taxes	\$ 8,224	\$ 8,251	\$ (27)
1983 taxes	6,852	7,305	(453)
Back taxes	4	-0-	4
Payment in lieu of taxes	22	-0-	22
	<u>15,102</u>	<u>15,556</u>	<u>(454)</u>
Other sources -			
Interest on investments	<u>1,167</u>	<u>-0-</u>	<u>1,167</u>
Total revenues	<u>\$16,269</u>	<u>\$15,556</u>	<u>\$ 713</u>
Expenditures:			
Institutional support -			
Tort liability	<u>\$13,017</u>	<u>\$13,000</u>	<u>\$ (17)</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE - UNEMPLOYMENT COMPENSATION FUND
STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Revenues -			
Local sources:			
1982 taxes	\$10,965	\$11,001	\$ (36)
1983 taxes	10,278	10,958	(680)
Back taxes	6	-0-	6
Payment in lieu of taxes	33	-0-	33
	<u>21,282</u>	<u>21,959</u>	<u>(677)</u>
Other sources -			
Interest on investments	<u>1,750</u>	<u>-0-</u>	<u>1,750</u>
Total revenues	<u>\$23,032</u>	<u>\$21,959</u>	<u>\$1,073</u>
Expenditures -			
Institutional support -			
Unemployment compensation	<u>\$20,565</u>	<u>\$20,000</u>	<u>\$ (565)</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE - AUDIT FUND
STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Revenues -			
Local sources:			
1982 taxes	\$ 7,441	\$ 7,465	\$ (24)
1983 taxes	7,233	7,711	(478)
Back taxes	4	-0-	4
Payment in lieu of taxes	23	-0-	23
	<u>14,701</u>	<u>15,176</u>	<u>(475)</u>
Other sources -			
Interest on investments	<u>1,231</u>	<u>-0-</u>	<u>1,231</u>
Total revenues	<u>\$15,932</u>	<u>\$15,176</u>	<u>\$ 756</u>
Expenditures -			
Institutional support -			
Audit costs	<u>\$ 8,500</u>	<u>\$14,000</u>	<u>\$5,500</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE - STUDENT ACTIVITY FUND
STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues -			
Other sources:			
Comprehensive fees	\$52,323	\$59,200	\$(6,877)
Athletic events	2,752	600	2,152
Drama income	981	900	81
Cultural events	-0-	3,000	(3,000)
Student activities	3,116	-0-	3,116
Student newspaper income	54	300	(246)
Film income	786	-0-	786
Other	<u>2</u>	<u>-0-</u>	<u>2</u>
Total revenues	<u>\$60,014</u>	<u>\$64,000</u>	<u>\$(3,986)</u>
Expenditures -			
Restricted purposes:			
Athletic expenses	\$16,182	\$21,000	\$ 4,818
Intramural events - co-ed	-0-	50	50
Cheerleaders and pom pon squad	847	850	3
Speech activities and readers' theatre	3,364	3,700	336
Drama	1,233	2,800	1,567
Music	3,934	3,800	(134)
Associated student board	1,526	2,000	474
Student activities	9,534	10,000	466
College clubs	-0-	500	500
Student newspaper	1,707	2,800	1,093
Women's intercollegiate activities	17,593	14,200	(3,393)
Contingencies	-0-	200	200
Film commission	<u>1,652</u>	<u>2,100</u>	<u>448</u>
Total expenditures	<u>\$57,572</u>	<u>\$64,000</u>	<u>\$ 6,428</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE - STUDENT LOAN FUND
STATEMENT OF REVENUES AND EXPENDITURES
For the year ended June 30, 1984

Revenues -

Other sources:

Interest on student loans
Bad debt repayments
Contributions

\$ 311
446
5,000

Total revenues

\$5,757

Expenditures -

Institutional support -
Uncollectable loans

\$2,280

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SCHEDULE OF STUDENT ACTIVITY
FUND ACCOUNTS RECEIVABLE
For the year ended June 30, 1984

	Balance 6/30/83	Increases (Billings and Adjustments)	Decreases (Received and Adjustments)	(Transferred to Bad Debts)	Balance 6/30/84
Subsidiary accounts:					
Adult Basic Education grants	\$ 3,629	\$ 40,387	\$ 36,528	\$ 2,889	\$ 4,599
Basic Opportunity grants	12,630	274,210	271,667		15,173
CETA	12,520	24,575	35,244		1,851
Dixon Developmental Center	-0-	2,450	2,485		(35)
Supplemental Opportunity grants	-0-	17,570	15,265		2,305
Sauk Valley Foundation grants	3,780	47,987	46,489		5,278
ISSC grants	348	235,352	235,662	497	(459)
Military grants	47,780	112,820	115,921	8,430	36,249
Achievement awards	-0-	20,390	20,390		-0-
Rehabilitation grants	2,143	5,696	6,513		1,326
Employee waivers	-0-	29,060	29,060		-0-
Department of Children and Family Services	-0-	50	50		-0-
Community General Hospital	-0-	750	750		-0-
Senior citizen waivers	-0-	106,113	106,113		-0-
Financial Aid Holds	-0-	11,160	2,157	9,003	-0-
Crusaders Clinic	-0-	2,625	2,240		385
Dixon Health Center	-0-	194			194
KSB Hospital	-0-	450	450		-0-
Dislocated Workers Program	-0-	2,644			2,644
Lone Star Industries	-0-	791	791		-0-
MIA/POW	3,135	4,752	5,798	210	1,879
National Guard	-0-	5,488	4,975		513
Great American Insurance Company	-0-	87			87
Labor Market Orientation	-0-	3,910	34		3,876
Illinois State Board of Education	-0-	194	155		39
Bituminous Insurance	-0-	425	425		-0-
RVC Indochinese grants	(411)				(411)
SVC Indochinese grants	3,461	5,911	8,849	636	(113)
NSF checks	-0-	1,173		1,173	-0-
Master Card/Visa	600	10,141	10,314		427
Blackhawk College	-0-	467	467		-0-
Blackhawk photo mount	-0-	75	75		-0-
Central management service	-0-	225	225		-0-
DAVIE Disadvantaged and Handicapped	-0-	1,335	1,335		-0-
ISSC	-0-	700	700		-0-
ISSC policemen	-0-	350	350		-0-
	<u>89,615</u>	<u>970,507</u>	<u>961,477</u>	<u>22,838</u>	<u>75,807</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SCHEDULE OF STUDENT ACTIVITY
FUND ACCOUNTS RECEIVABLE
(CONTINUED)
For the year ended June 30, 1984

	Balance 6/30/83	Increases (Billings and Adjustments)	Decreases (Received and Adjustments)	(Transferred to Bad Debts)	Balance 6/30/84
Bad Debt Account:					
Beginning balance	-0-				
Transferred from accounts receivable		22,838			
Write-offs			18,396		
Recoveries			3,806		636
Ending balance	<u>-0-</u>	<u>22,838</u>	<u>22,202</u>	<u>-0-</u>	<u>636</u>
Totals	<u>\$89,615</u>	<u>\$993,345</u>	<u>\$983,679</u>	<u>\$22,838</u>	<u>\$76,443</u>
Reconciliation with Combining Balance Sheet - Special Revenue Funds					
Governmental claims	\$85,235				\$69,471
Other	<u>4,380</u>				<u>6,972</u>
	<u>\$89,615</u>				<u>\$76,443</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE - RESTRICTED PURPOSES FUND
STATEMENT OF REVENUES AND EXPENDITURES
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:			
State sources:			
Highway Department:			
Economic Development grant	\$ 52,881		\$ 52,881
Disadvantaged grant 83-84	26,700		26,700
Disadvantaged grant 82-83	574		574
College Indochinese grant program	110,818		110,818
DAVTE Disadvantaged and Handicapped grant	15,821		15,821
DAVTE Quality and Assistance grant	2,413		2,413
HITS grant	163		163
DCCA - Assistance for Economic Development grant	3,171		3,171
	<u>212,541</u>	<u>\$ -0-</u>	<u>212,541</u>
Federal sources:			
Title III - Planning grant	14,461		14,461
Nursing capitation grant	996		996
Title II - Library	890		890
	<u>16,347</u>	<u>-0-</u>	<u>16,347</u>
Other sources:			
Recreation room	2,531		2,531
Student locker fund	83		83
Child care operations	14,447	18,350	(3,903)
Vocational information program	1,967		1,967
Parking	2,234		2,234
LPN supplies	9,552		9,552
Land lab	18,102		18,102
Community service	17,347		17,347
Humanities open house	1,324		1,324
Clearing account	202,554		202,554
Student clubs	4,446		4,446
Adult learning book charges	2,499		2,499
Collegiate choir	948		948
College van	2,996		2,996
Truck farming	2,020		2,020
Student activity - special projects	9,244		9,244
Sauk Valley College Foundation	5,103		5,103
LMO assessment fees	348		348
	<u>297,745</u>	<u>18,350</u>	<u>279,395</u>
Total revenues	<u>\$526,633</u>	<u>\$18,350</u>	<u>\$508,283</u>
Expenditures -			
Restricted purposes -			
Restricted expenditures	<u>\$526,106</u>	<u>\$18,350</u>	<u>\$507,756</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
RESTRICTED PURPOSES
SCHEDULE OF YEARLY ACTIVITY BY INDIVIDUAL ACCOUNT
For the year ended June 30, 1984

	Balance 6/30/83	Revenues	Expenditures	Balance 6/30/84
recreation room	\$ 10,400	\$ 2,531	\$ 861	\$ 12,070
student locker fund	583	83		666
child care operations	3,034	14,447	15,350	2,131
locational information program	872	1,967	1,555	1,284
arking	4,695	2,234	2,987	3,942
PN supplies	3,905	9,552	12,731	726
and lab	843	18,102	10,204	8,741
community service	6,686	17,347	19,968	4,065
itle III - Planning grant	(1,292)	14,461	13,169	-0-
nursing capitation grant	(996)	996	-0-	-0-
ollegiate Choir	-0-	948	344	604
ruck farming	-0-	2,020	1,476	544
auk Valley College Foundation	-0-	5,103	5,108	(5)
ixon Correctional Center	-0-	-0-	3,506	(3,506)
itle II - library	-0-	890	890	-0-
orkshops and seminars	629	-0-	629	-0-
isadvantaged Grant 83-84	-0-	26,700	26,700	-0-
isadvantaged Grant 82-83	(574)	574	-0-	-0-
MD assessment fees	-0-	348	6	342
learning account	(10)	202,554	202,544	-0-
hotography supplies	167	-0-	142	25
tudent clubs	1,214	4,446	4,053	1,607
ult learning book charges	1,526	2,499	2,153	1,872
ommunity theatre	49	-0-	1	48
ollege van	2,153	2,996	3,534	1,615
umanities open house	(1,233)	1,324	-0-	91
tudent activity - special projects	116,391	9,244	10,406	115,229
ollege Indochinese grant program 82-83	(12,592)	22,934	10,342	-0-
RC contributions	865	-0-	-0-	865
ITS grant - Products Unlimited	1,106	163	1,269	-0-
AVIE Disadvantaged and Handicapped grant	(2,480)	15,821	25,214	(11,873)
AVIE Quality Assistance grant	(2,413)	2,413	-0-	-0-
XCA Assistance for Economic Development	1,503	3,171	4,674	-0-
conomic Development grant	-0-	52,881	45,053	7,828
IPA	-0-	-0-	6,702	(6,702)
abor Market Orientation	-0-	-0-	1,551	(1,551)
ocational Exploration Program	-0-	-0-	1,980	(1,980)
ollege Indochinese grant Program 83-84	-0-	79,049	84,691	(5,642)
ollege Indochinese Sewing Grant	-0-	8,835	6,313	2,522
	<u>\$135,031</u>	<u>\$526,633</u>	<u>\$526,106</u>	<u>\$135,558</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
RESTRICTED PURPOSES
SCHEDULE OF YEARLY ACTIVITY BY INDIVIDUAL ACCOUNT
(CONTINUED)
For the year ended June 30, 1984

	<u>Balance</u> <u>6/30/83</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Balance</u> <u>6/30/84</u>
Disadvantaged Grant 83-84	\$ -0-	\$ 26,700	\$ 26,700	\$ -0-
Economic Development Grant	-0-	52,881	45,053	7,828
JTPA	-0-	-0-	6,702	(6,702)
Labor Market Orientation	-0-	-0-	1,551	(1,551)
Vocational Exploration Program	-0-	-0-	1,980	(1,980)
College Indochinese Grant Program 83-84	-0-	79,049	84,691	(5,642)
College Indochinese Sewing Grant	-0-	<u>8,835</u>	<u>6,313</u>	<u>2,522</u>
Total	\$ <u>-0-</u>	<u>\$167,465</u>	<u>\$172,990</u>	<u>\$(5,525)</u>

summary of above accounts which are included in the
Uniform Financial Statement is as follows:

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 RESTRICTED PURPOSE FUND - CHILD CARE CENTER
 STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
 For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:			
Child care fees	\$14,297	\$18,150	\$(3,853)
Insurance	<u>150</u>	<u>200</u>	<u>(50)</u>
Total revenues	<u>14,447</u>	<u>18,350</u>	<u>(3,903)</u>
Expenditures:			
Salaries	14,128	16,550	2,422
Insurance	150	200	50
Supplies	1,025	1,400	375
Travel	<u>46</u>	<u>200</u>	<u>154</u>
Total expenditures	<u>15,349</u>	<u>18,350</u>	<u>3,001</u>
Excess (deficiency) of revenues over expenditures	\$ <u>(902)</u>	\$ <u>-0-</u>	\$ <u>(902)</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
DEBT SERVICE FUNDS
COMBINING BALANCE SHEET
June 30, 1984

<u>A S S E T S</u>	<u>Bond and Interest Fund #1</u>	<u>Bond and Interest Fund #4</u>	<u>Total Debt Service Funds</u>
Cash on hand and in bank	\$ 13,120	\$25,291	\$ 38,411
Investments - at cost	523,000		523,000
Property taxes receivable	<u>42,410</u>	<u> </u>	<u>42,410</u>
Total assets	<u>\$578,530</u>	<u>\$25,291</u>	<u>\$603,821</u>
 <u>LIABILITIES AND FUND BALANCE</u>			
Liabilities -			
Deferred corporate personal property replacement taxes	\$ 33,433	\$ -0-	\$ 33,433
Fund balance - reserved for debt service	<u>545,097</u>	<u>25,291</u>	<u>570,388</u>
Total liabilities and fund balance	<u>\$578,530</u>	<u>\$25,291</u>	<u>\$603,821</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
DEBT SERVICE FUNDS
COMBINING STATEMENTS OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET
For the year ended June 30, 1984

	Bond and Interest Fund #1	Bond and Interest Fund #4	Total Debt Service Funds	
			Actual	Budget
Revenues:				
Local sources	\$237,908	\$141,080	\$378,988	\$383,859
State sources	34,605		34,605	34,605
Other sources	<u>46,024</u>	<u>9,858</u>	<u>55,882</u>	<u>15,500</u>
Total revenues	<u>318,537</u>	<u>150,938</u>	<u>469,475</u>	<u>433,964</u>
Expenditures:				
Institutional support	160	-0-	160	1,000
Bond principal retirement	250,000	250,000	500,000	500,000
Interest and fiscal charges	<u>23,125</u>	<u>14,062</u>	<u>37,187</u>	<u>51,250</u>
Total expenditures	<u>273,285</u>	<u>264,062</u>	<u>537,347</u>	<u>552,250</u>
Excess (deficiency) of revenues over expenditures	45,252	(113,124)	(67,872)	\$(<u>118,286</u>)
Fund balance, beginning of year	<u>499,845</u>	<u>138,415</u>	<u>638,260</u>	
Fund balance, end of year	<u>\$545,097</u>	<u>\$ 25,291</u>	<u>\$570,388</u>	

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
DEBT SERVICE - BOND AND INTEREST FUND #1
STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:			
Local sources:			
1982 taxes	\$120,823	\$121,405	\$ (582)
1983 taxes	116,481	121,405	(4,924)
Back taxes	239	-0-	239
Payment in lieu of taxes	365	-0-	365
	<u>237,908</u>	<u>242,810</u>	<u>(4,902)</u>
State sources -			
Corporate personal property replacement tax	<u>34,605</u>	<u>34,605</u>	<u>-0-</u>
Other sources -			
Interest on investments	<u>46,024</u>	<u>15,000</u>	<u>31,024</u>
Total revenues	<u>\$318,537</u>	<u>\$292,415</u>	<u>\$26,122</u>
Expenditures:			
Institutional support -			
Fixed charges -			
Other	\$ 160	\$ 500	\$ 340
Bond principal retired	250,000	250,000	-0-
Interest and fiscal charges	<u>23,125</u>	<u>23,125</u>	<u>-0-</u>
Total expenditures	<u>\$273,285</u>	<u>\$273,625</u>	<u>\$ 340</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
DEBT SERVICE - BOND AND INTEREST FUND #4
STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:			
Local sources:			
1982 taxes	\$140,378	\$141,049	\$ (671)
Back taxes	277	-0-	277
Payment in lieu of taxes	425	-0-	425
	<u>141,080</u>	<u>141,049</u>	<u>31</u>
Other sources -			
Interest on investments	<u>9,858</u>	<u>500</u>	<u>9,358</u>
Total revenues	<u>\$150,938</u>	<u>\$141,549</u>	<u>\$ 9,389</u>
Expenditures:			
Institutional support -			
Fixed charges -			
Other	\$ -0-	\$ 500	\$ 500
Bond principal retirement	250,000	250,000	-0-
Interest and fiscal charges	<u>14,062</u>	<u>28,125</u>	<u>14,063</u>
Total expenditures	<u>\$264,062</u>	<u>\$278,625</u>	<u>\$14,563</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
CAPITAL PROJECTS - BUILDING BOND PROCEEDS FUND
STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Revenues:			
Federal sources -			
Federal grants	\$ -0-	\$ 35,000	\$(35,000)
Other sources:			
Interest on investments	<u>96,930</u>	<u>75,000</u>	<u>21,930</u>
Total revenues	<u>\$96,930</u>	<u>\$110,000</u>	<u>\$(13,070)</u>
Expenditures -			
Institutional support:			
Capital expenditures:			
Site improvements	\$ 7,010	\$ 5,000	\$ (2,010)
Building improvements	2,054	275,000	272,946
Admissions remodeling	300	-0-	(300)
Equipment:			
Instructional	-0-	5,000	5,000
Service	-0-	5,000	5,000
Other capital outlay	<u>25,661</u>	<u>5,000</u>	<u>(20,661)</u>
Total expenditures	<u>\$35,025</u>	<u>\$295,000</u>	<u>\$259,975</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 PROPRIETARY FUND TYPE - ENTERPRISE FUND (BOOKSTORE)
 STATEMENT OF REVENUES, EXPENSES AND
 CHANGES IN RETAINED EARNINGS
 COMPARED TO BUDGET
 For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Operating revenues:			
Sale of textbooks	\$267,262	\$293,250	\$(25,988)
Sale of supplies and other items	99,074	95,150	3,924
Sales tax collected	18,727	17,850	877
Interest income	<u>-0-</u>	<u>2,500</u>	<u>(2,500)</u>
Total operating revenues	<u>385,063</u>	<u>408,750</u>	<u>(23,687)</u>
Operating expenses:			
Purchases:			
Textbooks	212,353	234,600	22,247
Supplies and other items	77,066	68,750	(8,316)
Freight on purchases	6,948	8,550	1,602
Inventory adjustment	(3,558)	-0-	3,558
Salaries and wages	33,081	27,450	(5,631)
Supplies	2,299	3,000	701
Travel	649	1,800	1,151
Equipment	-0-	3,000	3,000
Telephone	330	400	70
Dues and subscriptions	336	300	(36)
Sales tax paid	18,318	17,500	(818)
Cash shortages	49	-0-	(49)
Other	725	1,200	475
Auditing and legal	-0-	300	300
Employee benefits	-0-	900	900
Bad debts	<u>46</u>	<u>-0-</u>	<u>(46)</u>
Total operating expenses	<u>348,642</u>	<u>367,750</u>	<u>19,108</u>
Net income	36,421	<u>\$ 41,000</u>	<u>\$ (4,579)</u>
Retained earnings, beginning of year	<u>231,729</u>		
Retained earnings, end of year	<u>\$268,150</u>		

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
FIDUCIARY FUNDS
COMBINING BALANCE SHEET
June 30, 1984

		Expendable Trust Funds			
	Non-Expendable Trust Fund Working Cash	College Work-Study Fund	Supplemental Educational Opportunity Grant Fund	Pell Grant Fund	Total Fiduciary Funds
<u>A S S E T S</u>					
Cash	\$ 7,861				\$ 7,861
Investments	1,329,000				1,329,000
Interfund receivables:					
Educational Fund	887,691	\$10,307			897,998
Pell Grant Fund	26,000				26,000
Accounts receivable -					
Governmental claims			\$8,534	\$28,404	36,938
Total assets	<u>\$2,250,552</u>	<u>\$10,307</u>	<u>\$8,534</u>	<u>\$28,404</u>	<u>\$2,297,797</u>
<u>LIABILITIES AND FUND BALANCE</u>					
Bank cash overdraft		\$ 1,192	\$8,384	\$ 2,700	\$ 12,276
Interfund payables:					
Educational Fund		7,041			7,041
Operations, Building and Maintenance Fund	\$ 29,000				29,000
Working Cash Fund				26,000	26,000
Unexpended federal grants		2,074			2,074
Total liabilities	<u>29,000</u>	<u>10,307</u>	<u>8,384</u>	<u>28,700</u>	<u>76,391</u>
Fund balance (deficit):					
Reserved for student tuition and fees			150	(296)	(146)
Unreserved - undesignated	<u>2,221,552</u>				<u>2,221,552</u>
Total fund balance (deficit)	<u>2,221,552</u>	<u>-0-</u>	<u>150</u>	<u>(296)</u>	<u>2,221,406</u>
Total liabilities and fund equity	<u>\$2,250,552</u>	<u>\$10,307</u>	<u>\$8,534</u>	<u>\$28,404</u>	<u>\$2,297,797</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NON-EXPENDABLE TRUST FUND - WORKING CASH FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE
COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Operating revenue -			
Interest on investments	\$ <u>128,732</u>	\$ <u>100,000</u>	\$ <u>28,732</u>
Operating expense -			
Miscellaneous	<u>-0-</u>	<u>1,000</u>	<u>1,000</u>
Income before operating transfers	128,732	99,000	29,732
Operating transfers (out)	<u>(128,732)</u>	<u>-0-</u>	<u>(128,732)</u>
Net income	-0-	\$ <u>99,000</u>	\$ <u>(99,000)</u>
Fund balance, beginning of year	<u>2,221,552</u>		
Fund balance, end of year	<u>\$2,221,552</u>		

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
EXPENDABLE TRUST FUNDS
COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE
For the year ended June 30, 1984

	College Work-Study Fund	Supplemental Educational Opportunity Grant Fund	Pell Grant Fund	Total Expendable Trust Funds
Revenues:				
Federal sources -				
Department of Education grants	<u>\$170,658</u>	<u>\$59,865</u>	<u>\$625,725</u>	<u>\$856,248</u>
Other sources -				
Provided by institution	<u>53,633</u>	<u>-0-</u>	<u>-0-</u>	<u>53,633</u>
Total revenues	<u>224,291</u>	<u>59,865</u>	<u>625,725</u>	<u>909,881</u>
Expenditures:				
Instruction:				
Awards paid to students		56,871	622,246	679,117
Student wages	<u>216,627</u>			<u>216,627</u>
	<u>216,627</u>	<u>56,871</u>	<u>622,246</u>	<u>895,744</u>
General administration -				
Administrative expense	<u>10,831</u>	<u>2,844</u>	<u>3,775</u>	<u>17,450</u>
Total expenditures	<u>227,458</u>	<u>59,715</u>	<u>626,021</u>	<u>913,194</u>
Excess (deficiency) of revenues over expenditures	(3,167)	150	(296)	(3,313)
Fund balance, beginning of year	<u>3,167</u>	<u>-0-</u>	<u>-0-</u>	<u>3,167</u>
Fund balance, end of year	<u>\$ -0-</u>	<u>\$ 150</u>	<u>\$ (296)</u>	<u>\$ (146)</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
STATEMENT OF GROSS AND NET TUITION
June 30, 1984

	<u>Summer 1983</u>	<u>Fall 1983</u>	<u>Spring 1984</u>	<u>Total</u>
Gross tuition	\$ <u>193,025</u>	\$ <u>688,874</u>	\$ <u>650,025</u>	\$ <u>1,531,924</u>
Direct write-offs:				
Employee waivers	3,485	10,536	10,272	24,293
Senior citizens waivers	15,729	37,670	37,699	91,098
Tuition refunds	13,085	27,350	30,345	70,780
Bad debts		15,598	2,797	18,395
Achievement awards	<u>100</u>	<u>10,160</u>	<u>9,015</u>	<u>19,275</u>
Total	<u>32,399</u>	<u>101,314</u>	<u>90,128</u>	<u>223,841</u>
Net tuition	\$ <u>160,626</u>	\$ <u>587,560</u>	\$ <u>559,897</u>	\$ <u>1,308,083</u>
Reconciliation with Statements of Revenues:				
Educational Fund - tuition	\$154,201	\$564,058	\$537,501	\$1,255,760
Student Activity Fund - comprehensive fees	<u>6,425</u>	<u>23,502</u>	<u>22,396</u>	<u>52,323</u>
Total	\$ <u>160,626</u>	\$ <u>587,560</u>	\$ <u>559,897</u>	\$ <u>1,308,083</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

BALANCE SHEET - ALL FUNDS

June 30, 1984

	Educational Fund	Operations Building and Maintenance Fund	Bond and Interest Fund #1	Bond and Interest Fund #4	Site and Construction Fund	Working Cash Fund
<u>A S S E T S</u>						
Cash on hand and in bank	\$ 3,599	\$ 40,065	\$ 13,120	\$25,291	\$ 23,808	\$ 7
Investments - at cost	407,146		523,000		1,093,853	1,329
Interfund receivables:						
Educational Fund						887
Student Activity Fund	143,736	122				
Building Fund						
Restricted Purpose Fund	5,525					
Financial Aids Fund	7,041					26
Working Cash Fund		29,000				
Notes receivable - students						
Accounts receivable:						
Governmental claims	90,441					
Other	11,928				3,477	
Property taxes receivable	166,319	41,582	42,410			
Inventories						
Total assets	<u>\$ 835,735</u>	<u>\$110,769</u>	<u>\$578,530</u>	<u>\$25,291</u>	<u>\$1,121,138</u>	<u>\$2,250</u>
<u>LIABILITIES AND FUND BALANCE</u>						
Cash overdraft	\$ 45,830					
Interfund payables:						
Educational Fund						
Working Cash Fund	887,691					
Bookstore Fund	311					
Financial Aids Fund	10,307					
Operations, Building and Maintenance Fund						\$ 29
Student Loan Fund						
Accounts payable	53,457	\$ 22,716				
Deferred tuition and fees	141,184					
Deferred replacement taxes	38,719	9,680	\$ 33,433			
Inactive federal grants						
Total liabilities	<u>1,177,499</u>	<u>32,396</u>	<u>33,433</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>29</u>
Fund balance	<u>(341,764)</u>	<u>78,373</u>	<u>545,097</u>	<u>25,291</u>	<u>1,121,138</u>	<u>2,221</u>
Total liabilities and fund balance	<u>\$ 835,735</u>	<u>\$110,769</u>	<u>\$578,530</u>	<u>\$25,291</u>	<u>\$1,121,138</u>	<u>\$2,250</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
STATEMENT OF REVENUES AND EXPENDITURES - ALL FUNDS
For the year ended June 30, 1984

	Educational Fund	Operations Building and Maintenance Fund	Bond and Interest Fund #1	Bond and Interest Fund #4	Site and Construction Fund	Working Cash Fund
Revenues:						
Local sources	\$ 940,696	\$232,095	\$237,908	\$ 141,080		
State sources	1,493,333	19,847	34,605			
Federal sources	179,913					
Student tuition and fees	1,276,581					
Other sources	111,005	2,352	46,024	9,858	\$ 96,930	128,
Permanent transfer from Working Cash Fund	<u>43,732</u>	<u>85,000</u>				
Total revenues	<u>4,045,260</u>	<u>339,294</u>	<u>318,537</u>	<u>150,938</u>	<u>96,930</u>	<u>128,</u>
Expenditures:						
Instruction	2,466,454					
Academic support	171,712					
Student services and aids	334,086					
Public service	18,480					
Operations and maintenance of plant	588,674	283,355				
General administration	234,576					
Institutional support	606,137	200	160		35,025	
Restricted purposes						
Bond principal retirement			250,000	250,000		
Interest and fiscal charges			23,125	14,062		
Permanent transfers to other funds						\$ 128,
Total expenditures	<u>4,420,119</u>	<u>283,555</u>	<u>273,285</u>	<u>264,062</u>	<u>35,025</u>	<u>128,</u>
Excess (deficiency) of revenues over expenditures	(374,859)	55,739	45,252	(113,124)	61,905	
Fund balance, beginning of year	<u>33,095</u>	<u>22,634</u>	<u>499,845</u>	<u>138,415</u>	<u>1,059,233</u>	<u>2,221,</u>
Fund balance, end of year	\$ <u>(341,764)</u>	\$ <u>78,373</u>	\$ <u>545,097</u>	\$ <u>25,291</u>	\$ <u>1,121,138</u>	\$ <u>2,221,</u>

<u>Student Plan Fund</u>	<u>Financial Aids Fund</u>	<u>Bookstore Fund</u>	<u>Workmen's Compensation Insurance Fund</u>	<u>Tort Liability Insurance Fund</u>	<u>Unemployment Compensation Fund</u>	<u>Audit Fund</u>	<u>Student Activity Fund</u>	<u>Restricted Purposes Fund</u>
4,573		\$ 67,112 60,000	\$31,040	\$21,793	\$29,671	\$5,141	\$100,000	\$145,478
886	\$10,307	311						
2,650								
	36,938	25,113	3,742	2,495	3,743	2,633	69,471 6,972	
		<u>118,150</u>						
<u>8,109</u>	<u>\$47,245</u>	<u>\$270,686</u>	<u>\$34,782</u>	<u>\$24,288</u>	<u>\$33,414</u>	<u>\$7,774</u>	<u>\$176,443</u>	<u>\$145,478</u>
	\$12,276						\$ 8,834	
	7,041 26,000						143,737	\$ 5,525
							122 886	
		2,536			4,985		5,266	4,395
	<u>2,074</u>							
<u>-0-</u>	<u>47,391</u>	<u>2,536</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>4,985</u>	<u>\$ -0-</u>	<u>158,845</u>	<u>9,920</u>
<u>8,109</u>	<u>(146)</u>	<u>268,150</u>	<u>34,782</u>	<u>24,288</u>	<u>28,429</u>	<u>7,774</u>	<u>17,598</u>	<u>135,558</u>
<u>8,109</u>	<u>\$47,245</u>	<u>\$270,686</u>	<u>\$34,782</u>	<u>\$24,288</u>	<u>\$33,414</u>	<u>\$7,774</u>	<u>\$176,443</u>	<u>\$145,478</u>

ent Fund	Financial Aids Fund	Bookstore Fund	Workmen's Compensation Insurance Fund	Tort Liability Insurance Fund	Unemployment Compensation Fund	Audit Fund	Student Activity Fund	Restricted Purposes Fund
			\$20,499	\$15,102	\$21,282	\$14,701		\$212,541 16,347
	\$856,248							
757	53,633	\$385,063	1,750	1,167	1,750	1,231	\$60,014	297,745
757	<u>909,881</u>	<u>385,063</u>	<u>22,249</u>	<u>16,269</u>	<u>23,032</u>	<u>15,932</u>	<u>60,014</u>	<u>526,633</u>
	895,744							
	17,450							
280		348,642	11,952	13,017	20,565	8,500	57,572	526,106
280	<u>913,194</u>	<u>348,642</u>	<u>11,952</u>	<u>13,017</u>	<u>20,565</u>	<u>8,500</u>	<u>57,572</u>	<u>526,106</u>
477	(3,313)	36,421	10,297	3,252	2,467	7,432	2,442	527
532	<u>3,167</u>	<u>231,729</u>	<u>24,485</u>	<u>21,036</u>	<u>25,962</u>	<u>342</u>	<u>15,156</u>	<u>135,031</u>
109	<u>\$ (146)</u>	<u>\$268,150</u>	<u>\$34,782</u>	<u>\$24,288</u>	<u>\$28,429</u>	<u>\$ 7,774</u>	<u>\$17,598</u>	<u>\$135,558</u>

UNIFORM FINANCIAL STATEMENT

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
UNIFORM FINANCIAL STATEMENT
For the year ended June 30, 1984

	Educational Fund	Operations, Building and Maintenance Fund
Fund balance July 1, 1983	\$ 33,095	\$ 22,634
Total revenues	4,001,528	254,294
Total expenditures	4,420,119	283,555
Transfers	<u>43,732</u>	<u>85,000</u>
Fund balance June 30, 1984	\$ <u>(341,764)</u>	\$ <u>78,373</u>

	Building Bond Proceeds Fund	Bond and Interest Fund	Restricted Purposes Fund	Auxiliary Enterprises Fund
Fund balance July 1, 1983	\$1,059,233	\$638,260	\$135,031	\$231,729
Total revenues	96,930	469,475	526,633	385,063
Total expenditures	<u>35,025</u>	<u>537,347</u>	<u>526,106</u>	<u>348,642</u>
Fund balance June 30, 1984	\$ <u>1,121,138</u>	\$ <u>570,388</u>	\$ <u>135,558</u>	\$ <u>268,150</u>

	Audit Fund	Liability, Protection, and Settlement Fund
Fund balance July 1, 1983	\$ 342	\$71,483
Total revenues	15,932	61,550
Total expenditures	<u>8,500</u>	<u>45,534</u>
Fund balance June 30, 1984	\$ <u>7,774</u>	\$ <u>87,499</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
UNIFORM FINANCIAL STATEMENT
(CONTINUED)
For the year ended June 30, 1984

	Educational Fund	Operations, Building and Maintenance Fund	Total Operating Fund
Operating Revenues by Source:			
Local Government:			
Current taxes	\$ 926,016	\$231,508	\$1,157,524
Back taxes	927	232	1,159
Payment in lieu of taxes	1,419	355	1,774
Chargeback revenue - Non-college territory	<u>12,334</u>		<u>12,334</u>
Total local government	<u>940,696</u>	<u>232,095</u>	<u>1,172,791</u>
State Government:			
ICCB credit hour grants	1,282,721		1,282,721
Corporate personal property replacement tax	79,390	19,847	99,237
Illinois State Board of Education	<u>131,222</u>		<u>131,222</u>
Total state government	<u>1,493,333</u>	<u>19,847</u>	<u>1,513,180</u>
Federal Government:			
Work study	173,825		173,825
Other - miscellaneous	<u>6,088</u>		<u>6,088</u>
Total federal government	<u>179,913</u>	<u>-0-</u>	<u>179,913</u>
Student Tuition and Fees:			
Tuition	1,255,759		1,255,759
Fees	2,342		2,342
Other - public service	<u>18,480</u>		<u>18,480</u>
Total tuition and fees	<u>1,276,581</u>	<u>-0-</u>	<u>1,276,581</u>
Other Sources:			
Interest on investments	96,600		96,600
Other - miscellaneous	14,405	2,352	16,757
Transfers	<u>43,732</u>	<u>85,000</u>	<u>128,732</u>
Total other sources	<u>154,737</u>	<u>87,352</u>	<u>242,089</u>
Total fiscal year 1984 revenue	4,045,260	339,294	4,384,554
Less non-operating items* -			
Tuition chargeback revenue	<u>12,334</u>	<u>-0-</u>	<u>12,334</u>
Adjusted revenue	<u>\$4,032,926</u>	<u>\$339,294</u>	<u>\$4,372,220</u>

* Inter-college revenues that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
UNIFORM FINANCIAL STATEMENT
(CONTINUED)

For the year ended June 30, 1984

	<u>Educational Fund</u>	<u>Operations, Building and Maintenance Fund</u>	<u>Total Operating Fund</u>
Operating Expenditures:			
By Program:			
Instruction	\$2,466,454		\$2,466,454
Academic Support	171,712		171,712
Student Services	334,086		334,086
Public Service	18,480		18,480
Operation and Maintenance of Plant	588,674	\$283,355	872,029
General Administration	234,576		234,576
Institutional Support	<u>606,137</u>	<u>200</u>	<u>606,337</u>
Total expenditures by program	4,420,119	283,555	4,703,674
Less non-operating items* -			
Tuition chargeback	<u>24,897</u>	<u>-0-</u>	<u>24,897</u>
Adjusted expenditures	<u>\$4,395,222</u>	<u>\$283,555</u>	<u>\$4,678,777</u>
By Object:			
Salaries	\$3,354,273		\$3,354,273
Employee benefits	245,815		245,815
Contractual services	142,499	\$ 32,831	175,330
General materials and supplies	206,628	44,840	251,468
Conference and meeting expenses	30,550	1,584	32,134
Fixed charges	16,935		16,935
Utilities	147,100	200,004	347,104
Capital outlay	105,262	4,096	109,358
Other	<u>171,057</u>	<u>200</u>	<u>171,257</u>
Total expenditures by object	4,420,119	283,555	4,703,674
Less non-operating items* -			
Tuition chargeback	<u>24,897</u>	<u>-0-</u>	<u>24,897</u>
Adjusted expenditures	<u>\$4,395,222</u>	<u>\$283,555</u>	<u>\$4,678,777</u>

* Inter-college revenues that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
UNIFORM FINANCIAL STATEMENT
(CONTINUED)
For the year ended June 30, 1984

Restricted Purposes Fund Revenues by Source:

State Government:

Disadvantaged grant 83-84	\$ 26,700
Economic development grant	<u>52,881</u>
Total state government	<u>79,581</u>

Federal Government:

Indo-Chinese grant	79,049
Indo-Chinese sewing grant	<u>8,835</u>
Total federal government	<u>87,884</u>

Total Restricted Purposes Fund revenue by source	<u>\$167,465</u>
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Restricted Purpose Fund Expenditures -

By Program:

Instruction	\$ 40,202
Student services	87,735
Public service	<u>45,053</u>

Total Restricted Purposes Fund expenditures by program	<u>\$172,990</u>
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CERTIFICATE OF CHARGEBACK REIMBURSEMENT

FOR FISCAL YEAR 1984

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 CERTIFICATE OF CHARGEBACK REIMBURSEMENTS
 For the year ended June 30, 1984

Educational Fund expenditures (less capital outlay):

Instructional	\$2,363,147
Academic Support	171,342
Student Services	332,981
Public Services	18,480
Operation and Maintenance of Plant	588,674
General Administration	234,096
Institutional Support	606,137
Sub total	<u>4,314,857</u>

Add capital outlay equipment from non-state
 and non-federal sources:

Year	
1966-67	\$ 6,168
1967-68	30,731
1968-69	38,790
1969-70	7,399
1970-71	15,925
1971-72	16,849
1972-73	11,079
1973-74	14,150
1974-75	57,039
1975-76	73,440
1975-76	5,101
1976-77	86,267 X 12 1/2% = 10,783
1976-77	6,918 Voc. Tech. and VCI
1977-78	23,956 X 12 1/2% = 2,994
1977-78	4,907 Voc. Tech.
1978-79	16,441 X 12 1/2% = 2,055
1978-79	6,933 Voc. Tech.
1979-80	33,834 X 12 1/2% = 4,229
1979-80	13,614 Voc. Tech.
1980-81	27,973 X 12 1/2% = 3,497
1980-81	73,027 Voc. Tech.
1981-82	39,453 X 12 1/2% = 4,932
1981-82	68,010 Voc. Tech.
1982-83	70,200 X 12 1/2% = 8,775
1982-83	100,000 Voc. Tech.
1983-84	11,162 X 12 1/2% = 1,395
1983-84	<u>94,100 Voc. Tech.</u>

Total equipment \$953,466 (1967-84)

Sub total (1976-84) 38,660

Grand total - Educational Fund 4,353,517

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
CERTIFICATE OF CHARGEBACK REIMBURSEMENTS
(CONTINUED)

For the year ended June 30, 1984

Building Fund Expenditures (less capital outlay) -
Operation and Maintenance of Plant 279,459

Add capital outlay equipment from non-state
and non-federal sources:

Year	
1966-67	\$ 3,156
1967-68	13,867
1968-69	3,105
1969-70	(643)
1970-71	3,141
1971-72	11,987
1972-73	8,078
1973-74	8,548
1974-75	7,803
1975-76	8,302
1976-77	7,439 X 12 1/2% = 930
1977-78	11,193 X 12 1/2% = 1,399
1978-79	7,851 X 12 1/2% = 981
1979-80	7,576 X 12 1/2% = 947
1980-81	8,115 X 12 1/2% = 1,014
1981-82	11,093 X 12 1/2% = 1,387
1982-83	9,309 X 12 1/2% = 1,164
1983-84	<u>4,096 X 12 1/2% = 512</u>

Total equipment \$134,016 (1967-84)

Sub total (1976-84) 8,334

Grand total - Building Fund 287,793

Bond and Interest Fund -

Interest payments and finance charges,
year 1983-84

37,348

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 CERTIFICATE OF CHARGEBACK REIMBURSEMENTS
 (CONTINUED)

For the year ended June 30; 1984

Building Bond Proceeds Fund:

Capital outlay equipment from non-state and non-federal sources:

Year	
1966-67	\$172,316
1967-68	36,627
1968-69	-0-
1969-70	235,847
1970-71	51,624
1971-72	889
1972-73	-0-
1973-74	2,541
1974-75	137
1975-76	-0-
1976-77	950 X 12 1/2% = 119
1977-78	-0-
1978-79	-0-
1979-80	-0-
1980-81	-0-
1981-82	36,627 X 12 1/2% = 4,578
1982-83	2,279 X 12 1/2% = 285
1983-84	-0-
Total equipment	<u>\$539,837</u> (1967-83)

Sub total (1976-84)

4,982

Add building depreciation:

Year	
1966-67	\$1,089,365 X 2% = 21,787
1967-68	1,990,751 X 2% = 39,815
1968-69	28,570 X 2% = 571
1969-70	20,759 X 2% = 415
1970-71	45,978 X 2% = 920
1971-72	7,507 X 2% = 150
1972-73	11,065 X 2% = 221
1973-74	45,740 X 2% = 915
1974-75	73,596 X 2% = 1,472
1975-76	130,354 X 2% = 2,607
1976-77	6,630 X 2% = 133
1977-78	3,462 X 2% = 69
1978-79	91,805 X 2% = 1,836
1979-80	15,955 X 2% = 319
1980-81	54,774 X 2% = 1,096
1981-82	96,044 X 2% = 1,921
1982-83	28,089 X 2% = 562
1983-84	35,025 X 2% = 701
Total building	<u>\$3,775,469</u>

Sub total (1966-84)

75,510

Grand total - Building Bond Proceeds Fund

80,492

Grand total - all expenditures

\$4,759,150

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SCHEDULE OF CHARGEBACK REIMBURSEMENTS
(CONTINUED)

For the year ended June 30, 1984

Computation of full-time equivalent student data from state apportionment claims:

	<u>Summer Semester</u>	<u>Fall Semester</u>	<u>Spring Semester</u>	<u>Yearly Totals</u>
Semester hours carried	6,769	24,628	23,195	54,592
Full-time load				30
Average full time equivalent annual basis				1,820
Full-time equivalent cost				2,614.92
Cost per semester hour				87.16
Total non-capital state funds received in 1983-84 (exclude state flat-rate grants for apportionment and equalization grants and include non-business occupational technical grants)				84,171.98
Total non-capital state funds per semester hour				1.54
Total non-capital federal funds received 1983-84				179,913.78
Total non-capital federal funds per semester hour				3.30
Chargeback per semester hour:				
Cost of one semester hour				87.16
Less following deductions:				
Student tuition per semester			27.00	
State flat-rate grant (apportionment semester hour) (current year)			23.28	
Non-capital state funds per semester hour			1.54	
Non-capital federal funds per semester hour			<u>3.30</u>	<u>55.12</u>
Amount to be charged back per semester hour				\$ <u><u>32.04</u></u>

ILLINOIS COMMUNITY COLLEGE BOARD
STATE GRANTS FINANCIAL - COMPLIANCE SECTION



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We have examined the balance sheets of Sauk Valley Community College's Disadvantaged Student Grant and Economic Development Grant Programs as of June 30, 1984 and the related statements of revenues, expenditures, and change in fund balance for the year then ended. Our examination was made in accordance with generally accepted auditing standards and the guidelines of the Illinois Community College Board Fiscal Management Manual and, accordingly, included such tests of the accounting records and other auditing procedures as we considered necessary in the circumstances and a review of compliance with the provision of the agreement between the District and the Illinois Community College Board.

In our opinion, the financial statements referred to above present fairly the financial position of the Disadvantaged Student and Economic Development Grants, as of June 30, 1984, and the related statements of revenues, expenditures, and change in fund balances for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Lindgren, Callihan, Van Osdol & Co., Ltd.

September 13, 1984

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
DISADVANTAGED STUDENT GRANT PROGRAM
BALANCE SHEET
June 30, 1984

A S S E T S

Cash	\$ <u>-0-</u>
------	---------------

LIABILITIES AND FUND BALANCE

Liabilities	\$ -0-
-------------	--------

Fund balance	<u>-0-</u>
--------------	------------

Total liabilities and fund balance	\$ <u>-0-</u>
------------------------------------	---------------

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
DISADVANTAGED STUDENT GRANT PROGRAM
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues -			
State sources	<u>\$26,700</u>	<u>\$26,700</u>	\$ <u>-0-</u>
Expenditures:			
Salaries and employee benefits	\$22,466	\$19,191	\$(3,275)
Materials and supplies	777	1,360	583
Utilities	563	1,150	587
Capital outlay	294	574	280
Other expenditures	<u>2,600</u>	<u>4,425</u>	<u>1,825</u>
Total expenditures	<u>26,700</u>	<u>26,700</u>	<u>-0-</u>
Excess of revenue over expenditures	-0-	\$ <u>-0-</u>	\$ <u>-0-</u>
Fund balance July 1, 1983	(574)		
Transfer from Educational Fund	<u>574</u>		
Fund balance, June 30, 1984	\$ <u>-0-</u>		

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ECONOMIC DEVELOPMENT GRANT PROGRAM
BALANCE SHEET
June 30; 1984

A S S E T S

Cash	\$ <u>12,223</u>
------	------------------

LIABILITIES AND FUND BALANCE

Accounts payable	\$ <u>4,395</u>
Fund balance:	
Local share	5,762
ICCB share	<u>2,066</u>
Total fund balance	<u>7,828</u>
Total liabilities and fund balance	\$ <u>12,223</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ECONOMIC DEVELOPMENT GRANT PROGRAM
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET
For the year ended June 30, 1984

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:			
State sources	\$47,119	\$47,119	\$ -0-
Local sources	<u>5,762</u>	<u>9,481</u>	<u>(3,719)</u>
Total revenues	<u>52,881</u>	<u>56,600</u>	<u>(3,719)</u>
Expenditures:			
Salaries	\$20,913	\$28,500	\$ 7,587
Employee benefits	1,898	4,800	2,902
Materials and supplies	3,446	8,500	5,054
Utilities	102	600	498
Capital outlay	6,500	5,000	(1,500)
Other expenditures	<u>12,194</u>	<u>9,200</u>	<u>(2,994)</u>
Total expenditures	<u>45,053</u>	<u>56,600</u>	<u>11,547</u>
Excess of revenue over expenditures	7,828	\$ <u>-0-</u>	\$ <u>7,828</u>
Fund balance July 1, 1983	<u>-0-</u>		
Fund balance, June 30, 1984	<u>\$ 7,828</u>		



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Dixon, Illinois

We have examined the Schedule of Enrollment Data and Other Bases Upon Which Claims are Filed of Sauk Valley College District 506 for the year ended June 30, 1984. Our examination was made in accordance with generally accepted auditing standards and the guidelines of the Illinois Community College Board Fiscal Management Manual, and accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances, including auditing procedures prescribed by the Fiscal Management Manual for verification of student enrollments and other basis upon which claims were filed with the Illinois Community College Board.

In our opinion, the schedule of enrollment data presents fairly the student enrollment and other basis upon which claims were filed with the Illinois Community College Board and are stated fairly in accordance with the regulations of the Illinois Community College Board.

Lindgren, Callihan, Van Osdol & Co., Ltd.

September 13, 1984

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SCHEDULE OF ENROLLMENT DATA AND OTHER BASIS UPON
WHICH CLAIMS ARE FILED
For the year ended June 30, 1984

<u>Categories</u>	Apportionment Semester Credit Hours by Term			
	<u>Summer 1983</u>	<u>Fall 1983</u>	<u>Spring 1984</u>	<u>Total Hours</u>
Baccalaureate	3,357	12,658	12,184	28,199
Business Occupational	1,111	3,520	3,348	7,979
Technical Occupational	731	3,972	3,866	8,569
Health Occupational	997	2,561	2,237	5,795
Remedial Development	423	1,349	1,175	2,947
Adult Basis Education/ Adult Secondary Education	68	320	245	633
General Studies	<u>82</u>	<u>248</u>	<u>140</u>	<u>470</u>
Total credit hours verified	<u>6,769</u>	<u>24,628</u>	<u>23,195</u>	<u>54,592</u>

	<u>Attending In-District</u>	<u>Attending Out-of-District on Chargeback or Contractual Agreement</u>	<u>Total</u>
Semester credit hours	<u>53,864.00</u>	<u>532.15</u>	<u>54,396.15</u>
District 1983 equalized assessed valuation			<u>\$761,315,484</u>
Mandatory calendar year 1984 allocation of corporate personal property replacement taxes for debt retirement			<u>\$33,433</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SCHEDULE OF CREDIT HOUR GRANTS USED
FOR FY 84 STATE REIMBURSEMENT
June 30, 1984

	<u>Summer 1981</u>	<u>Fall 1981</u>	<u>Spring 1982</u>	<u>Total</u>	<u>Rates</u>	<u>Total</u>
alaureate	3,090	10,805	11,420	25,315	\$21.96	\$ 555,917
ness Occupational	1,287	4,395	4,426	10,108	11.21	113,311
nical Occupational	457	3,286	3,719	7,462	26.92	200,877
th Occupational	994	3,300	3,016	7,310	51.92	379,535
dial Development	289	715	683	1,687	17.24	29,084
t Basic Education/Adult condary Education	67	360	307	734	4.00	2,936
ral Studies	<u>52</u>	<u>653</u>	<u>388</u>	<u>1,093</u>	<u>.98</u>	<u>1,071</u>
	<u>6,236</u>	<u>23,514</u>	<u>23,959</u>	<u>53,709</u>	<u>\$23.88</u>	1,282,731
stments - unding difference						(10)
						<u>\$1,282,721</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
BACKGROUND INFORMATION ON STATE GRANT ACTIVITY
June 30, 1984

Credit Hour Grant - Credit hour grants were received for courses for each semester credit hour or equivalent for students who were certified as being in attendance at midterm during fiscal year 1982. There are no special restrictions on the use of these funds.

Disadvantaged Student Grant - Provides funding for special or extra services to assist disadvantaged students to initiate, continue, or resume their education, including tutoring, educational and career counseling, referrals to external agencies, and testing/evaluation to determine courses or services needed by a disadvantaged student. Courses funded by this grant provide the academic skills necessary to remedy or correct educational deficiencies to allow the attainment of educational goals, including remedial, adult basic education, adult secondary education, and English as a second language courses.

Economic Development Grant - Provides funding to be used to operate a Business Assistance Center or economic development office. Activities include assistance in commercial and industrial expansion and/or retention and employment training services for unemployed or underemployed adults to improve their job skills and assist them in seeking employment.

SAUK VALLEY COMMUNITY COLLEGE
DISTRICT 506

FINANCIAL AIDS

FINANCIAL REPORT

June 30, 1984

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MICHAEL D. SMITH

We have examined the accompanying statement of changes in SFA program fund balances of Sauk Valley Community College District 506 for the year ended June 30, 1984. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The accompanying statement was prepared for the purpose of complying with the audit requirement relating to the Student Financial Assistance Programs of the U.S. Department of Education and is limited to activities related to these programs.

In our opinion, the statement referred to above presents fairly the changes in SFA program fund balances of Sauk Valley Community College District 506 for the year ended June 30, 1984 in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Our examination was made for the purpose of forming an opinion on the accompanying statement of changes in SFA program fund balances taken as a whole. The information included in the supplementary schedule of expenditures for each SFA program for the year ended June 30, 1984, is presented for purposes of additional analysis and is not a required part of the accompanying statement of changes in SFA program fund balances. The information has been subjected to the auditing procedures applied in the examination of the accompanying statements of changes in SFA program fund balances of Sauk Valley Community College District 506, and in our opinion, is fairly stated in all material respects in relation to the accompanying statement taken as a whole.

Lindgren, Callihan, Van Osdol & Co., Ltd.

October 14, 1984

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
STATEMENT OF CHANGES IN SFA PROGRAM FUND BALANCES
For the year ended June 30, 1984

	Grants and College Work Study			
	<u>Pell</u>	<u>SEOG</u>	<u>CWS</u>	<u>Total</u>
Fund balances - June 30, 1983	\$ <u>-0-</u>	\$ <u>-0-</u>	\$ <u>3,167</u>	\$ <u>3,167</u>
Additions -				
Federal awards	<u>626,480</u>	<u>59,865</u>	<u>170,658</u>	<u>857,003</u>
Deductions:				
Grants	622,240	56,872		679,112
Wages			216,627	216,627
Administrative expenses	<u>4,240</u>	<u>2,844</u>	<u>10,831</u>	<u>17,915</u>
Total deductions	<u>626,480</u>	<u>59,716</u>	<u>227,458</u>	<u>913,654</u>
Other charges -				
Institution matching grant	<u>-0-</u>	<u>-0-</u>	<u>53,633</u>	<u>53,633</u>
Net increase (decrease) in fund balances	<u>-0-</u>	<u>149</u>	<u>(3,167)</u>	<u>(3,018)</u>
Fund balances, June 30, 1984	\$ <u>-0-</u>	\$ <u>149</u>	\$ <u>-0-</u>	\$ <u>149</u>

Note to Statement of Changes in Student Financial Assistance Programs Fund Balances is an integral part of this statement.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTE TO STATEMENT OF CHANGES IN SFA PROGRAM FUND BALANCES
June 30, 1984

Basis of Presentation:

The accompanying statement of changes in SFA program fund balances has been prepared in accordance with generally accepted accounting principles and the format as set forth in the publication, Audit Guide for Student Financial Assistance Programs. The purpose of the Statement is to present, in summary form, SFA activities of the College for the year ended June 30, 1984, which have been financed by the U.S. Department of Education. Generally accepted accounting principles are in agreement with the accounting practices prescribed for such programs by the Department of Education's fiscal control and fund accounting procedures.

Because the Statement present only a selected portion of the activities of the Institution, it is not intended to and does not present either the financial position, changes in fund balances or the current funds, revenues, expenditures, and other changes in fund balances of the institution.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SCHEDULE OF EXPENDITURES FOR EACH SFA PROGRAM
For the year ended June 30, 1984

College Work-Study Program	<u>\$227,458</u>
Supplemental Educational Opportunity Grant Program	<u>\$ 59,716</u>
Pell Grant Programs	<u>\$626,480</u>



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MICHAEL D. SMITH

We have examined the statement of changes in SFA program fund balances of Sauk Valley Community College District 506 for the year ended June 30, 1984, and have issued our report thereon dated October 14, 1984. As part of our examination, we made a study and evaluation of the system of internal accounting control of Sauk Valley Community College District 506 to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards and the standards for financial and compliance audits contained in the U.S. General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities and Functions. For the purpose of this report, we have classified the significant internal accounting controls in the following categories:

- General
- Bank accounts
- Cash receipts
- Cash disbursements
- Revenue and receivables
- Expenditures and payables
- Payrolls

Our study included all of the control categories listed above. The purpose of our study and evaluation was to determine the nature, timing, and extent of performing the auditing procedures necessary for expressing an opinion on the entity's statement of changes in SFA program fund balances. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole or on any of the categories of controls identified above.

The management of Sauk Valley Community College District 506 is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the

risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of Sauk Valley Community College District 506 taken as a whole or on any of the categories of controls identified in the first paragraph. However, our study and evaluation disclosed no conditions that we believe to be a material weakness.

This report is intended solely for the use of management and the U.S. Department of Education and should not be used for any other purpose.

Lindgren, Callihan, Van Osdel & Co., Ltd.

October 14, 1984



LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

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MICHAEL W. SHOGER
MICHAEL D. SMITH

We have examined the accompanying statement of changes in SFA program fund balances of Sauk Valley Community College District 506 for the year ended June 30, 1984, and have issued our report thereon dated October 14, 1984.

As part of our examination, we made a study and evaluation of those internal administrative methods and procedures established by Sauk Valley Community College District 506 to administer and account for Student Financial Assistance Programs in accordance with the significant administrative requirements of the Department of Education's March 1984 Audit Guide for Student Financial Assistance Programs Section II and the following compliance requirements:

- I Cash management
- II Financial reporting
- III Institutional eligibility and participation
- IV Coordination of student aid programs
- V Student file maintenance, fiscal procedures and record keeping
- VI Student eligibility
- VII Institutional disbursements to award recipients
- VIII Refund calculation and overpayment determination procedures
- IX Cost sharing and matching requirements

We understand that procedures and systems in conformity with the criteria contained in these significant administrative requirements are considered by Education to be adequate for its purposes in accordance with the provisions of The Higher Education Act as amended. Based on this understanding and our study and evaluation, we believe the institution's procedures and systems were adequate for Education's purposes.

In addition, our examination also included tests of controls to ensure compliance with the provisions of certain major program terms and conditions identified in Section II-Compliance Requirements of the Guide. Based upon our examination, we found that for the items tested, the institution complied with the material terms and conditions of the SFA award agreements.

Further, based on our examination and the procedures referred to above, nothing came to our attention to indicate that Sauk Valley Community College District 506 had not complied with the material terms and conditions (identified in the first paragraph above) of Sauk Valley Community College District 506 SFA programs.

This report is intended solely for the use of the College, the cognizant audit agency and other Federal audit agencies and should not be used for any other purpose.

Lindgren, Callahan, Van Osdel & Co., Ltd.

October 14, 1984

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
FINDINGS AND RECOMMENDATIONS-COMPLIANCE
AND INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS
For the year ended June 30, 1984

College Work-Study Program:

During the course of our audit, nothing came to our attention which would cause us to believe that the information presented on the accompanying pages is not in all material respects, a fair statement on the compliance information requested by the Department of Education.

Supplemental Educational Opportunity Grants Program:

During the course of our audit, nothing came to our attention which would cause us to believe that the information presented on the accompanying pages is not in all material respects, a fair statement on the compliance information requested by the Department of Education.

Pell Grant Program:

During the course of our audit, nothing came to our attention which would cause us to believe that the information presented on the accompanying pages is not in all material respects, a fair statement on the compliance information requested by the Department of Education.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
PRIOR AUDIT REPORTS
June 30, 1984

There have been no findings and/or recommendations reported upon in any prior years' audits of either the College Work-Study, Pell Grant, or Supplemental Educational Opportunity Grants Programs. Therefore, there are no explanations or corrective actions to report on.

BILLS PAYABLE

November 26, 1984

EDUCATIONAL FUND

92-000-544.02	POSTMASTER	Bulk Mailing Permit	4179	\$	200.00
92-000-544.02	POSTMASTER	Business Reply Acct.	4180		200.00
10-814-513.02	FREEMPORT MEMORIAL HOSPITAL	Rad. Tech Clinical	4181		337.50
92-000-544.02	POSTMASTER	Bulk Mailing Permit	4182		300.00
92-000-565	WILKINS LOWE & CO.	Ins. premiums	4183		6,114.00
	SVC PAYROLL FUND	10-31-84 Payroll	4184		162,826.12
92-000-544.02	POSTMASTER	Bulk Mailing Permit	4185		300.00
92-000-565	WALDER, RHODES, PALEN & CORKEN INC.	Multi-Peril Ins.	4186		6,584.00
10-813-513.02	COMM. SERV. SPECIAL NEEDS SCHOL. FUND	Instr.-Paulsen	4187		225.00
76-000-575	CENTEL	Service	4188		3,107.50
10-813-534	MORRISON COMM. DIST. #6	Use of DP equipment	4189		100.00
10-813-534	DIXON PUBLIC SCHOOLS	Use of equipment	4190		145.00
	VOID CHECK		4191		
10-714-534	WILKINS LOWE & CO.	Student Ins.Rad Tech.-170.00			
10-713-534	x x x	x x LPN 130.00			
10-712-534	x x x	x x ADN 285.00			
10-711-534	x x x	x x Med Lab. 165.00	4192		750.00
	SVC PAYROLL FUND	11-15-84 Payroll	4193		133,553.55
					<u>\$314,742.67</u>

800,541.02	A.M.M.	SUBSCR	4,194		32.00
800,541.02	ALENCO TOOL SUPPLY	SUPPLIES	4,195		395.70
810,547.00	THE AMBOY NEWS	SUBSCR	4,196		9.00
711,541.02	AMERICAN SCIENTIFIC PRODUCTS	SUPPLIES	4,197		1,310.76
000,545.00	AMERICAN SOC FOR MICROBIOLOGY	BOOK	4,198		26.00
000,541.01	AMSTERDAM PRINTING & LITHO	SUPPLIES	4,199		84.64
000,545.00	BAKER & TAYLOR CO	BOOKS	4,200		325.56
000,545.00	BAKER & TAYLOR CO	BOOKS	4,201		1,322.75
000,541.01	BECKLEY CARDYCO	SUPPLIES	4,202		6.38
711,541.02	BEHRING DIAGNOSTICS	SUPPLIES	4,203		1,277.00
800,541.02	BENNETT WELDING SUPPLY CO	SUPPLIES	4,204		34.60
000,545.00	BERGWALL	BOOKS	4,205		2.00
813,550.00	BRANDYWINE INN	LUNCHES	4,206		69.00
000,541.03	BRODART CO	SUPPLIES	4,207		49.17
813,541.02	CARROLL CO MARKETPLACE	COMM SERV ADS	4,208		16.40
500,541.02	CASTING SPECIALTIES CORP	SUPPLIES	4,209		189.30
510,547.00	CHRONICLE OF HIGHER EDUC	SUBSCR	4,210		46.00
000,556.00	CLAYTONS FLORAL SHOP	FLOWERS	4,211		17.45
000,550.00	WALTER CLEVENGER	TRAVEL	4,212		27.00
800,550.00	JEAN L COGDALL	TRAVEL	4,213		66.60
000,545.00	COLUMBIA LIBRARY SUBSCR SERV	SUBSCR	4,214		295.00
711,541.02	COOPER BIOMEDICAL INC	SUPPLIES	4,215		95.63
000,541.01	COPPINS LETTER SHOP	SUPPLIES	4,216		306.00
000,541.01	CROWN PRINTING	SUPPLIES	4,217		168.00

300,541.02	CURRICULUM PUBLICATIONS CLEARING HOUSE	SUPPLIES	4,218	73.70
813,541.02	THE DAILY GAZETTE	COMM SERV ADS	4,219	102.30
300,541.02	DIESEL PROGRESS	SUBSCR	4,220	35.00
300,541.02	DIXON AUTO SUPPLY	SUPPLIES	4,221	29.51
500,541.02	DIXON CAMERA CENTER	SUPPLIES	4,222	77.40
810,547.00	DIXON EVENING TELEGRAPH	ADS	4,223	652.23
300,541.02	DIXON GARAGE SUPPLY CO	SUPPLIES	4,224	22.76
000,534.00	R K DIXON CO	MAINT 118.36		
000,541.01	X X	SUPPLIES 94.11	4,225	212.47
810,547.00	DYNAMIC GRAPHICS INC	SUPPLIES	4,226	121.50
000,545.00	EDELWEISS PUBL CO	BOOK	4,227	34.50
300,541.02	ELECTROTOOLS INC	SUPPLIES	4,228	173.58
000,545.00	J G FERGUSON PUBL CO	BOOKS	4,229	72.15
300,541.02	FORDHAM RADIO INC	SUPPLIES	4,230	4.50
711,541.02	FORMA SCIENTIFIC	SUPPLIES	4,231	78.99
300,541.02	FOTO KRAFTERS	SUPPLIES	4,232	202.00
100,541.02	FRANTZ MFG CO	SUPPLIES	4,233	165.60
810,547.00	THE FULTON JOURNAL	PUB RELA SUBSCR	4,234	10.00
600,541.02	FISHER SCIENTIFIC	SUPPLIES 6.01		
711,541.02	X X	31.24	4,235	37.25
000,545.00	GALE RESEARCH CO	BOOKS	4,236	81.50
000,541.01	HAL GARNER	SUPPLIES 5.71		
000,550.00	X X	TRAVEL 154.84		
000,559.00	X X	OTHER EXP 300.00	4,237	460.55
810,550.00	RALPH GELANDER	TRAVEL	4,238	70.80
711,541.02	GIBCO LABORATORIES	SUPPLIES	4,239	18.99
713,541.02	GINDERS HOSPITAL SUPPLY	SUPPLIES	4,240	145.14
000,585.01	GLOBAL EQUIPMENT CO	EQUIPMENT	4,241	136.65
300,541.02	GOODHEART WILLCOX CO	SUPPLIES	4,242	30.13
100,541.02	HARVARD SUPPLY CO	SUPPLIES	4,243	28.08
000,541.01	HASSELLS	SUPPLIES 216.62		
000,537.00	X X	SERVICE 60.00	4,244	276.62
000,550.00	MICHAEL HUSTAD	TRAVEL	4,245	31.60
000,562.00	I B M CORP	EQUIP RENTAL	4,246	226.50
000,541.02	I B M CORP	SUPPLIES	4,247	194.40
000,541.01	ICCARTO	MEMBERSHIP	4,248	10.00
000,575.00	ILL BELL TELEPHONE CO	SERVICE	4,249	213.57
812,541.01	INFOWORLD	SUBSCR	4,250	18.95
712,550.00	ROSEMARY JOHNSON	TRAVEL	4,251	168.50
000,593.00	JOLIET JUNIOR COLLEGE	CHARGE BACK	4,252	997.00
000,549.00	JOSTENS	DIPLOMAS	4,253	347.31
813,541.02	K O PRINTING	SUPPLIES	4,254	22.05
711,541.02	KSB HOSPITAL	SUPPLIES 66.00		
712,541.02	X X	50.00	4,255	116.00
500,541.02	KIT PARKER FILMS	SUPPLIES	4,256	59.00
000,554.00	KROGERS	RECRUITMENT 21.77		
000,550.00	X X	BOARD SUPPLIES 10.14	4,257	31.91
714,534.00	R S LANDAUER JR	SERVICES	4,258	774.05
000,541.01	J S LATTA CO	SUPPLIES	4,259	6.10

00,541.02	LUKAS MICROSCOPE SERVICE	SUPPLIES	4,260	16.79
00,541.02	MCCORMICKS FLORAL SHOP	SUPPLIES	4,261	94.74
00,539.00	KEN MCLEAN	STAFF DEVEL	4,262	78.07
00,541.02	MARCRAFT INTERNATIONAL CORP	SUPPLIES	4,263	14.52
00,534.00	DAVID MAYES	SEWAGE TESTING	4,264	190.00
00,541.02	MEANS SERVICES	SUPPLIES	4,265	17.59
00,541.02	MIDWEST EDUSYSTEMS INC	SUPPLIES 121.93		
00,585.01	X X	EQUIP 3310.32	4,266	3,432.25
11,541.02	MIDWEST HOME HEALTHCARE	SUPPLIES 25.76		
14,541.02	X X	25.87	4,267	51.53
00,541.02	MITCHELL MANUALS	SUPPLIES	4,268	66.00
00,550.00	DUANE MONTE	TRAVEL	4,269	48.40
00,534.00	MONTGOMERY ELEVATOR CO	MAINT CONTR	4,270	469.96
00,534.00	MUELLER A V	SERVICE	4,271	174.53
00,542.00	MULTIGRAPHICS	SUPPLIES	4,272	498.69
12,541.02	THE MUSIC STORE	SUPPLIES	4,273	29.98
00,562.00	N C R CORP	EQUIP RENTAL	4,274	8,279.22
00,534.00	NATIONAL COMPUTER SYSTEMS	MAINT CONTR	4,275	199.00
00,546.00	N A E I R	DUES	4,276	350.00
00,545.00	NATIONAL REGISTER PUBL CO	BOOKS	4,277	296.35
00,545.00	NICKEL ODEON RECORDS & TAPES	BOOKS	4,278	82.38
00,541.02	NORTHERN ILL UNIV	SUPPLIES 25.60		
00,541.02	X X	33.15	4,279	58.75
00,542.00	NORTHLAND PAPER CO	SUPPLIES	4,280	229.32
00,571.00	NORTHERN ILL GAS CO	SERVICE	4,281	2,968.99
00,571.00	NORTHERN ILL GAS CO	SERVICE	4,282	57.11
00,593.00	OAKTON COMM COLLEGE	CHARGE BACKS	4,283	884.13
00,593.00	PARKLAND COLLEGE	CHARGE BACKS	4,284	4,258.76
00,534.00	PRO COM	SERVICE	4,285	74.25
00,541.02	P & W SUPPLY CO	SUPPLIES	4,286	51.16
00,541.02	RADIO SHACK	SUPPLIES	4,287	58.51
00,541.02	RAND MCNALLY & CO	SUPPLIES	4,288	114.05
00,541.01	REGAL COMPUTER PRODUCTS	SUPPLIES	4,289	186.45
00,534.00	ROCK VALLEY DISPOSAL	SERVICE	4,290	43.20
00,541.02	SVC BOOKSTORE	SUPPLIES 6.14		
00,541.02	X X	12.71		
00,541.02	X X	24.61		
11,541.02	X X	34.00		
12,541.02	X X	2.72		
00,541.02	X X	9.34		
12,541.02	X X	.90		
15,541.02	X X	6.92		
10,547.00	X X	13.81		
13,514.02	X X	25.28		
00,541.01	X X	14.11		
00,541.01	X X	24.13		
00,541.01	X X	7.18		
00,541.01	X X	3.74	4,291	185.59
00,541.01	SVC BOOKSTORE	IMPRINTER FEE	4,292	10.00
00,541.02	S B M	SUPPLIES 20.25		
11,534.00	X X	SERVICE 15.93		
12,534.00	X X	15.93		

CONTD-----

Account Number	Description	Amount	Category	Sub-category	Amount	Category	Sub-category
713,534.00	S B M (CONTD)		SERVICE	15.93			
714,534.00	X X			15.94			
812,541.01	X X		SUPPLIES	3.95			
000,541.01	X X			33.83			
000,534.00	X X			121.00			
000,549.00	X X			144.58			
000,541.01	X X			48.96	4,293		436.30
000,550.00	JOHN SAGMOE		TRAVEL		4,294		30.00
712,541.02	SAMS DRIVE IN		SUPPLIES	26.35			
713,541.02	X X			26.35	4,295		52.70
000,585.01	SARGENT WELCH SCI CO		EQUIPMENT		4,296		2,840.93
300,541.02	SEARS ROEBUCK & CO		SUPPLIES		4,297		21.37
000,554.00	SERVOMATION CORP		RECRUITMENT	91.40			
000,550.00	X X		MEETINGS	33.00			
000,550.00	X X			69.00	4,298		193.40
000,550.00	KAREN SHAPTON		TRAVEL		4,299		11.60
714,550.00	STANLEY SHIPPET		TRAVEL		4,300		195.40
814,541.01	SLACK INC		SUBSCR		4,301		34.00
000,593.00	SPOON RIVER COLLEGE		CHARGE BACK		4,302		963.00
800,542.00	GLENN SPUTE		SUPPLIES		4,303		2.75
810,547.00	STERLING CAMERA CENTER		SUPPLIES		4,304		6.98
818,550.00	STERLING CHAMBER OF COMMERCE		DINNERS		4,305		8.00
300,541.02	STERLING CHRYSLER PLYMOUTH		SUPPLIES		4,306		10.24
310,538.00	STERLING SCHOOL OF BEAUTY		COSMETOLOGY		4,307		3,816.72
000,585.01	SUN ELECTRIC CORP		EQUIPMENT		4,308		3,671.50
000,550.00	JUDY SCRIBNER		TRAVEL		4,309		14.80
000,556.00	SWARTLEYS		FLOWERS		4,310		21.80
000,550.00	ROBERT THOMAS		TRAVEL		4,311		88.50
712,541.02	TRI MED SURGICAL CO		SUPPLIES		4,312		51.60
000,593.00	TRITON COLLEGE		CHARGE BACK		4,313		1,279.30
100,541.02	UARCO INC		SUPPLIES	97.73			
000,541.01	X X			24.89			
000,541.01	X X			298.09	4,314		420.71
100,541.02	UNIQUE COMPUTER SHOP		SUPPLIES		4,315		1,560.00
000,541.03	UNIV MICROFILM INTL		SUPPLIES		4,316		754.49
316,541.02	UNIV OF MICHIGAN		SUPPLIES	63.60			
500,541.02	X X			63.57			
600,541.02	X X			13.98	4,317		141.15
000,545.00	URBAN RESEARCH INSTITUTE INC		BOOK		4,318		19.79
300,541.02	UTLEY CO		SUPPLIES		4,319		25.74
000,541.03	VALUE LINE INC		SUBSCR		4,320		245.00
300,541.02	VICS TOOL GRINDING SHOP		SUPPLIES		4,321		88.00
000,541.01	VISIBLE COMPUTER SUPPLY		SUPPLIES		4,322		37.28
812,550.00	EUGENE WAGNER		TRAVEL		4,323		81.20
600,541.02	WARDS NATURAL SCI ESTAB		SUPPLIES		4,324		21.73
000,593.00	WAUBONSEE COMM COLLEGE		CHARGE BACK		4,325		1,346.20
511,541.02	WERLEINS FOR MUSIC		SUPPLIES		4,326		20.15
000,545.00	WEST PUBL CO		BOOKS		4,327		84.00
715,541.02	WESTWOOD SPORTS CENTER		SUPPLIES		4,328		124.00
810,547.00	WHITESIDE NEWS SENTINEL		ADS		4,329		46.80
000,585.00	WILCOX INTERNATIONAL		EQUIPMENT		4,330		235.34

00,550.00	DONNA WILCOX	TRAVEL	4,331	145.20
00,545.00	JOHN WILEY & SONS INC	BOOKS	4,332	43.24
12,541.02	WINGERT JONES MUSIC CO	SUPPLIES	4,333	19.76
00,541.01	WRITING SALES	SUPPLIES	4,334	1,088.50
00,541.01	XEROX CORP	SUPPLIES	4,335	1,098.45
00,545.00	YALE UNIV PRESS	BOOKS	4,336	109.10
00,545.00	YEARBOOK MEDICAL PUBLISHERS	BOOK	4,337	26.90
00,534.00	YOUNGRENS REFRIGERATION	REPAIRS	4,338	557.75
00,521.00	PRUDENTIAL	DEC PREMIUM	4,339	19,378.98
00,550.00	ROBERT EDISON	TRAVEL	4,340	401.39
00,541.02	SVC PETTY CASH	SUPPLIES 3.96		
11,550.00	X X	4.27	4,341	8.23
	SVC IMPREST FUND	MISC EXPENSES	4,342	873.44
12,550.00	DAVID CLYDESDALE	TRAVEL	4,343	78.45
18,550.00	DONALD FOSTER	TRAVEL	4,344	30.60
00,541.01	XEROX CORP	ADDTL TO CK #4335	4,345	810.00

Total Bills 79,985.51

Checks #4179 - 4193 314,742.67

TOTAL EDUCATIONAL FUND FOR NOVEMBER \$394,728.18

SITE AND CONSTRUCTION FUND

90-000-584.10	BELING CONSULTANTS INC.	Services	716	\$ 5,635.24
90-000-582	HAROLD P. WENDLER & ASSOC.	Services	717	<u>1,236.25</u>

TOTAL SITE AND CONSTRUCTION FUND FOR NOVEMBER \$ 6,871.49

INSURANCE FUND

92-000-526	DIRECTOR OF EMPLOYMENT SECURITY	Unemp. Ins.	114	\$ 2,693.90
92-000-523	WILKINS LOWE & CO.	Ins. Prem.	-16,892.00	
92-000-527	x x x	x x	13,768.00 115	<u>30,660.00</u>

TOTAL INSURANCE FUND FOR NOVEMBER \$ 33,353.90

BUILDING FUND

000,541.04	ACE HARDWARE	SUPPLIES	382	19.73
000,573.00	COMMONWEALTH EDISON	SERVICE	383	15,606.36
000,541.04	CRESCENT ELECTRIC SUPPLY	SUPPLIES	384	58.51
000,541.04	DIXON GARAGE SUPPLY	SUPPLIES	385	39.13
000,541.04	DIXON HOME LUMBER	SUPPLIES	386	10.71
000,550.00	GLADYSGGUNTLE	TRAVEL	387	8.40
000,541.04	HARRISON CHEVROLET	SUPPLIES	388	27.68
000,541.04	HILLS ELECTRIC MOTOR SERV	SUPPLIES	389	63.75
000,541.04	KRADLES	SUPPLIES	390	51.86
000,541.04	LEE F S INC	SUPPLIES	391	522.23
000,541.04	MORGAN SERVICES	SUPPLIES	392	98.75
000,541.04	PLUMBING SPECIALTY CO	SUPPLIES	393	47.53
000,541.04	RIVER ROAD REPAIRS	SUPPLIES	394	12.35
000,541.04	SVC EDUCATIONAL FUND	SUPPLIES	395	51.79
000,541.04	SIEG CO	SUPPLIES	396	4.58
000,541.04	STONER HARDWARE	SUPPLIES	397	15.19
	SVC IMPREST FUND	MISC EXP	398	5.80
000,541.04	SVC PETTY CASH FUND	SUPPLIES	399	<u>2.92</u>

TOTAL BUILDING FUND FOR NOVEMBER 16,647.27

PREST FUND

0-818-550	NATIONAL COUNCIL OF INSTR. ADMIN.	Conf. Fee	6961	\$ 10.00
2-000-544.02	UNITED PARCEL SERVICE	Service	6962	82.79
8-000-550	CHARLESTON MOTOR INN	Conference	6963	31.80
0-815-534	DORIS COX	Repairs	6964	12.00
	VOID CHECK		6965	
0-811-550	ROCK VALLEY COLLEGE	Workshop	6966	38.00
2-000-544.02	POSTMASTER	Stamps-Pres. Ofc.	6967	20.00
2-000-550	STATE UNIV. RETIREMENT SYS.	Meeting	6968	8.00
2-000-544.02	UNITED PARCEL SERVICE	Service	6969	95.98
2-000-541.01	CENTRAL TELEPHONE CO.	Phone books	6970	14.05
2-000-544.02	UNITED PARCEL SERVICE	Service	6971	39.13
6-000-575	KAY FISHER	Phone calls	6972	70.80
0-818-550	STERLING CHAMBER OF COMMERCE	Dinner meeting	6973	12.50
0-512-541.02	MAX GUINNUP	Supplies	6974	21.00
0-000-541.04	BYRON WEIDMAN	Supplies	6975	5.80
2-000-544.02	POSTMASTER	First Class Permit	6976	90.60
2-000-544.02	UNITED PARCEL SERVICE	Service	6977	34.89
0-000-545	ROBERT THOMAS	Supplies Purchased	6978	35.10
0-100-550	CHARLES WEST	Travel	6979	60.00
2-000-541.01	PRUDENT MAN ANALYSIS INC.	Supplies	6980	95.00
2-000-544.02	UNITED PARCEL SERVICE	Service	6981	27.80
2-000-544.02	POSTMASTER	First class permit	6982	74.00

\$879.24

EDUCATIONAL FUND - 873.44
BUILDING FUND - 5.80

Balance in fund - 2144.76
Disbursements - 879.24
Total in fund - 3024.00

TREASURER'S REPORT

October 31, 1984

EDUCATIONAL FUND

Balance on Hand September 30, 1984 \$ 182,000.56

Receipts:

1983 Taxes	101,360.23	
Pers. Prop. Tax Replacement	21,266.25	
Voc. Ed. Reg. Reimb.	30,165.35	
Federal Work Study	22,702.96	
Other Federal Funds	465.00	
Summer Tuition	90,643.04	
Fall Tuition	50,000.00	
Graduation Fees	410.00	
Transcript Fees	66.00	
Laboratory Fees	4,921.00	
Interest on Investments	11,803.36	
Other Revenue	1,161.62	
Expenditure Credits	4,714.97	
Accounts Receivable	<u>5,525.59</u>	<u>345,205.37</u>

Total Available \$ 527,205.93

Disbursements:

Expenses for October 365,127.22

Balance on Hand October 31, 1984 \$ 162,078.71

BUILDING FUND

Balance on Hand September 30, 1984 \$ 95,278.63

Receipts:

1983 Taxes	25,339.25	
Pers. Prop. Tax Repl.	5,316.57	
Misc. Revenue	100.00	
Expenditure Credits	<u>53.59</u>	<u>30,809.41</u>

Total Available \$ 126,088.04

Disbursements:

Expenses for October 22,628.70

Balance on Hand October 31, 1984 \$ 103,459.34

REPAIR AND CONSTRUCTION FUND

Balance on Hand September 30, 1984 \$ 59,350.02

Receipts:

Investments	187,460.19	
Other Revenue	<u>13,077.54</u>	<u>200,537.73</u>

Total Available \$ 259,887.75

Disbursements:

Investments	187,460.19	
Expenses for October	<u>11,417.99</u>	<u>198,878.18</u>

Balance on Hand October 31, 1984 \$ 61,009.57

REPAIR AND INTEREST #1

Balance on Hand September 30, 1984 \$ 83,381.01

Receipts:

1983 Taxes	45,579.98	
Interest on Investments	<u>730.24</u>	<u>46,310.22</u>

Total Available \$ 129,691.23

Disbursements:

-0-

Balance on Hand October 31, 1984 \$ 129,691.23

REPAIR AND INTEREST #4

Balance on Hand September 30, 1984 \$ 25,836.32

Receipts:

Interest on Investments	<u>186.51</u>	
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Total Available \$ 26,022.83

Disbursements:

-0-

Balance on Hand October 31, 1984 \$ 26,022.83

WORKING CASH FUND

Balance on Hand September 30, 1984 \$ 33,861.03

Receipts:

-0-

Disbursements:

-0-

Balance on Hand October 31, 1984 \$ 33,861.03

INSURANCE FUND

Balance on Hand September 30, 1984 \$ 105,136.87

Receipts:

1983 Taxes	13,554.48	
Investment Income	734.42	
Expenditure Credits	<u>479.50</u>	<u>14,768.40</u>

Balance Available \$ 119,905.27

Disbursements:

-0-

Balance on Hand October 31, 1984 \$ 119,905.27

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FUNDS INVESTED

Central National Bank	S & C	Variable		\$ 405,090.15
Farmers National Bank	S & C	10.75	4-19-85	112,460.19
Mon National Bank	S & C	10.75	11-27-84	290,352.37
Farmers National Bank	S & C	11.25	2-18-85	105,000.00
First National Bank	S & C	9.81	4-2-85	75,000.00
First National Bank	S & C	10.70	3-5-85	111,074.15
Rock Falls National Bank	B & I #1	11.12	11-27-84	263,000.00
Rock Falls National Bank	B & I #1	11.12	1-2-85	260,000.00
Mon National	Educational	10.75	12-29-84	407,145.52
Rock Falls National	Educational	Variable		<u>1,339,000.00</u>
Total Invested				\$3,368,122.38

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 10/31/84

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

ASSETS:

Cash in Bank	\$ 184.96
Notes Receivable	<u>7,519.00</u>
	<u>\$7,703.96</u>

LIABILITIES & NET WORTH:

Fund Equity	\$8,108.68	
Net Loss	<u>(404.72)</u>	<u>\$7,703.96</u>

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

INCOME:

Interest Income	\$ 85.66	
Bad Debts Repaid	<u>227.00</u>	\$312.66

EXPENSES:

Bad Debts	\$717.38
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<u>NET LOSS</u>	<u>(\$404.72)</u>
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SAUK VALLEY COLLEGE

E.O.G. WORKSTUDY FUNDS

Period Ending October 31, 1984

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

Cash on Hand	\$	1,612.16	
Workstudy Awards Receivable from Fed. Gov. 1983-84 . . .		-0-	
Workstudy Awards Capital 1983-84			\$173,825.28
Workstudy Awards Paid 1983-84.		173,825.28	
E.O.G. Awards Receivable from Fed. Gov. 1983-84.		149.66	
Initial E.O.G. Awards Capital 1983-84.			32,679.00
Initial E.O.G. Awards Paid 1983-84		34,195.35	
Renewal E.O.G. Awards Capital 1983-84.			27,186.00
Renewal E.O.G. Awards Paid 1983-84		25,519.99	
PELL Grant Awards Receivable from Fed. Gov. 1983-84. . .		20,573.86	
PELL Grant Awards Capital 1983-84.			630,100.00
PELL Grant Awards Paid 1983-84		622,367.30	
Workstudy Awards Receivable from Fed. Gov. 1984-85 . . .		105,808.58	
Workstudy Awards Capital 1984-85			170,658.00
Workstudy Awards Paid 1984-85.		52,640.49	
E.O.G. Awards Receivable from Fed. Gov. 1984-85.		45,248.00	
Initial E.O.G. Awards Capital 1984-85.			33,292.00
Initial E.O.G. Awards Paid 1984-85		7,204.50	
Renewal E.O.G. Awards Capital 1984-85.			27,049.00
Renewal E.O.G. Awards Paid 1984-85		7,888.50	
PELL Grant Awards Receivable from Fed. Gov. 1984-85. . .		367,970.00	
PELL Grant Awards Capital 1984-85.			367,970.00
PELL Grant Awards Paid 1984-85		-0-	
Inactive Federal Grants.			2,244.39
		<u>\$1,465,003.67</u>	<u>\$1,465,003.67</u>

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 10-31-84

BALANCE SHEET

ASSETS:

Cash in Bank	\$ 51,999.66
Petty Cash	500.00
Investments	61,683.42
Accounts Receivable - Educational Fund	217.73
Inventory 6-30-84	118,150.05
	<u>\$232,550.86</u>

LIABILITIES & NET WORTH:

Accounts Payable - Student Activity Fund	\$ 81.00
Fund Equity	\$268,150.13
Net Loss	<u>(35,680.27)</u>
	<u>232,469.86</u>
	<u>\$232,550.86</u>

PROFIT AND LOSS

INCOME:

Textbook Sales	\$ 91,715.91	
Supply Sales	9,024.67	
Miscellaneous Sales	3,831.27	
Paperback Sales	2,187.52	
Used Book Sales	9,170.59	
Sales Tax Collected	6,776.30	
Other Income	86.43	
Investment Income	<u>1,683.42</u>	\$124,476.11

EXPENSES:

Textbooks Purchased	\$113,696.37	
Supply Purchases	8,071.78	
Miscellaneous Purchases	7,038.57	
Paperback Purchases	1,756.66	
Used Book Purchases	7,349.58	
Sales Tax Paid	7,764.28	
Salaries & Wages	9,850.62	
Transportation Charges	2,570.84	
Supply Expense	1,091.62	
Equipment	-0-	
Travel	269.46	
Telephone	71.19	
Dues & Subscriptions	-0-	
Other Expense	736.70	
Over & Under	(30.28)	
Bad Debts	<u>(81.01)</u>	<u>160,156.38</u>

NET LOSS on a cash basis without regard to inventory or
accounts payable \$(35,680.27)

SAUK VALLEY COLLEGE

RESTRICTED PURPOSES FUND

October 31, 1984

Balance on Hand - September 30, 1984	\$418,761.16
October Receipts	450,666.13
Cash Under - October 3, 1984 Deposit	<u>(1.00)</u>
TOTAL FUNDS AVAILABLE DURING OCTOBER	\$869,426.29
Cash Disbursements - October, 1984	<u>(229,133.41)</u>
Balance on Hand - October 31, 1984	<u>\$640,292.88</u>

STATEMENT OF INCOME & EXPENSE

STUDENT ACTIVITY FUND

ACTIVITIES

Comprehensive Fee Income	\$ 5,409.36
Athletic Income	105.00
Drama Income	
Student Activity Income	172.75
Student Newspaper Income	
Film Income	
Cash Over & Under	(76.67)
Other Income - Student Activity Only	<u>330.46</u>

TOTAL INCOME \$ 5,940.90

	<u>BUDGET</u>	<u>EXPENSE</u>	
Athletic Expense	\$17,575.	\$7,753.06	
Cheerleader & Pom Pon Squad	850.	(356.31)	
Speech Activities & Readers Theatre	1,000.	26.10	
Drama Expense	1,000.	-0-	
Music Expense	3,900.	202.33	
Student Activity Expense/Cultural-Social	14,980.	2,591.24	
Student Newspaper Expense	1,000.	-0-	
Student Senate Expense	2,800.	1,252.01	
Womens Intercollegiate Expense	12,445.	4,077.66	
Intramurals - Coed	50.	-0-	
SVC Clubs	500.	-0-	
Film Commission	800.	-0-	
Contingency Expense/Equipment	-0-	-0-	
Contingencies/Non-Budgeted	200.	-0-	
	<u>\$57,100.</u>	<u>TOTAL EXPENSE</u>	<u>\$ 15,546.09</u>

Excess of Expenditures Over Revenue, as of October 31, 1984 \$ (9,605.19)

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS & LIABILITIES

<u>SETS</u>		<u>REVOLVING AGENCY FUND LIABILITIES</u>	<u>AMOUNT</u>
sh in Bank	\$640,292.88	Due Educational Fund	\$ 1,141.11
etty Cash	110.00	Due Building Fund	532.13
counts Rec.	206,537.04	Due Student Loan Fund	715.22
vestments	100,000.00	Due Bookstore	92.32
		Out of District Fees	128.16
		Student Tuition	542,478.00
		Lab Fees	15,405.50
		Tuition Refunds	(23,943.20)
		Lab Fees Refunds	(1,081.50)
			\$535,467.74

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	\$ 677.12
Parking	5,563.91
Recreation Room Fund	12,857.11
Student Locker Fund	665.80
Land Lab	8,741.24
Community Services	5,171.18
Photography Supplies	24.86
Collegiate Choir	603.43
LPN Supplies	761.74
LRC Contributions	864.71
Nursing Uniforms	147.55
Indochinese Grant - FY 85	(4,927.52)
Indochinese Sewing - FY 84	(3,108.51)
Indochinese Sewing - FY 85	(3,429.92)
HITS Grant	6,021.35
1984-85 Disadvantaged Grant	5,897.49
JTPA Grant	(934.65)
Truck Farming	129.91
Disadvantaged & Handicapped Gt'85	(4,439.93)
DAVTE Quality Assistance Grant	(990.79)
Economic Development Grant II	8,852.22
Humanities Grant	90.85
Miscellaneous Account	959.20
Econ. Dev. Gt. - Income - FY 84	52,872.44
Econ. Dev. Gt. - Expenses FY 84	(47,119.38)
Econ. Dev. Gt. - Income - FY 85	7,523.75
Econ. Dev. Gt. - Expenses FY85	(14,102.88)
Student Clubs	1,810.67
Adult Learning Book Charges	2,734.34
SVC Foundation	(.88)
Community Theatre	48.40
College Van	1,813.53
Friends of SVC	(119.00)
V.I.P. & Career Planning Prog.	949.59
Student Serv./Special Projects	120,017.21
DCC/Income - FY 84	133,465.03
DCC/Expenses - FY 84	(133,192.03)
DCC/Income - FY 85	267,133.20
DCC/Expenses - FY 85	(19,362.75)
Vocational Exploration Prog.	158.21
Project Careers - FY 85	(11,348.29)
	\$403,479.51

FUND EQUITY

July 1, 1984	\$17,597.86	
Excess of Expenditures over Revenue, as of October 31, 1984	(9,605.19)	\$ 7,992.67
<u>L ASSETS</u>	<u>\$946,939.92</u>	<u>\$946,939.92</u>
TOTAL LIABILITIES & NET WORTH		

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	39,527.50	39,527.50	23,716.50	15,811.00	157,341.00	117,813.50	117,813.50
DIV OF BUS FED WORK STUDY	2,232.75	2,232.75	1,477.34	755.41	6,700.00	4,467.25	4,467.25
DIV OF BUS CONTR SERV	4,170.51	4,170.51	4,170.51	.00	11,045.00	1,874.49	1,874.49
DIV OF BUS SUPPLIES	3,620.65	3,620.65	1,508.27	2,112.38	8,575.00	4,954.35	4,954.35
DIV OF BUS CONF & MEETINGS	243.46	243.46	183.46	60.00		243.46 CR	243.46 CR
FOOD SERV CONTR SERV	.00	.00	.00	.00	200.00	200.00	200.00
FOOD SERV SUPPLIES	143.60	143.60	143.00	.60	425.00	281.40	281.40
FOOD SERV CONTR SERV	.00	.00	.00	.00	125.00	125.00	125.00
DIV OF AGRIC SUPPLIES	94.74	94.74		94.74	400.00	305.26	305.26
DIV OF INDUS ED SALARIES	32,616.20	32,616.20	14,569.72	13,046.48	139,579.00	106,962.80	106,962.80
DIV OF INDUS ED FED WORK STUDY	576.20	576.20	217.75	358.45	5,479.00	4,902.80	4,902.80
DIV OF INDUS ED CONTR SERV	263.44	263.44	263.44	.00	7,950.00	7,686.56	7,686.56
DIV OF INDUS ED SUPPLIES	3,589.16	3,589.16	1,797.23	1,791.93	14,190.00	10,600.84	10,600.84
DIV OF INDUS ED CONF & MEETINGS	125.35	125.35	58.75	66.60		125.35 CR	125.35 CR
COSMETOLOGY CONTR SERV	11,203.92	11,203.92	7,387.20	3,816.72	54,000.00	42,796.08	42,796.08
COSMETOLOGY SUPPLIES	.00	.00	.00	.00	100.00	100.00	100.00
COSMETOL CONF & MEETINGS	.00	.00	.00	.00	175.00	175.00	175.00
HUMAN SERV SUPPLIES	80.70	80.70	1.13	79.57	850.00	769.30	769.30
HUMAN SERV CONF & MEETINGS	.00	.00	.00	.00	150.00	150.00	150.00
DIV OF SOC SCI SALARIES	29,573.65	29,573.65	17,744.19	11,829.46	125,248.00	95,674.35	95,674.35
DIV OF SOC SCI SUPPLIES	901.42	901.42	592.28	309.14	3,050.00	2,148.58	2,148.58
E M T CONTR SERV	180.00	180.00	180.00	.00	1,650.00	1,470.00	1,470.00
E M T SUPPLIES	54.87	54.87	54.87	.00	200.00	145.13	145.13
E M T CONF & MEETINGS	.00	.00	.00	.00	100.00	100.00	100.00
DIV OF CRIM JUS SALARIES	4,866.40	4,866.40	4,119.84	2,746.56	46,803.00	34,936.60	34,936.60
DIV OF CRIM JUS CONTR SERV	.00	.00	.00	.00	600.00	600.00	600.00
DIV OF CRIM JUS SUPPLIES	350.65	350.65	332.00	18.65	1,690.00	1,339.35	1,339.35
DIV OF CRIM JUS CONF & MEETINGS	.00	.00	.00	.00	525.00	525.00	525.00
LIBRARY TECH SUPPLIES	.00	.00	.00	.00	100.00	100.00	100.00
DIV OF HUMANITIES SALARIES	56,259.18	56,259.18	33,282.47	22,976.71	232,428.00	176,168.82	176,168.82
DIV OF HUMAN. CONTR SERV	.00	.00	.00	.00	350.00	350.00	350.00
DIV OF HUMAN SUPPLIES	799.97	799.97	406.60	393.37	3,825.00	3,025.03	3,025.03
ART DEPT SALARIES	6,819.45	6,819.45	4,091.67	2,727.78	24,550.00	17,730.55	17,730.55
ART DEPT SUPPLIES	112.81	112.81	55.80	57.01	600.00	487.19	487.19

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MUSIC DEPT SALARIES	10,229.20	10,229.20	6,137.52	4,091.68	49,100.00	38,870.80	38,870.80
MUSIC DEPT CONTR SERV	145.00	145.00	145.00	.00	1,200.00	1,055.00	1,055.00
MUSIC DEPT SUPPLIES	640.84	640.84	563.84	77.00	1,450.00	809.16	809.16
MUSIC DEPT CONF & MEETINGS	.00	.00	.00	.00	100.00	100.00	100.00
DIV OF MATH SCI SALARIES	45,095.30	45,095.30	27,057.18	18,038.12	180,836.00	135,740.70	135,740.70
DIV OF MATH SCI FED WORK STUDY	1,900.50	1,900.50	1,067.50	833.00	6,300.00	4,399.50	4,399.50
DIV OF MATH SCI CONTR SERV	.00	.00	.00	.00	1,000.00	1,000.00	1,000.00
DIV OF MATH SCI SUPPLIES	2439.10	2439.10	2,218.90	220.20	10,850.00	8,410.90	8,410.90
DIV OF MED LAB TECH SALARIES	14,892.22	14,892.22	10,930.66	3,961.56	47,539.00	32,646.78	32,646.78
DIV OF MED LAB TECH CONTR SERV	285.93	285.93	105.00	180.93	1,500.00	1,214.07	1,214.07
DIV OF MED LAB TECH SUPPLIES	5,505.34	5,505.34	2,579.19	2,926.15	12,390.00	6,884.66	6,884.66
MED LAB TECH CONF & MEETINGS	66.00	66.00	66.00	.00	820.00	754.00	754.00
DIV OF ADN SALARIES	33,358.22	33,358.22	25,237.88	8,120.34	87,507.00	54,148.78	54,148.78
DIV OF ADN OFFICE SALARIES	4,038.36	4,038.36	3,140.94	897.42	10,769.00	6,730.64	6,730.64
DIV OF ADN CONTR SERV	405.93	405.93	105.00	300.93	404.00	1.93 CR	1.93 CR
DIV OF ADN SUPPLIES	708.01	708.01	536.64	171.37	4,005.00	3,296.99	3,296.99
DIV OF ADN CONF & MEETINGS	168.50	168.50	.00	168.50	800.00	631.50	631.50
DIV OF LPN SALARIES	16,745.53	16,745.53	11,723.51	5,022.02	60,264.00	43,518.47	43,518.47
DIV OF LPN CONTR SERV	250.93	250.93	105.00	145.93	250.00	.93 CR	.93 CR
DIV OF LPN SUPPLIES	901.13	901.13	681.74	219.39	3,175.00	2,273.87	2,273.87
DIV OF LPN CONF & MEETINGS	.00	.00	.00	.00	450.00	450.00	450.00
DIV OF RAD TECH SALARIES	9,757.05	9,757.05	7,562.55	2,194.50	26,335.00	16,577.95	16,577.95
DIV OF RAD TECH CONTR SERV	1,789.99	1,789.99	830.00	959.99	3,012.00	1,222.01	1,222.01
DIV OF RAD TECH SUPPLIES	267.40	267.40	203.92	63.48	2,615.00	2,347.60	2,347.60
DIV OF RAD TECH CONF & MEETINGS	980.10	980.10	784.70	195.40	1,620.00	639.90	639.90
DIV OF PHYS ED SALARIES	9,382.50	9,382.50	5,629.50	3,753.00	45,036.00	35,653.50	35,653.50
DIV OF PHYS ED CONTR SERV	540.75	540.75	540.75	.00	1,500.00	959.25	959.25
DIV OF PHYS ED SUPPLIES	346.88	346.88	186.11	160.77	800.00	453.12	453.12
DIV OF PHYS ED CONF & MEETINGS	.00	.00	.00	.00	300.00	300.00	300.00
DIV OF NURSING ASST CONTR SERV	.00	.00	.00	.00	200.00	200.00	200.00
DIV OF NURSING ASST SUPPLIES	42.16	42.16	32.23	9.93	350.00	307.84	307.84
DIV OF NURSING ASST CONF & MEETINGS	.00	.00	.00	.00	100.00	100.00	100.00
INSTR ADMIN SECR SALARIES	14,401.14	14,401.14	11,200.88	3,200.26	38,403.00	24,001.86	24,001.86
INSTR ADMIN FED WORK STUDY	3,439.54	3,439.54	2,338.26	1,101.28	13,000.00	9,560.46	9,560.46
WORKROOM FED WORK STUDY	1,721.88	1,721.88	1,222.74	499.14	7,250.00	5,528.12	5,528.12
WORKROOM CONTR SERV	5,116.00	5,116.00	5,116.00	.00	5,300.00	184.00	184.00
UNALLOCATED CONTR	187.17	187.17	187.17	.00	1,800.00	1,612.83	1,612.83

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
FACULTY OFFICE SUPPLIES	110.26	110.26	224.17	113.91 CR	900.00	789.74	789.74
INSTITUTIONAL COMM SUPPLIES	554.56	554.56	385.31	169.25	300.00	254.56 CR	254.56 CR
WORKROOM SUPPLIES	640.55	640.55 CR	556.32	1196.87 CR	1000.00	1640.55	1640.55
PUB INFO ADMIN SALARIES	11967.75	11967.75	9308.25	2659.50	31914.00	14946.25	14946.25
PUB INFO SECR SALARIES	661.62	661.62	485.85	175.77	2000.00	1338.38	1338.38
PUB INFO SUPPLIES	15911.38	15911.38	14808.77	1102.61	73300.00	57388.62	57388.62
PUB INFO CONF & MEETINGS	223.00	223.00	152.20	70.80	1000.00	777.00	777.00
ASST DEAN ARTS & SOC SCI SALARY	12163.50	12163.50	9460.50	2703.00	32436.00	20272.50	20272.50
PART TIME OVERLOAD	8261.57	8261.57	30.00	8231.57	36350.00	28088.43	28088.43
NIGHT PREMIUMS	100.00	100.00		100.00		100.00 CR	100.00 CR
SUMMER SALARIES	48399.26	48399.26	48399.26	.00	43000.00	5399.26 CR	5399.26 CR
SECR SALARIES	4537.66	4537.66	3529.24	1008.42	12101.00	7563.34	7563.34
FED WORK STUDY	569.49	569.49	402.00	167.49	1340.00	770.51	770.51
SUPPLIES	235.73	235.73	180.47	55.26	900.00	664.27	664.27
CONF & MEETINGS	42.27	42.27		42.27	1550.00	1507.73	1507.73
ASST DEAN BUS & TECH SALARIES	12803.64	12803.64	9958.38	2845.26	34143.00	21339.36	21339.36
PART TIME OVERLOAD	15151.00	15151.00	674.75	14476.25	96300.00	81149.00	81149.00
NIGHT PREMIUMS	400.00	400.00		400.00		400.00 CR	400.00 CR
SUMMER SALARIES	42282.68	42282.68	42777.68	495.00 CR	54200.00	11917.32	11917.32
SECR SALARIES	5242.50	5242.50	4077.50	1165.00	13980.00	8737.50	8737.50
SUPPLIES	209.89	209.89	156.86	53.03	1000.00	790.11	790.11
CONF & MEETINGS	292.65	292.65	133.00	159.65	1900.00	1607.35	1607.35
ASST DEAN COMM & EXTEN SERV SALARY	11992.82	11992.82	9384.66	2608.16	31298.00	14305.18	14305.18
INSTR SALARIES	29839.84	29839.84	13123.64	16716.20	100000.00	70160.16	70160.16
COORDINATORS	1337.50	1337.50	650.00	687.50	4000.00	2662.50	2662.50
SECR SALARY	2538.86	2538.86	1942.97	595.89	7878.00	5339.14	5339.14
FED WORK STUDY	793.94	793.94	572.84	221.10	2512.00	1718.06	1718.06
CONTR SERV	285.00	285.00	40.00	245.00	4000.00	3715.00	3715.00
SUPPLIES	1221.15	1221.15	903.23	317.92	3000.00	1778.85	1778.85
CONF & MEETINGS	113.80	113.80	44.80	69.00	2000.00	1886.20	1886.20
DIRECTOR OF HEALTH & NAT SCI SALARY	9183.43	9183.43	6683.43	2500.00	30000.00	20816.57	20816.57
PART TIME OVERLOAD	12460.68	12460.68	6647.91	5812.77	47195.00	34734.32	34734.32
NIGHT PREMIUMS	200.00	200.00		200.00		200.00 CR	200.00 CR

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
HEALTH SALARIES SUMMER	14,736.92	14,736.92	14,736.92	.00	14,608.00	128.92 CR	128.92 CR
FED WORK STUDY	2,009.97	2,009.97	1,438.80	571.17	5,360.00	3,350.03	3,350.03
HEALTH CONTR SERV		.00		.00	200.00	200.00	200.00
HEALTH SUPPLIES	208.38	208.38	137.77	70.61	800.00	591.62	591.62
HEALTH CONF & MEETINGS	70.00	70.00	70.00	.00	1,300.00	1,230.00	1,230.00
ACADEMIC SKILLS SALARIES	11,492.60	11,492.60	6,895.56	4,597.04	48,330.00	36,837.40	36,837.40
ACADEM SKILLS FED WORK STUDY	1,740.28	1,740.28	1,164.10	576.18	6,807.00	5,066.72	5,066.72
ACADEM SKILLS CONTR SERV	12.00	12.00		12.00	500.00	488.00	488.00
ACADEM SKILLS SUPPLIES	251.90	251.90	206.06	45.84	2,000.00	1,748.10	1,748.10
DEAN OF INSTR SALARY	15,122.97	15,122.97	11,762.31	3,360.66	40,328.00	25,205.03	25,205.03
DEAN OF INSTR SECR SALARIES	5,811.75	5,811.75	4,520.25	1,291.50	15,498.00	9,686.25	9,686.25
STUDENT TUTORS	80.40	80.40	50.25	30.15	2,000.00	1,919.60	1,919.60
DEAN OF INSTR SUPPLIES	325.52	325.52	214.64	110.88	2,000.00	1,674.48	1,674.48
DEAN OF INSTR CONF & MEETINGS	147.70	147.70	162.60	14.90 CR	1,000.00	852.30	852.30
LRC PROF SALARIES	20,772.10	20,772.10	14,419.26	6,352.84	76,234.00	55,461.90	55,461.90
LRC SECR SALARIES	8,823.00	8,823.00	6,862.32	1,960.68	23,528.00	14,705.00	14,705.00
LRC FED WORK STUDY	3,788.69	3,788.69	2,632.99	1,155.70	12,809.00	9,020.31	9,020.31
LRC CONTR SERV	1,394.98	1,394.98	1,220.45	174.53	4,500.00	3,105.02	3,105.02
XEROX SUPPLIES	514.47	514.47	293.07	807.54	2,000.00	1,485.53	1,485.53
LIBRARY SUPPLIES	7,124.62	7,124.62	6,075.96	1,048.66	12,040.00	4,915.38	4,915.38
A V SUPPLIES	822.71	822.71	939.71	117.00 CR	7,350.00	6,527.29	6,527.29
LIBRARY BOOKS	9,461.76	9,461.76	6,652.41	2,809.35	25,000.00	15,538.24	15,538.24
LRC CONF & MEETING EXP	152.20	152.20	63.70	88.50	726.00	573.80	573.80
ADM & REC PROF SALARIES	11,534.63	11,534.63	8,969.13	2,565.50	30,786.00	19,251.37	19,251.37
ADM & REC SECR SALARIES	18,152.22	18,152.22	14,118.38	4,033.84	46,406.00	30,253.78	30,253.78
ADM & REC FED WORK STUDY	4,086.12	4,086.12	3,233.56	852.56	10,958.00	6,871.88	6,871.88
ADM & REC CONTR SERV	1,386.18	1,386.18	1,386.18	.00	2,225.00	838.82	838.82
ADM & REC SUPPLIES	4,822.33	4,822.33	4,373.33	449.00	6,800.00	1,977.67	1,977.67
ADM & REC CONF & MEETINGS		.00		.00	750.00	750.00	750.00
COUNSELING SALARIES	22,682.97	22,682.97	17,338.57	5,344.40	64,133.00	41,450.03	41,450.03
COUNSELING SECR SALARIES	4,537.86	4,537.86	3,529.44	1,008.42	12,101.00	7,563.14	7,563.14
HEALTH SERV SUPPLIES		.00		.00	300.00	300.00	300.00
FIN AIDS PROF SALARIES	11,886.00	11,886.00	9,244.66	2,641.34	31,696.00	19,810.00	19,810.00
FIN AIDS SECR SALARIES	8,641.86	8,641.86	6,721.44	1,920.42	23,045.00	14,403.14	14,403.14
STUDENT SERV ADMN SALARIES	14,295.96	14,295.96	11,118.88	3,177.08	38,122.00	23,829.04	23,829.04
STUDENT SERV SECR SALARIES	5,784.75	5,784.75	4,499.25	1,285.50	15,426.00	9,641.25	9,641.25

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
STUDENT SERV FED WORK STUDY	18062.62	18062.62	12922.66	5139.96	45100.00	27037.38	27037.38
COACHING SALARIES	3330.00	3330.00	350.00	2980.00	11850.00	8520.00	8520.00
STUDENT SERV CONTR SERV	655.36	655.36	416.00	239.36	800.00	144.64	144.64
STUDENT SERV SUPPLIES	4271.22	4271.22	3788.33	482.89	12800.00	8528.78	8528.78
COMMENCEMENT	1326.05	1326.05	786.98	539.07	6000.00	4673.95	4673.95
STUDENT SERV CONF & MEETINGS	1115.76	1115.76	752.76	363.00	4620.00	3504.24	3504.24
STUDENT RECRUITMENT	219.04	219.04		219.04	1500.00	1280.96	1280.96
PUB SERV SALARIES		.00		.00	4600.00	4600.00	4600.00
PUB SERV CONTR SERV		.00		.00	2800.00	2800.00	2800.00
PUB SERV SUPPLIES		.00		.00	7500.00	7500.00	7500.00
SERVICE STAFF SALARIES	121804.41	121804.41	94618.99	27185.42	331325.00	209520.59	209520.59
MAINT BOYS FED WORK STUDY	18701.37	18701.37	13966.12	4735.25	82000.00	63298.63	63298.63
MATRONS FED WORK STUDY	5736.14	5736.14	4281.95	1454.19		5736.14 CR	5736.14 CR
MAINT CONTR SERV	15028.21	15028.21	13693.05	1335.16	42500.00	27471.79	27471.79
SERVICE EQUIPMENT		.00		.00	17756.00	17756.00	17756.00
GAS	28896.49	28896.49	25870.39	3026.10	147500.00	118603.51	118603.51
TELEPHONE	12178.09	12178.09	9037.53	3140.56	31000.00	18821.91	18821.91
PRESIDENTS SALARY	20545.47	20545.47	15979.81	4565.66	54768.00	34242.53	34242.53
PRES SECR SALARY	6654.39	6654.39	5175.63	1478.76	17745.00	11090.61	11090.61
PRES OFC FED WORK STUDY	1468.95	1468.95	1155.73	313.22	3484.00	2015.05	2015.05
PRES OFC CONTR SERV	150.00	150.00	150.00	.00	1000.00	850.00	850.00
PRES OFC SUPPLIES	850.25	850.25	706.87	143.38	2500.00	1649.75	1649.75
PRES OFC CONF & MEETINGS	856.76	856.76	668.92	187.84	2500.00	1643.24	1643.24
SPECIAL AFFAIRS	698.20	698.20	658.95	39.25	2500.00	1801.80	1801.80
PRES OTHER EXP	2532.50	2532.50	2232.50	300.00	5000.00	2467.50	2467.50
BUS OFC ADMIN SALARIES	16848.36	16848.36	13104.28	3744.08	44929.00	28080.64	28080.64
BUS OFC PROF SALARIES	6432.95	6432.95	5038.11	1394.84	16738.00	10305.05	10305.05
BUS OFC SECR SALARIES	25865.94	25865.94	20117.94	5748.00	68976.00	43110.06	43110.06
BUS OFC CONTR SERV	5427.97	5427.97	5427.97	.00	5500.00	72.03	72.03
BUS OFC SUPPLIES	180.26	180.26	22.04	158.22	7500.00	7319.74	7319.74
BUS OFC CONF & MEETINGS	545.42	545.42	136.03	409.39	2550.00	2004.58	2004.58
LEGAL CONTR	3318.70	3318.70	3318.70	.00	10000.00	6681.30	6681.30
OTHER BOARD SUPPLIES	243.06	243.06	208.54	34.52	2000.00	1756.94	1756.94
BOARD CONF & MEETINGS	575.41	575.41	481.47	93.94	3000.00	2424.59	2424.59
INSTITU SECR SALARIES	4637.00	4637.00	3613.16	1023.84	12286.00	7649.00	7649.00
SWITCHBOARD FED WORK STUDY	1279.24	1279.24	863.62	415.62	3685.00	2405.76	2405.76
CONTINGENCY FED WORK STUDY	2425.40	2425.40	2043.50	381.90	4448.00	2022.60	2022.60

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
GROUP MED & LIFE INS	118208.49	118208.49	100.034.47	18174.02	250.200.00	131991.51	131991.51
TUITION REIMB	132.75	132.75	132.75	.00	5.500.00	5367.25	5367.25
RELOCATION EXPENSE	500.00	500.00	500.00	.00		500.00 CR	500.00 CR
UNALLOCATED CONTR-INSTITU	690.08	690.08	630.08	60.00	2400.00	1709.92	1709.92
IN SERVICE TRAINING	213.95	213.95	135.88	78.07	2500.00	2286.05	2286.05
FACULTY ASSN SUPPLIES	26.99	26.99	14.16	12.83	200.00	173.01	173.01
POSTAGE	4502.60	4502.60	3784.77	717.83	40.000.00	35497.40	35497.40
PUBLICATIONS & DUES	3301.69	3301.69	2951.69	350.00	11.000.00	7698.31	7698.31
ADVERTISING	240.65	240.65	240.65	.00	500.00	259.35	259.35
RECRUITMENT	883.46	883.46	883.46	.00	2500.00	1616.54	1616.54
GENERAL INSURANCE	12698.00	12698.00		12698.00	17500.00	4802.00	4802.00
EQUIPMENT	5271.11	5271.11	5035.77	235.34	170.166.00	164894.89	164894.89
VOC ED EQUIPMENT	15800.24	15800.24	2120.84	13679.40		15800.24 CR	15800.24 CR
AFFIRMATIVE ACTION CONTR SERV		.00		.00	300.00	300.00	300.00
AFFIRM ACT SUPPLIES		.00		.00	100.00	100.00	100.00
AFFIRM ACT CONF & MEETINGS		.00		.00	300.00	300.00	300.00
INSTITU RES SUPPLIES	38.64	38.64	38.64	.00	1300.00	1261.36	1261.36
DATA PROC PROF SALARIES	21993.23	21993.23	17103.97	4889.26	58671.00	36677.77	36677.77
DATA PROC FED WORK STUDY	2209.30	2209.30	5463.66	3254.36 CR	6365.00	4155.70	4155.70
DATA PROC CONTR SERV	20838.05	20838.05	20639.05	199.00	32100.00	11261.95	11261.95
DATA PROC SUPPLIES	2667.50	2667.50	2174.89	492.61	8100.00	5432.50	5432.50
DATA PROC CONF & MEETINGS	72.68	72.68	45.68	27.00	1500.00	1427.32	1427.32
DATA PROC EQUIP RENTAL	42713.47	42713.47	34207.75	8505.72	117250.00	74536.53	74536.53
PLANNING & DEVEL PROF SALARIES	11758.50	11758.50	9145.50	2613.00	31356.00	19597.50	19597.50
PL & DEVEL SECR SALARIES	4254.75	4254.75	3309.25	945.50	11346.00	7091.25	7091.25
PL & DEVEL CONTR SERV		.00		.00	300.00	300.00	300.00
PL & DEVEL SUPPLIES	313.77	313.77	263.96	49.81	1000.00	686.23	686.23
PL & DEVEL CONF & MEETINGS	49.90	49.90	38.30	11.60	850.00	800.10	800.10
TUITION CHARGE BACK	12465.04	12465.04	2736.65	9728.39	25000.00	12534.96	12534.96
CONTINGENCIES		.00		.00	53120.00	53120.00	53120.00

1467983.69 T 1467983.69 T 1077970.48 T 390.013.21 T 4610.703.00 T 3142719.31 T 3142719.31 T

BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
BLDG & MAINT SUPPLIES	4,379.11	4,379.11	3,400.19	978.92	58,000.00	53,620.89	53,620.89
MAINT CONF & MEETINGS	48.72	48.72	40.32	8.40	2,550.00	2,501.28	2,501.28
ELECTRICITY	71,453.24	71,453.24	55,846.88	15,606.36	234,600.00	163,146.76	163,146.76
RENTAL CHARGES	238.00	238.00	238.00	.00	1,000.00	762.00	762.00
CONTINGENCIES		.00		.00	25,000.00	25,000.00	25,000.00
	76,119.07 T	76,119.07 T	59,525.39 T	16,593.68 T	321,150.00 T	245,030.93 T	245,030.93 T

SITE AND CONSTRUCTION FUND

SITE IMPROVEMENT	8,665.75	8,665.75	7,429.50	1,236.25	15,000.00	6,334.25	6,334.25
BLDG IMPROVEMENT		.00		.00	220,000.00	220,000.00	220,000.00
ENERGY MANAGEMENT GRANT	16,491.60	16,491.60	10,856.36	5,635.24		16,491.60	16,491.60 CR
INSTR EQUIPMENT		.00		.00	5,000.00	5,000.00	5,000.00
SERVICE EQUIPMENT		.00		.00	5,000.00	5,000.00	5,000.00
OTHER CAPITAL OUTLAY		.00		.00	5,000.00	5,000.00	5,000.00
	25,157.35 T	25,157.35 T	18,285.86 T	6,871.49 T	250,000.00 T	224,842.65 T	224,842.65 T

BOND AND INTEREST #1

DEBT PRINCIPAL RETIREMENT		.00		.00	250,000.00	250,000.00	250,000.00
INTEREST		.00		.00	13,875.00	13,875.00	13,875.00
OTHER CHARGES		.00		.00	500.00	500.00	500.00
	.00 T	.00 T	.00 T	.00 T	264,375.00 T	264,375.00 T	264,375.00 T

WORKING CASH FUND

MISC EXPENSE		.00		.00	1,000.00	1,000.00	1,000.00
	.00 T	.00 T	.00 T	.00 T	1,000.00 T	1,000.00 T	1,000.00 T

INSURANCE FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
WORKMENS COMP	16837.45	16837.45	5.42 <	16842.87	14000.00	2837.45 CR	2837.45 CR
UNEMPLOYMENT COMP	2500.21	2500.21	13.32 <	2513.53	18000.00	15499.79	15499.79
TORT LIABILITY	13768.00	13768.00		13768.00	14000.00	232.00	232.00
AUDIT COSTS	250.00 <	250.00 CR		250.00 CR	12000.00	12250.00	12250.00
	32855.66 T	32855.66 T	18.74 CR	32874.40 T	58000.00 T	25144.34 T	25144.34 T

REVENUE REPORT

EDUCATIONAL FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1983 TAXES	358654.94	358654.94	257294.71	101360.23	456789.00	98134.06	98134.06
1984 TAXES		.00		.00	441000.00	441000.00	441000.00
CHARGE BACK REVENUE	1237.86	1237.86	1237.86	.00	12000.00	10762.14	10762.14
STATE APPORTIONMENT	343885.00	343885.00	343885.00	.00	1375540.00	1031655.00	1031655.00
VOC ED REG REIMB	20518.51	20518.51	9646.84 <	30165.35	118000.00	97481.49	97481.49
VOC ED EQUIP REIMB		.00		.00	50000.00	50000.00	50000.00
CORP PERS PROP TAX REPL	90399.75	90399.75	64133.50	64133.50 CR	87074.00	3325.75 CR	3325.75 CR
STATE WORK STUDY		.00		.00	1.00	1.00	1.00
FEDERAL WORK STUDY	44833.33	44833.33	22130.37	22702.96	170658.00	125824.67	125824.67
OTHER FED SOURCES	3308.59	3308.59	2843.59	465.00	2000.00	1308.59 CR	1308.59 CR
SUMMER TUITION	140643.04	140643.04	50000.00	90643.04	138875.00	1768.04 CR	1768.04 CR
FALL TUITION	50000.00	50000.00		50000.00	603475.00	553475.00	553475.00
SPRING TUITION		.00		.00	589050.00	589050.00	589050.00
GRADUATION FEES	1530.00	1530.00	1120.00	410.00	1000.00	530.00 CR	530.00 CR
TRANSCRIPT FEES	261.00	261.00	195.00	66.00	1100.00	839.00	839.00
LAB FEES	4921.00	4921.00		4921.00	32500.00	27579.00	27579.00
PUB SERV INCOME		.00		.00	14900.00	14900.00	14900.00
INTEREST ON INVESTMENTS	33366.58	33366.58	21563.22	11803.36	75000.00	41633.42	41633.42
OTHER REVENUE	16591.46	16591.46	15429.84	1161.62	30000.00	13406.54	13406.54

1110151.06 T 1110151.06 T 775186.25 T 334964.81 T 4198962.00 T 3088810.94 T 3088810.94 T

BUILDING FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1983 TAXES	84657.55	84657.55	64318.30	25339.25	117868.00	28210.45	28210.45
1984 TAXES		.00		.00	110250.00	110250.00	110250.00
CORP PERS PROP TAX REPL	22599.94	22599.94	17283.37	5316.57	21768.00	831.94 CR	831.94 CR
INTEREST ON INVESTMENTS		.00		.00	100.00	100.00	100.00
MISC REVENUE	1301.00	1301.00	1201.00	100.00	1200.00	101.00 CR	101.00 CR
	113558.49 T	113558.49 T	82802.67 T	30755.82 T	251186.00 T	137627.51 T	137627.51 T

SITE AND CONSTRUCTION FUND

CONTRIBUTIONS & GRANTS		.00		.00	47000.00	47000.00	47000.00
INTEREST ON INVESTMENTS	30516.42	30516.42	17438.88	13077.54	75000.00	44483.58	44483.58
SALE OF KITCHEN EQUIPMENT	26618.01	26618.01	26618.01	.00		26618.01 CR	26618.01 CR
	57134.43 T	57134.43 T	44056.89 T	13077.54 T	122000.00 T	64865.57 T	64865.57 T

BOND & INTEREST FUND #1

1983 TAXES	72389.96	72389.96	26809.98	45579.98	116481.00	44091.04	44091.04
1984 TAXES		.00		.00	114461.00	114461.00	114461.00
PERS PROP TAX REPL	33433.00	33433.00	33433.00	.00	33433.00	.00	.00
INTEREST ON INVESTMENTS	1771.61	1771.61	1041.37	730.24	15000.00	13228.39	13228.39
	107594.57 T	107594.57 T	61284.35 T	46310.22 T	279375.00 T	171780.43 T	171780.43 T

BOND AND INTEREST #4

INTEREST ON INVESTMENTS	732.20	732.20	545.69	186.51		732.20 CR	732.20 CR
	732.20 T	732.20 T	545.69 T	186.51 T	.00 T	732.20 CR	732.20 CR

WORKING CASH FUND

INTEREST ON INVESTMENTS		.00		.00	70000.00	70000.00	70000.00
	.00 T	.00 T	.00 T	.00 T	70000.00 T	70000.00 T	70000.00 T

INSURANCE FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1983 TAXES	21,526.00	21,526.00	7,971.52	13,554.48	34,640.00	13,114.00	13,114.00
1984 TAXES		.00		.00	25,725.00	25,725.00	25,725.00
INTEREST ON INVESTMENTS	2,606.64	2,606.64	1,872.22	734.42		2,606.64 CR	2,606.64 CR
	24,132.64 T	24,132.64 T	9,843.74 T	14,288.90 T	60,365.00 T	36,232.36 T	36,232.36 T

Agenda Item E-9

FY 85 BUDGET AMENDMENT

The Illinois Public Community College Act provides that:

Whenever the voters of a community college district have noted in favor of an increase in the annual tax rate for Educational or Operations, Building and Maintenance purposes, or both, at an election held after the adoption of the annual community college budget for any fiscal year, the Board may adopt or pass during that fiscal year an additional or supplemental budget...such additional or supplemental budget shall be regarded as an amendment of the annual community college budget for the fiscal year in which it is adopted. (103-20.2)

It is necessary for us to amend our 1984-85 budget to incorporate the new revenue recently authorized by the voters.

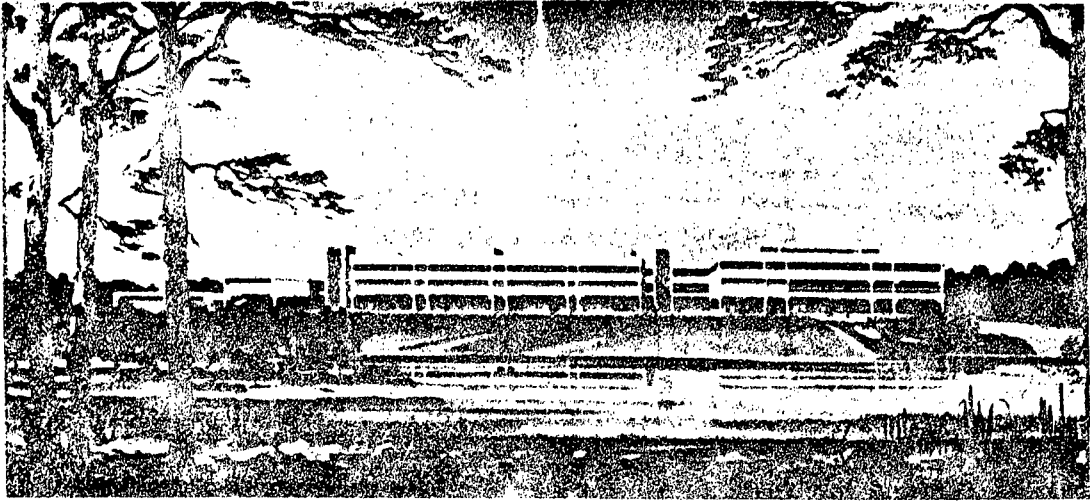
The essential change is in the budgeted revenue:

Original Budgeted Revenue	\$4,450,148
New Revenue	459,375
Revised Budgeted Revenue	<u>\$4,909,523</u>

The new revenue is a result of applying the increased 12.5 cents in the Education Fund for the 1984 calendar year. Only the first of the two tax payments collected in 1985 (or 50%) can be applied to the FY 85 college budget.

This action also has the effect of reducing the original budget deficit in the operating funds from \$745,096 to \$285,721.

RECOMMENDATION: It is recommended that the FY 85 budget be amended to show the increased revenue.



BUDGET

AMENDED NOVEMBER 26, 1984

1984 - 1985



SAUK VALLEY COLLEGE

ROUTE 5
DIXON, IL 61021

STATE OF ILLINOIS
COMMUNITY COLLEGE DISTRICT 506

Annual Budget for Fiscal Year 1985

SAUK VALLEY COLLEGE
R.R. #5
Dixon, Illinois

SUMMARY OF FISCAL YEAR 1985 BUDGET BY FUND

	<u>General</u>		
	<u>Education Fund</u>	<u>Operations, Building and Maintenance Fund</u>	<u>Total Operating</u>
Beginning Balance	(341,764)	78,373	(263,391)
Budgeted Revenues	4,658,337	251,186	4,909,523
Budgeted Expenditures	4,610,703	321,150	4,931,853
Budgeted Transfer			
from (to) Other Funds	-0-	-0-	-0-
Budgeted Ending Balance	(294,130)	8,409	(285,721)

	<u>Special Revenue</u>	<u>Debt Service</u>	
	<u>Liability, Protection, and Settlement Fund</u>	<u>Bond and Interest Fund</u>	<u>Working Cash Fund</u>
Beginning Balance	95,274	545,097	2,221,552
Budgeted Revenues	60,365	279,375	70,000
Budgeted Expenditures	58,000	264,375	1,000
Budgeted Transfers			
from (to) Other Funds	-0-	-0-	-0-
Budgeted Ending Balance	97,639	560,097	2,290,552

	<u>Capital Projects</u>
	<u>Building Bond Proceeds Fund</u>
Beginning Balance	1,121,138
Budgeted Revenue	122,000
Budgeted Expenditures	250,000
Budgeted Transfers	
from (to) Other Funds	-0-
Budgeted Ending Balance	993,138

The Official Budget of Sauk Valley College was approved by the Board of Trustees on August 27, 1984. The Official Budget, as amended, is accurately summarized in this document and it was approved by the Board of Trustees on November 26, 1984.

TEST:

Secretary, Board of Trustees

SUMMARY OF FY 1985 ANTICIPATED REVENUES

College

SAUK VALLEY COLLEGE

Dist. No. 506

Said community college's current estimates of revenues anticipated for Fiscal Year 1985 are displayed below. These estimates are based on the best information presently available and may be revised before adoption of the Fiscal Year 1985 budget.

Chief Fiscal Officer of Community College Dist. #506

REVENUES BY SOURCE

	<u>General</u>		<u>Special Revenue</u>	<u>Debt Service</u>		<u>Capital Projects</u>
	<u>Education</u>	<u>Operations,</u>	<u>Liability,</u>	<u>Bond and</u>	<u>Working</u>	<u>Building</u>
	<u>Fund</u>	<u>Building and</u>	<u>Protection, &</u>	<u>Interest</u>	<u>Cash</u>	<u>Bond</u>
		<u>Maintenance</u>	<u>Settlement</u>		<u>Fund</u>	<u>Proceeds</u>
		<u>Fund</u>	<u>Fund</u>	<u>Fund</u>		<u>Fund</u>
LOCAL GOVERNMENT						
1/2 1983 Taxes	456,789	117,868	34,640	116,481		
1/2 1984 Taxes	900,375	110,250	25,725	114,461		
Other	12,000					47,000
	<u>1,369,164</u>	<u>228,118</u>	<u>60,365</u>	<u>230,942</u>		<u>47,000</u>
STATE GOVERNMENT						
ICCB Grants	1,375,540					
ISBE Voc.Ed. - Reg.	118,000					
ISBE Voc.Ed.-Equip.	50,000					
Corporated Personal						
Property Replacement						
Taxes	87,074	21,768		33,433		
State Work Study	<u>1</u>					
	<u>1,630,615</u>	<u>21,768</u>		<u>33,433</u>		
FEDERAL GOVERNMENT						
Federal Work Study	170,658					
Other	<u>2,000</u>					
	<u>172,658</u>					
STUDENT TUITION AND FEES						
Tuition	1,331,400					
Fees	34,600					
Other	<u>14,900</u>					
	<u>1,380,900</u>					
OTHER SOURCES						
Investment Revenue	75,000	100		15,000	70,000	75,000
Other	<u>30,000</u>	<u>1,200</u>				
	<u>105,000</u>	<u>1,300</u>		<u>15,000</u>	<u>70,000</u>	<u>75,000</u>
TOTAL FISCAL YEAR 1985						
ANTICIPATED REVENUE	4,658,337	251,186	60,365	279,375	70,000	122,000

SUMMARY OF FISCAL YEAR 1985 ESTIMATED REVENUES

College SAUK VALLEY COLLEGE Dist. No. 506 Year Ended 1985

	<u>Education Fund</u>	<u>Operations, Building & Maintenance Fund</u>	<u>Total Operating Funds</u>
<u>OPERATING REVENUES BY SOURCE</u>			
<u>Local Government</u>			
1/2 of 1983 Taxes	456,789	117,868	574,657
1/2 of 1984 Taxes	900,375	110,250	1,010,625
Chargeback Revenue			
Non-College Territory and			
Other Community College	<u>12,000</u>		<u>12,000</u>
TOTAL LOCAL GOVERNMENT	1,369,164	228,118	1,597,282
<u>State Government</u>			
ICCB Credit Hour Grants	1,375,540		1,375,540
State Board of Education-			
Voc. Educ. Regular	118,000		118,000
State Board of Education-			
Voc. Educ. Equipment	50,000		50,000
Corporate Personal Property			
Replacement Taxes	87,074	21,768	108,842
State Work Study	<u>1</u>		<u>1</u>
TOTAL STATE GOVERNMENT	1,630,615	21,768	1,652,383
<u>Federal Government</u>			
Federal Work Study	170,658		170,658
Other Federal	<u>2,000</u>		<u>2,000</u>
TOTAL FEDERAL GOVERNMENT	172,658		172,658
<u>Student Tuition and Fees</u>			
Tuition	1,331,400		1,331,400
Fees	34,600		34,600
Public Service Income	<u>14,900</u>		<u>14,900</u>
TOTAL TUITION AND FEES	1,380,900		1,380,900
<u>Other Sources</u>			
Investment Income	75,000	100	75,100
Other Revenue	<u>30,000</u>	<u>1,200</u>	<u>31,200</u>
TOTAL OTHER SOURCES	105,000	1,300	106,300
TOTAL 1985 BUDGETED REVENUE	<u>\$ 4,658,337</u>	<u>\$ 251,186</u>	<u>\$ 4,909,523</u>
* Less Non-Operating Items:			
Tuition chargeback	<u>12,000</u>		<u>12,000</u>
ADJUSTED REVENUE	<u>\$ 4,646,337</u>	<u>\$ 251,186</u>	<u>\$ 4,897,523</u>

* Inter-college revenues that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

SUMMARY OF FISCAL YEAR 1985 OPERATING BUDGETED EXPENDITURES

	Education Fund	Operations, Building & Maintenance Fund	Total Operating Funds	%
<u>PROGRAM</u>				
Instruction	2,289,561		2,289,561	46.4%
Academic Support	164,187		164,187	3.3%
Student Services	367,421		367,421	7.5%
Public Service	14,900		14,900	.3%
Organized Research	-0-		-0-	-0-
Independent Operations	-0-		-0-	-0-
Operation & Maint. of Plant	652,081	295,150	947,231	19.2%
General Administration	235,710		235,710	4.8%
Institutional Support	886,843	26,000	912,843	18.5%
<u>TOTAL 1984-85 BUDGETED</u>				
<u>EXPENDITURES</u>	<u>4,610,703</u>	<u>321,150</u>	<u>4,931,853</u>	<u>100.0%</u>
Less Non-operating Items				
Tuition Chargeback	12,000		12,000	
<u>JUSTIFIED EXPENDITURES</u>	<u>4,598,703</u>	<u>321,150</u>	<u>4,919,853</u>	
<u>OBJECT</u>				
Salaries	3,220,984		3,220,984	65.3%
Employee Benefits	250,200		250,200	5.1%
Contractual Services	203,586		203,586	4.1%
General Materials & Supplies	251,330	58,000	309,330	6.3%
Conference & Meeting Expense	35,811	2,550	38,361	.8%
Fixed Charges	17,500	1,000	18,500	.4%
Utilities	178,500	234,600	413,100	8.4%
Capital Outlay	187,922		187,922	3.8%
Other	211,750		211,750	4.3%
Provision for Contingency	53,120	25,000	78,120	1.5%
<u>TOTAL 1984-85 BUDGETED</u>				
<u>EXPENDITURES</u>	<u>4,610,703</u>	<u>321,150</u>	<u>4,931,853</u>	<u>100.0%</u>
Less Non-Operating Items:				
Tuition Chargeback	12,000		12,000	
<u>JUSTIFIED EXPENDITURES</u>	<u>4,598,703</u>	<u>321,150</u>	<u>4,919,853</u>	
Inter-college expenses that do not generate related local college credit hours are subtracted to allow for statewide comparison.				
Includes In-Service-Training \$2,500.				
Includes:				
Student Recruitment	\$ 1,500	Advertising	\$ 500	
Commencement	6,000	Recruitment	2,500	
Special Affairs	2,500	Chargeback	25,000	
Postage	40,000	Computer Rental	117,250	
Publ. & Dues	11,000	Tuition Reimb.	5,500	
			\$ 211,750	

FISCAL YEAR 1985 BUDGETED EXPENDITURES

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTION		
Salaries	2,024,045	
Employee Benefits	-0-	
Contractual Services	96,661	
General Materials and Supplies	154,840	
Conference and Meeting Expenses	14,015	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	2,289,561
ACADEMIC SUPPORT		
Salaries	112,571	
Employee Benefits	-0-	
Contractual Services	4,500	
General Materials and Supplies	46,390	
Conference and Meeting Expenses	726	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	164,187
STUDENT SERVICES		
Salaries	331,626	
Employee Benefits	-0-	
Contractual Services	3,025	
General Materials and Supplies	19,900	
Conference and Meeting Expenses	5,370	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	7,500	367,421
PUBLIC SERVICE		
Salaries	4,600	
Employee Benefits	-0-	
Contractual Services	2,800	
General Materials and Supplies	7,500	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	14,900
ORGANIZED RESEARCH		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	-0-

FISCAL YEAR 1985 BUDGETED EXPENDITURES

Continued -

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INDEPENDENT OPERATIONS		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	-0-
OPERATION AND MAINTENANCE OF PLANT		
Salaries	413,325	
Employee Benefits	-0-	
Contractual Services	42,500	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	178,500	
Capital Outlay	17,756	
Other	-0-	652,081
GENERAL ADMINISTRATION		
Salaries	206,660	
Employee Benefits	-0-	
Contractual Services	6,500	
General Materials and Supplies	10,000	
Conference and Meeting Expenses	12,550	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	235,710
INSTITUTIONAL SUPPORT		
Salaries	128,157	
Employee Benefits	250,200	
Contractual Services	47,600	
General Materials and Supplies	12,700	
Conference and Meeting Expenses	5,650	
Fixed Charges	17,500	
Utilities	-0-	
Capital Outlay	170,166	
Other	201,750	
Provision for Contingency	53,120	886,843
GRAND TOTAL		\$ 4,610,703

FISCAL YEAR 1985 BUDGETED EXPENDITURES

OPERATIONS, BUILDING
AND MAINTENANCE FUND

	<u>Appropriations</u>	<u>Totals</u>
OPERATION AND MAINTENANCE OF PLANT		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	58,000	
Conference and Meeting Expenses	2,550	
Fixed Charges	-0-	
Utilities	234,600	
Capital Outlay	-0-	
Other	-0-	295,150
GENERAL ADMINISTRATION		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	-0-
INSTITUTIONAL SUPPORT		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	1,000	
Utilities	-0-	
Capital Outlay	-0-	
Other	-0-	
Provision for Contingency	25,000	26,000
GRAND TOTAL		\$ 321,150

FISCAL YEAR 1985 BUDGETED REVENUES

<u>BOND AND INTEREST FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
1/2 1983 Taxes	116,481	
1/2 1984 Taxes	114,461	
Payment in Lieu of Taxes	-0-	
Chargeback Revenue	-0-	
Other	-0-	230,942
State Sources		
Corporate Personal Property		
Replacement Taxes	33,433	33,433
Other Sources		
Investment Revenue	15,000	
Other	-0-	15,000
GRAND TOTAL		\$ 279,375

FISCAL YEAR 1985 BUDGETED EXPENDITURES

<u>BOND AND INTEREST FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Bond Principal Retired	250,000	
Interest on Bonds	13,875	
Service Charge	-0-	
Other	500	264,375
GRAND TOTAL		\$ 264,375

FISCAL YEAR 1985 BUDGETED REVENUES

<u>WORKING CASH FUND</u>	<u>Revenues</u>	<u>Totals</u>
Other Sources	70,000	70,000
GRAND TOTAL		\$ 70,000

FISCAL YEAR 1985 BUDGETED EXPENDITURES

<u>WORKING CASH FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Miscellaneous Expense	1,000	1,000
GRAND TOTAL		\$ 1,000

FISCAL YEAR 1985 BUDGETED REVENUES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
1/2 1983 Taxes	34,640	
1/2 1984 Taxes	25,725	
Payment in Lieu of Taxes	-0-	
Chargeback Revenue	-0-	
Other	-0-	60,365
Other Sources		
Investment Revenue	-0-	
Other	-0-	-0-
GRAND TOTAL		\$ 60,365

FISCAL YEAR 1985 BUDGETED EXPENDITURES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Revenues</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Employee Benefits	46,000	
Fixed Charges	-0-	
Other	12,000	58,000
GRAND TOTAL		\$ 58,000

FISCAL YEAR 1985 BUDGETED REVENUES

<u>BUILDING BOND PROCEEDS FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Sale of Bonds	-0-	
Other	-0-	
State Governmental Sources	-0-	
Federal Governmental Sources	47,000	47,000
Other Sources		
Sales and Service Fees	-0-	
Facilities Revenue	-0-	
Investment Revenue	75,000	
Non-govt'l. Gifts, Grants and Bequests	-0-	
Other	-0-	75,000
GRAND TOTAL		\$ 122,000

FISCAL YEAR 1985 BUDGETED EXPENDITURES

<u>BUILDINGS BOND PROCEEDS FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTIONAL SUPPORT		
Salaries	-0-	
Employee Benefits	-0-	
Contractual Services	-0-	
General Materials and Supplies	-0-	
Conference and Meeting Expenses	-0-	
Fixed Charges	-0-	
Utilities	-0-	
Capital Outlay	250,000	
Other	-0-	
Provision for Contingency	-0-	250,000
GRAND TOTAL		\$ 250,000

SAUK VALLEY COLLEGE

EDUCATION FUND

PART I: ESTIMATED REVENUE 1984-85

100-000-400 EDUCATION FUND

100-000-410 Local Governmental Sources

100-000-411.01 - 1983 Taxes $\frac{1}{2}$ (761,315,449 @ 12¢)	456,789	
100-000-411.02 - 1984 Taxes $\frac{1}{2}$ (735,000,000 @ 12¢)	441,000	
100-000-414 - Charge-Back Revenue	<u>12,000</u>	\$ 909,789

100-000-420 State Governmental Sources

100-000-421 - State Apportionment

Based on FY '83 enrollment - 59,087 hrs.	<u>1,375,540</u>	1,375,540
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100-000-423 - Vocational Technical Education

100-000-423.01.1 - Regular Reimbursement	118,000	
100-000-423.01.2 - Equipment Reimbursement	<u>50,000</u>	168,000

100-000-427 - Replacement of Corporate

<u>Personal Property Tax (\$142,275)</u>	<u>87,074</u>	87,074
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100-000-429 - State Work Study

<u>1</u>	1
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100-000-430 Federal Governmental Sources

100-000-431 - Federal Work Study	170,658	
100-000-439 - Other Federal	<u>2,000</u>	172,658

100-000-440 Student Tuition and Fees

100-000-441.01 - Summer 1984 (5,500)	138,875	
100-000-441.02 - Fall 1984 (23,900)	603,475	
100-000-441.03 - Spring 1985 (23,100)	<u>589,050</u>	1,331,400
100-000-442.01 - Graduation Fees	1,000	
100-000-442.04 - Transcript Fees	1,100	
100-000-442.05 - Laboratory Fees	32,500	
100-000-442.09 - Public Services Income	<u>14,900</u>	49,500

100-000-460 Rental of Facilities

-0-	-0-
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100-000-470 Interest on Investments

<u>75,000</u>	75,000
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100-000-499 Other Revenue

<u>30,000</u>	<u>30,000</u>
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TOTAL EDUCATION FUND REVENUE		<u>\$ 4,198,962</u>
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SAUK VALLEY COLLEGE

EDUCATION FUND

PART II: ESTIMATED EXPENDITURES 1984-85

<u>110-000-000</u>	<u>INSTRUCTION</u>		<u>\$ 2,289,561</u>
<u>110-100-000</u>	<u>DIVISION OF BUSINESS</u>		
110-100-513.01	- Salaries - Full Time	\$ 157,341	
110-100-518.01	- Student Employees - (Federal)	6,700	
110-100-534	- Contractual Services	11,045	
110-100-541.02	- General Materials & Supplies	8,575	
110-100-550	- Conference & Meeting Expense	<u>-0-</u>	183,661
<u>110-117-000</u>	<u>FOOD SERVICES</u>		
110-117-534	- Contractual Services	200	
110-117-541.02	- General Materials & Supplies	425	
110-117-550	- Conference & Meeting Expense	<u>125</u>	750
<u>110-200-000</u>	<u>DIVISION OF AGRICULTURE</u>		
110-200-541.02	- General Materials & Supplies	<u>400</u>	400
<u>110-300-000</u>	<u>DIVISION OF INDUSTRIAL EDUCATION</u>		
110-300-513.01	- Salaries - Full Time	139,579	
110-300-518.01	- Student Employees - (Federal)	5,479	
110-300-534	- Contractual Services	7,950	
110-300-541.02	- General Materials & Supplies	14,190	
110-300-550	- Conference & Meeting Expense	<u>-0-</u>	167,198
<u>110-310-000</u>	<u>COSMETOLOGY</u>		
110-310-538	- Contractual Services	54,000	
110-310-541.02	- General Materials & Supplies	100	
110-310-550	- Conference & Meeting Expense	<u>175</u>	54,275
<u>110-316-000</u>	<u>HUMAN SERVICES</u>		
110-316-534	- Contractual Services	-0-	
110-316-541.02	- General Materials & Supplies	850	
110-316-550	- Conference & Meeting Expense	<u>150</u>	1,000
<u>110-400-000</u>	<u>DIVISION OF SOCIAL SCIENCE</u>		
110-400-513.01	- Salaries - Full Time	125,248	
110-400-541.02	- General Materials & Supplies	3,050	
110-400-550	- Conference & Meeting Expense	<u>-0-</u>	128,298

110-410-000 E.M.T.

110-410-534	- Contractual Services	1,650	
110-410-541.02	- General Materials & Supplies	200	
110-410-550	- Conference & Meeting Expense	<u>100</u>	1,950

110-418-000 CRIMINAL JUSTICE

110-418-513-01	- Salaries - Full Time	46,803	
110-418-534	- Contractual Services	600	
110-418-541.02	- General Materials & Supplies	1,690	
110-418-550	- Conference & Meeting Expense	<u>525</u>	49,618

110-419-000 LIBRARY TECHNOLOGY

110-419-541.02	- General Materials & Supplies	<u>100</u>	100
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110-500-000 DIVISION OF HUMANITIES

110-500-513.01	- Salaries - Full Time		
	(Humanities)	232,428	
110-500-534	- Contractual Services		
	(Humanities)	350	
110-500-541.02	- General Materials & Supplies		
	(Humanities)	3,825	
110-500-550	- Conference & Meeting Expense		
	(Humanities)	<u>-0-</u>	236,603
110-511-513.01	- Salaries - Full Time (Art)	24,550	
110-511-534	- Contractual Services (Art)	-0-	
110-511-541.02	- General Materials & Supplies		
	(Art)	600	
110-511-550	- Conference & Meeting Expense		
	(Art)	<u>-0-</u>	25,150
110-512-513-01	- Salaries - Full Time (Music)	49,100	
110-512-534	- Contractual Services (Music)	1,200	
110-512-541.02	- General Materials & Supplies		
	(Music)	1,450	
110-512-550	- Conference & Meeting Expense		
	(Music)	<u>100</u>	51,850

110-600-000 DIVISION OF MATH SCIENCE

110-600-513.01	- Salaries - Full Time	180,836	
110-600-518.01	- Student Employees -		
	(Federal)	6,300	
110-600-534	- Contractual Services	1,000	
110-600-541.02	- General Materials & Supplies	10,850	
110-600-550	- Conference & Meeting Expense	<u>-0-</u>	198,986

110-711-000 MED. LAB. TECHNOLOGY

110-711-513.01 - Salaries - Full Time	47,539	
110-711-534 - Contractual Services	1,500	
110-711-541.02 - General Materials & Supplies	12,390	
110-711-550 - Conference & Meeting Expense	<u>820</u>	62,249

110-712-000 AD NURSING

110-712-513.01 - Salaries - Full Time	87,507	
110-712-516 - Salaries - Office Staff	10,769	
110-712-534 - Contractual Services	404	
110-712-541.02 - General Materials & Supplies	4,005	
110-712-550 - Conference & Meeting Expense	<u>800</u>	103,485

110-713-000 LP NURSING

110-713-513-01 - Salaries - Full Time	60,264	
110-713-534 - Contractual Services	250	
110-713-541.02 - General Materials & Supplies	3,175	
110-713-550 - Conference & Meeting Expense	<u>450</u>	64,139

110-714-000 RADIOLOGIC TECHNOLOGY

110-714-513-01 - Salaries - Full Time	26,335	
110-714-534 - Contractual Services	3,012	
110-714-541.02 - General Materials & Supplies	2,615	
110-714-550 - Conference & Meeting Expense	<u>1,620</u>	33,582

110-715-000 DIVISION OF PHYSICAL EDUCATION

110-715-513.01 - Salaries - Full Time	45,036	
110-715-534 - Contractual Services	1,500	
110-715-541.02 - General Materials & Supplies	800	
110-715-550 - Conference & Meeting Expense	<u>300</u>	47,636

110-716-000 NURSING ASSISTANT

110-716-534 - Contractual Services	200	
110-716-541.02 - General Materials & Supplies	350	
110-716-550 - Conference & Meeting Expense	<u>100</u>	650

110-800-000 INFORMATION OFFICE & REPRODUCTION ROOM

110-800-516	- Salaries - Secretarial	38,403	
110-800-518.01	- Student Employees - Federal (Faculty Ofc.)	13,000	
110-800-518.01-1	- Student Employees - Federal (Workroom)	7,250	
110-800-534	- Contractual (Workroom)	5,300	
110-800-537	- Contractual (UNALLOCATED)	1,800	
110-800-542	- General Materials & Supplies (Workroom)	1,000	
110-800-541.02	- General Materials & Supplies (Faculty Ofc.)	900	
110-800-541.03	- General Materials & Supplies (Institutional Committees)	300	67,953

110-810-000 PUBLIC INFORMATION

110-810-511	- Salaries - Administrative	31,914	
110-810-516	- Salaries - Secretarial	2,000	
110-810-547	- General Materials & Supplies	73,300	
110-810-550	- Conference & Meeting Expense	1,000	108,214

110-811-000 ASS'T DEAN OF ARTS AND SOCIAL SCIENCES

110-811-511	- Salaries - Administrative	32,436	
110-811-513.02	- Salaries - Instructional (Part-time)	36,350	
110-811-513.03	- Salaries - Instructional (Summer Session)	43,000	
110-811-516	- Salaries - Secretarial	12,101	
110-811-518.01	- Salaries - Student Employees (Federal)	1,340	
110-811-541.01	- General Materials & Supplies	900	
110-811-550	- Conference & Meeting Expense	1,550	127,677

110-812-000 ASS'T DEAN OF BUSINESS & TECHNOLOGY

110-812-511	- Salaries - Administrative	34,143	
110-812-513.02	- Salaries - Instructional (Part-time)	96,300	
110-812-513.03	- Salaries - Instructional (Summer Session)	54,200	
110-812-516	- Salaries - Secretarial	13,980	
110-812-541.01	- General Materials & Supplies	1,000	
110-812-550	- Conference & Meeting Expense	1,900	201,523

110-813-000 ASS'T DEAN OF COMMUNITY & EXTENSION SERVICES

110-813-511	- Salaries - Administrative	31,298	
110-813-513.02	- Instructional Salaries	100,000	
110-813-513.03	- Community Services		
	Coordinators	4,000	
110-813-516	- Salaries - Secretarial	7,878	
110-813-518.01	- Salaries - Student Employees		
	(Federal)	2,512	
110-813-534	- Contractual Services	4,000	
110-813-541.02	- General Materials & Supplies	3,000	
110-813-550	- Conference & Meeting Expense	2,000	154,688

110-814-000 DIRECTOR OF HEALTH & NATURAL SERVICES

110-814-511	- Salaries - Administrative	30,000	
110-814-513.02	- Salaries - Instructional		
	(Part-time)	47,195	
110-814-513.03	- Salaries - Instructional		
	(Summer Session)	14,608	
110-814-518.01	- Salaries - Student Employees		
	(Federal)	5,360	
110-814-534	- Contractual Services	200	
110-814-541.01	- General Materials & Supplies	800	
110-814-550	- Conference & Meeting Expense	1,300	99,463

110-815-000 ACADEMIC SKILLS CENTER

110-815-513.01	- Salaries - Full Time	48,330	
110-815-518.01	- Salaries - Student Employees		
	(Federal)	6,807	
110-815-534	- Contractual Services	500	
110-815-541.02	- General Materials & Supplies	2,000	
110-815-550	- Conference & Meeting Expense	-0-	57,637

110-818-000 DEAN OF INSTRUCTION

110-818-511	- Salaries - Administrative	40,328	
110-818-516	- Salaries - Secretarial	15,498	
110-818-518	- Student Tutors	2,000	
110-818-534	- Contractual Services	-0-	
110-818-541.01	- General Materials & Supplies	2,000	
110-818-550	- Conference & Meeting Expense	1,000	60,826

<u>120-000-000</u>	<u>ACADEMIC SUPPORT (Learning Resource Center)</u>		<u>\$ 164,187</u>
120-000-515	- Salaries - Professional	76,234	
120-000-516	- Salaries - Secretarial	23,528	
120-000-518.01	- Salaries - Student Employees (Federal)	12,809	
120-000-534	- Contractual Services	4,500	
120-000-541.01	- Xerox Supplies	2,000	
120-000-541.03	- Library Supplies	12,040	
120-000-544.01	- Audio Visual Supplies	7,350	
120-000-545	- Library Books	25,000	
120-000-550	- Conference & Meeting Expense	726	164,187
<u>130-000-000</u>	<u>STUDENT SERVICES AND AIDS</u>		<u>\$ 367,421</u>
<u>131-000-000</u>	<u>Admissions and Records</u>		
131-000-511	- Salaries - Administrative	30,786	
131-000-516	- Salaries - Secretarial	48,406	
131-000-518.01	- Salaries - Student Employees (Federal)	10,958	
131-000-534	- Contractual Services	2,225	
131-000-541.01	- General Materials & Supplies	6,800	
131-000-550	- Conference & Meeting Expense	750	99,925
<u>132-000-000</u>	<u>Counseling and Testing</u>		
132-000-515	- Salaries - Professional	64,133	
132-000-516	- Salaries - Secretarial	12,101	76,234
<u>133-000-541.01</u>	<u>Health Services - Materials</u>	<u>300</u>	300
<u>134-000-000</u>	<u>Financial Aids</u>		
134-000-511	- Salaries - Administrative	31,696	
134-000-516	- Salaries - Secretarial	23,045	54,741
<u>138-000-000</u>	<u>Administration of Student Services & Aids</u>		
138-000-511	- Salaries - Administrative	38,125	
138-000-516	- Salaries - Secretarial	15,426	
138-000-518.01	- Salaries - Student Employees (Federal)	45,100	
138-000-519	- Other Salaries (Coaching)	11,850	
138-000-534	- Contractual Services	800	
138-000-541.01	- General Materials & Supplies	12,800	
138-000-549	- Commencement	6,000	
138-000-554	- Student Recruitment	1,500	
138-000-550	- Conference & Meeting Expense	4,620	136,221

<u>140-000-000</u>	<u>PUBLIC SERVICES</u>		<u>\$ 14,900</u>
140-000-514.02	- Salaries	4,600	
140-000-534	- Contractual Services	2,800	
140-000-541.02	- General Materials & Supplies	<u>7,500</u>	14,900
<u>170-000-000</u>	<u>OPERATION AND MAINTENANCE OF PLANT</u>		<u>\$ 652,081</u>
171-000-517	- Salaries - Services Staff	331,325	
171-000-518.01	- Salaries - Student Employees (Federal)	82,000	
171-000-534	- Contractual Services	42,500	
171-000-587	- Equipment	17,756	
176-000-571	- Gas	147,500	
176-000-575	- Telephone	<u>31,000</u>	652,081
<u>181-000-000</u>	<u>GENERAL ADMINISTRATION</u>		<u>\$ 235,710</u>
<u>181-000-000</u>	<u>President's Office</u>		
181-000-511	- Salaries - Administrative	54,788	
181-000-516	- Salaries - Secretarial	17,745	
181-000-518.01	- Salaries - Student Employees (Federal)	3,484	
181-000-534	- Contractual Services	1,000	
181-000-541.01	- General Materials & Supplies	2,500	
181-000-550	- Conference & Meeting Expense	2,500	
181-000-556	- Special Affairs	2,500	
181-000-559	- Other Conf. & Meeting Expense	<u>5,000</u>	89,517
<u>182-000-000</u>	<u>Business Office</u>		
182-000-511	- Salaries - Administrative	44,929	
182-000-512	- Salaries - Professional	16,738	
182-000-516	- Salaries - Secretarial	68,976	
182-000-518.01	- Salaries - Student Employees (Federal)	-0-	
182-000-534	- Contractual Services	5,500	
182-000-541.01	- General Materials & Supplies	7,500	
182-000-550	- Conference & Meeting Expense	<u>2,550</u>	146,193

<u>190-000-000</u>	<u>INSTITUTIONAL SUPPORT</u>		<u>\$ 886,843</u>
<u>191-000-000</u>	<u>Board of Trustees</u>		
191-000-535	- Contractual - Legal	10,000	
191-000-549	- Other General Supplies (Election)	2,000	
191-000-550	- Conference & Meeting Expense	<u>3,000</u>	15,000
<u>192-000-000</u>	<u>Institutional Support Expense</u>		
192-000-516	- Salaries - Secretarial	12,286	
192-000-518.01	- Salaries - Student Employees (Federal)	3,685	
192-000-518.03	- Salaries - Student Employees (Federal) (Contingency)	4,448	
192-000-521	- Group Medical & Life Insurance	250,200	
192-000-529	- Tuition Reimbursement	5,500	
192-000-537	- UNALLOCATED Contractual	2,400	
192-000-539	- In-Service-Training	2,500	
192-000-541.02	- Supplies (FACULTY ASSOCIATION)	200	
192-000-544.02	- Postage	40,000	
192-000-546	- Publications/Dues	11,000	
192-000-547	- Advertising	500	
192-000-554	- Recruitment	<u>2,500</u>	335,219
<u>192-000-560</u>	<u>Fixed Charges</u>		
192-000-565	- General Insurance	<u>17,500</u>	17,500
<u>192-000-580</u>	<u>Capital Outlay</u>		
192-000-585	- Equipment	<u>170,166</u>	170,166
<u>193-000-000</u>	<u>Affirmative Action</u>		
193-000-534	- Contractual Services	300	
193-000-541.02	- General Materials & Supplies	100	
193-000-550	- Conference & Meeting Expense	<u>300</u>	700
<u>194-000-000</u>	<u>Institutional Research</u>		
194-000-541.01	- General Materials & Supplies	<u>1,300</u>	1,300
<u>195-000-000</u>	<u>Data Processing Services</u>		
195-000-511	- Salaries - Administrative	58,671	
195-000-518.01	- Salaries - Student Employees (Federal)	6,365	
195-000-534	- Contractual Services	32,100	
195-000-541.01	- General Materials & Supplies	8,100	
195-000-550	- Conference & Meeting Expense	1,500	
195-000-562	- Rental of Computer Equipment	<u>117,250</u>	223,986

196-000-000 Planning & Development

196-000-511	- Salaries - Administrative	31,356	
196-000-516	- Salaries - Secretarial	11,346	
196-000-534	- Contractual Services	300	
196-000-541.02	- General Materials & Supplies	1,000	
196-000-550	- Conference & Meeting Expense	<u>850</u>	44,852

<u>197-000-593</u>	<u>Tuition Charge Back</u>	<u>25,000</u>	25,000
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<u>199-000-600</u>	<u>Provision for Contingencies</u>	53,120	<u>53,120</u>
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TOTAL BUDGET EDUCATION FUND \$ 4,610,703

PART III: BUDGET SUMMARY

Balance on Hand July 1, 1984		(341,764)
Revenue	4,658,337	
Less Expenditures	<u>4,610,703</u>	
Excess of Revenue over Expenditures		<u>47,634</u>
Estimated balance on hand June 30, 1985		<u>(294,130)</u>

SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND

PART I: ESTIMATED REVENUE 1984-85

200-000-400 OPERATIONS, BUILDING AND MAINTENANCE FUND

200-000-410 Local Governmental Sources

200-000-411.01 - 1983 Taxes $\frac{1}{2}$ (761,315,449 @ 3¢)	117,868	
200-000-411.02 - 1984 Taxes $\frac{1}{2}$ (735,000,000 @ 3¢)	<u>110,250</u>	228,118

200-000-420 State Governmental Sources

200-000-427 - Replacement of Corporate Personal Property Tax (\$142,275)	<u>21,768</u>	21,768
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<u>200-000-470 Interest on Investment</u>	<u>100</u>	100
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<u>200-000-499 Miscellaneous Revenue</u>	<u>1,200</u>	<u>1,200</u>
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TOTAL OPERATIONS, BUILDING AND MAINTENANCE FUND		<u><u>\$ 251,186</u></u>
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SAUK VALLEY COLLEGE

OPERATIONS, BUILDING AND MAINTENANCE FUND

PART II: ESTIMATED EXPENDITURES 1984-85

200-000-000 OPERATIONS, BUILDING AND MAINTENANCE FUND

270-000-000 Operation and Maintenance of Plant

270-000-541.04 - General Materials & Supplies	\$ 58,000	
270-000-550 - Conference & Meeting Expense	<u>2,550</u>	\$ 60,550
276-000-573 - Electricity	<u>234,600</u>	234,600

290-000-000 Institutional Support

292-000-560 Fixed Charges

292-000-561 - Rental	<u>1,000</u>	1,000
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<u>299-000-600 Provision for Contingencies</u>	<u>25,000</u>	<u>25,000</u>
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TOTAL BUDGET OPERATIONS, BUILDING AND MAINTENANCE FUND		<u>\$ 321,150</u>
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PART III: BUDGET SUMMARY

Balance on hand July 1, 1984		\$ 78,373
Revenue	251,186	
Less Expenditures	<u>321,150</u>	
Excess of Revenue over Expenditures		<u>(69,964)</u>
Estimated balance on hand June 30, 1985		<u><u>\$ 8,409</u></u>

SAUK VALLEY COLLEGE

BOND AND INTEREST FUND #1 (BUILDING)

PART I: ESTIMATED REVENUE 1984-85

400-000-410 Local Governmental Sources

400-000-411-01	- 1983 Taxes		
	½(761,315,449 @ .0306)	\$ 116,481	
400-000-411-02	- 1984 Taxes		
	½(735,000,000 @ .0311)	<u>114,461</u>	\$ 230,942

400-000-420 State Governmental Sources

400-000-427	- Personal Property Tax Replacement	<u>33,433</u>	33,433
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400-000-470 Other Sources

400-000-470	- Interest on Investments	<u>15,000</u>	<u>15,000</u>
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TOTAL BOND AND INTEREST FUND #1 REVENUE			<u>\$ 279,375</u>
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PART II: ESTIMATED EXPENDITURES 1984-85

INSTITUTIONAL SUPPORT

490-000-560 Fixed Charges

490-000-563	- Debt Principal Retirement	\$ 250,000	
490-000-564	- Interest	13,875	
490-000-569	- Other Fixed Charges	<u>500</u>	<u>\$ 264,375</u>

TOTAL BOND AND INTEREST FUND #1 EXPENDITURES			<u>\$ 264,375</u>
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PART III: BUDGET SUMMARY

Balance on hand July 1, 1984		\$ 545,097
Revenue	\$ 279,375	
Less Expenditures	<u>264,375</u>	
Excess of Revenue over Expenditures		<u>15,000</u>
Estimated balance on hand June 30, 1985		<u>\$ 560,097</u>

SAUK VALLEY COLLEGE

WORKING CASH FUND

PART I: ESTIMATED REVENUE 1984-85

700-000-470 Other Sources

700-000-470	Investment Income	<u>\$ 70,000</u>	<u>\$ 70,000</u>
TOTAL WORKING CASH FUND REVENUE			<u>\$ 70,000</u>

PART II: ESTIMATED EXPENDITURES 1984-85

790-000-500 Institutional Support

790-000-569	Miscellaneous Expense	<u>1,000</u>	<u>\$ 1,000</u>
TOTAL WORKING CASH FUND EXPENDITURES			<u>\$ 1,000</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1984		\$ 2,221,552
Revenue	\$ 70,000	
Less Expenditures	<u>1,000</u>	
Excess of Revenue over Expenditures		<u>69,000</u>
Estimated balance on hand June 30, 1985		<u>\$ 2,290,552</u>

SAUK VALLEY COLLEGE

LIABILITY, PROTECTION, AND SETTLEMENT FUND

PART I: ESTIMATED REVENUE 1984-85

1200-000-410 Local Governmental Sources

1200-000-411-01 - 1983 Taxes $\frac{1}{2}$ (761,315,449 @ .0091)	34,640	
1200-000-411-02 - 1984 Taxes $\frac{1}{2}$ (735,000,000 @ .0070)	<u>25,725</u>	<u>\$ 60,365</u>

TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND		<u><u>\$ 60,365</u></u>
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PART II: ESTIMATED EXPENDITURES 1984-85

1292-000-000 Institutional Support

1292-000-523 - Worker's Compensation	14,000	
1292-000-526 - Unemployment Compensation	18,000	
1292-000-527 - Tort Liability Insurance	<u>14,000</u>	46,000
1292-000-531 - Audit Costs	<u>12,000</u>	<u>12,000</u>

TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND		<u><u>\$ 58,000</u></u>
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PART III: BUDGET SUMMARY

Balance on hand July 1, 1984		\$ 95,274
Revenue	\$ 60,365	
Less Expenditures	<u>58,000</u>	
Excess of Revenue over Expenditures		<u>2,365</u>
Estimated Balance on hand June 30, 1985.. . . .		<u><u>\$ 97,639</u></u>

SAUK VALLEY COLLEGE

BUILDING BOND PROCEEDS FUND

PART I: ESTIMATED REVENUE 1984-85

1300-000-430 Federal Governmental Sources

1300-000-439 - Federal Grants and Contributions \$ 47,000

1300-000-470 Investment Income 75,000

TOTAL BUILDING BOND PROCEEDS FUND \$ 122,000

PART II: ESTIMATED EXPENDITURES 1984-85

INSTITUTIONAL SUPPORT

1390-000-580 Capital Outlay

1390-000-582	Site Improvement	15,000	
1390-000-584	Building Improvements	220,000	
1390-000-586	Equipment - Instructional	5,000	
1390-000-587	Equipment - Service	5,000	
1390-000-589	Other Capital Outlay	<u>5,000</u>	\$ 250,000

TOTAL BUILDING BOND PROCEEDS FUND \$ 250,000

PART III: BUDGET SUMMARY

Balance on hand July 1, 1984 \$ 1,121,138

Revenue \$ 122,000

Less Expenditures 250,000

Excess of Revenue over Expenditures (\$ 128,000)

Estimated balance on hand June 30, 1985 \$ 993,138

SAUK VALLEY COLLEGE BOOKSTORE

Budget for 1984-85

PART I: REVENUE

SALES:

Textbooks	\$ 275,000	
Supplies	37,500	
Miscellaneous	25,400	
Paperbacks	8,400	
Used Books	30,600	
Other Income	6,100	
Sales Tax Collected	<u>18,600</u>	\$ 401,600

Less Cost of Sales:

Textbooks	220,000	
Supplies	26,320	
Miscellaneous	19,050	
Paperbacks	5,700	
Used Books	22,950	
Sales Tax Paid	<u>18,300</u>	<u>312,320</u>

ESTIMATED GROSS PROFIT \$ 89,280

PART II: EXPENDITURES

Salaries & Wages	33,000	
Employee Benefits	900	
Transportation	8,000	
Equipment	3,000	
Supplies	3,000	
Travel	1,600	
Telephone	400	
Dues & Subscriptions	400	
Other Expenses	<u>1,500</u>	<u>51,800</u>

EXCESS REVENUE OVER EXPENDITURES \$ 37,480

PART III: Budget Summary

Fund Equity July 1, 1984		\$ 270,686
Revenue	89,280	
Less Expenditures	<u>51,800</u>	
Excess Revenue over Expenditures		<u>37,480</u>
Estimated Fund Equity, June 30, 1985		<u>\$ 308,166</u>

RESTRICTED PURPOSES FUND

PART I: ESTIMATED REVENUE

	<u>1983-84</u>	<u>1984-85</u>
<u>#201 Comprehensive Income</u>	\$ 59,200	\$ 53,500
<u>Income from Admissions to Student Activities</u>		
#202 Athletics	600	600
#203 Drama and Readers Theatre	900	---
#204 Cultural Events	3,000	3,000
#205 Newspaper	<u>300</u>	<u>---</u>
	<u>4,800</u>	<u>3,600</u>
 TOTAL ESTIMATED REVENUE	 <u>\$ 64,000</u>	 <u>\$ 57,100</u>

RESTRICTED PURPOSES FUND

PART II: ESTIMATED EXPENDITURES

1983-84

1984-85

#251 - Athletics (Tennis)
#252 - Athletics (Basketball)
#253 - Athletics (Golf)
#254A - Athletics (Soccer)
#254B - Athletics (Baseball)

Athletics

Officials	3,700	2,300
Travel	6,550	4,400
Meals and Hotel	4,955	4,620
Awards	490	520
Insurance	1,300	1,300
Banquet	325	325
Dues and Fees	<u>895</u>	<u>625</u>
	18,215	14,090

Rentals

Baseball	275	-0-
Golf	400	425
Tennis	<u>200</u>	<u>200</u>
	875	625

Supplies and Cleaning

Basketball	150	---
Baseball	400	---
Golf	425	625
Tennis	485	510
Soccer	<u>100</u>	<u>900</u>
	1,560	2,035

Equipment

	<u>-0-</u>	<u>450</u>
	-0-	450

Miscellaneous

Scouting	175	200
Basketball Clinic	<u>175</u>	<u>175</u>
	350	375

	<u>1983-84</u>	<u>1984-85</u>
<u>#256 - Cheerleaders and Pom Pon</u>		
Jr. High Cheerleaders Clinic	150	
Travel and Meals	476	
Uniforms and Supplies	<u>224</u>	
	850	<u>850</u>
<u>#257 - Speech Activities</u>		
<u>Readers Theatre</u>		
Supplies	150	
Sets and Costumes	400	
Publicity	<u>50</u>	
	600	
<u>Tournaments</u>		
Dues and Fees	350	
Royalties	20	
Transportation	930	
Meals	900	
Lodging	<u>900</u>	
	3,100	<u>1,000</u>
<u>#258 - Drama</u>		
Royalties	550	
Publicity	200	
Sets and Costumes	1,050	
Rentals	100	
Equipment	250	
Supplies	350	
Summer Theatre	<u>300</u>	
	2,800	<u>1,000</u>
<u>#259 - Music</u>		
Travel	1,500	
Meals	600	
Cleaning and Misc.	100	
Workshop Travel	220	
Tailoring	210	
Madrigal Dinner	<u>1,170</u>	
	3,800	<u>3,900</u>

	<u>1983-84</u>	<u>1984-85</u>
<u>#260 - Student Activities</u>		
Special Programming Reserve	-0-	1,980
Entertainment &		
License Fees	350	600
Supplies	725	1,200
Equipment	100	400
Xerox & Workroom	75	600
Miscellaneous	100	200
Pow Wow Day	1,500	1,500
Concer-Lecture Series		
Promotions	4,150	4,500
Entertainment/Promotions	<u>3,000</u>	<u>4,000</u>
	10,000	14,980
<u>#262 - Student Newspaper</u>		
	<u>3,300</u>	<u>1,000</u>
	3,300	1,000
<u>#264 - Student Senate</u>		
Supplies	600	
Leadership	1,200	
Membership Fees	<u>200</u>	
	2,000	2,800
<u>#266 - Women's Intercollegiate</u>		
<u>Athletics</u>		
<u>Athletics</u>		
Officials	2,930	1,780
Travel	3,880	3,575
Meals and Lodging	2,550	3,090
Insurance	1,175	900
Dues and Fees	925	705
Awards	510	370
Banquet	300	325
Rentals	<u>50</u>	<u>50</u>
	12,320	10,795
<u>Supplies</u>		
First Aid	375	325
Tennis	130	410
Softball	200	-0-
Uniforms	100	-0-
Basketball	-0-	150
Volleyball	<u>-0-</u>	<u>150</u>
	805	1,035

	<u>1983-84</u>		<u>1984-85</u>	
<u>#266 - Women's Intercollegiate Athletics - continued</u>				
<u>Equipment</u>	<u>700</u>		<u>300</u>	
		700		300
<u>Scouting</u>	<u>175</u>		<u>200</u>	
		175		200
<u>Sectionals</u>	<u>200</u>		<u>115</u>	
		200		115
<u>#268 - Intramurals - Coed</u>				
<u>Supplies</u>	<u>50</u>		<u>50</u>	
		50		50
<u>#270 - Clubs</u>	<u>500</u>		<u>500</u>	
		500		500
<u>#271 - Film Commission</u>	<u>1,600</u>		<u>800</u>	
		1,600		800
<u>#299 - Non-Budgeted Contingencies</u>	<u>200</u>		<u>200</u>	
		<u>200</u>		<u>200</u>
		<u>\$64,000</u>		<u>\$57,100</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1984		\$ 17,598
Revenue	\$ 57,100	
Less Expenditures	<u>57,100</u>	
Excess of Revenue over Expenditures		<u>-0-</u>
Estimated balance on hand June 30, 1985		<u><u>\$ 17,598</u></u>

SAUK VALLEY COLLEGE

CHILD CARE CENTER

1984-85

PART I: ESTIMATED REVENUE

Fees	\$ 18,750
Insurance	<u>250</u>
TOTAL REVENUE	<u>\$ 19,000</u>

PART II: ESTIMATED EXPENDITURES

Salaries	\$ 17,150
Insurance	250
Supplies	1,400
Travel	<u>200</u>
TOTAL EXPENDITURES	<u>\$ 19,000</u>

PART III: BUDGET SUMMARY

Balance on hand July 1, 1984	\$ 2,131
Revenue	\$ 19,000
Less Expenditures	<u>19,000</u>
Excess of Revenue over Expenditures	<u>-0-</u>
Estimated balance on hand June 30, 1985	<u>\$ 2,131</u>

For Board Meeting
of November 26, 1984

Agenda Item E-10

APPROVAL OF 1984 TAX LEVY

We need to adopt a resolution to provide for the 1984 Certificate of Tax Levy.

Insofar as this year's levy exceeds the stipulated 5% increase over the previous year, it has been necessary to print an official announcement of this pending action. This has been done in each of the six counties of our district, as required by law.

The Board is also required to provide for a public hearing at this meeting on this matter.

* * * * *

After that hearing has been conducted, the attached resolution should be adopted.

RECOMMENDATION: It is recommended that the resolutions for the 1984 Certificate of Tax Levy be approved as presented.

CERTIFICATE OF TAX LEVY

Lee, Whiteside, Ogle, Henry

Community College District No. 506 County(ies) Bureau and Carroll
 Community College District Name: SAUK VALLEY COLLEGE and State of Illinois

We hereby certify that we require:

the sum of \$ 1,886,500 to be levied as a tax for educational purposes, and
 the sum of \$ 231,000 to be levied as a tax for operations, building and maintenance purposes, and
 the sum of \$ 46,000 to be levied as a special tax for tort liability insurance purposes, for Workmen's Compensation and occupational diseases insurance purposes, and for unemployment insurance purposes, and
 the sum of \$ 12,000 to be levied as a special tax for financial audit purposes, and
 the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 19__.

As requested by Chapter 120 (Paragraph 643, Section 162), our Fiscal Year 1985 budget resolution and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 1985 is either attached to this document or has been submitted to you previously.

Signed this 26th day of November 1984

 Chairman of the Board of Said Community College District

 Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full One

This certificate of tax levy shall be filed with the county clerk of each county which any part of the community college district is located on or before the last Tuesday in December.

DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT

This is to certify that the Certificate of Tax Levy for Community College District No. 506 County(ies) of Lee, Whiteside, Ogle, Henry, Bureau and Carroll and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 1984 was filed in the office of the County Clerk of this county on _____ 19__.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 1984 is \$ _____.

Said community college district has also complied with the requirements of Chapter 120 (Paragraph 643, Section 162).

 County Clerk

CARROLL

 County

Date

For Board Meeting
of November 26, 1984

Agenda Item E-11

WORKING CASH FUND RESOLUTION

During the 1981 calendar year, Sauk Valley College financed a portion of its current Working Cash Fund through the issuance of Working Cash Bonds in the amount of \$500,000. The obligation for these bonds at maturity was then paid from the proceeds of the Bond and Interest tax levy which was authorized for the purpose of redeeming such bonds.

Over the period of time since these bonds were issued the tax collections plus the investment income have exceeded the bond and interest requirements by approximately \$26,000. Regulations indicate that when bonds have been issued and the purpose for which such bonds were issued has been accomplished and paid for in full and there remains funds on hand in the bond and interest account, the Board of Trustees by resolution may transfer such excess to the fund of the district which bears the nearest relation to the purpose for which the bonds were issued.

RECOMMENDATION: It is recommended that the Board resolve to liquidate the balance of the Bond and Interest Fund into the Working Cash Fund since the sole and legal purpose of this Bond and Interest Fund has been fully satisfied through the redemption of the bonds and the payment of all interest obligations thereon.

For Board Meeting
of November 26, 1984

Agenda Item E-12

APPROVAL OF BIDS

Bids have been received for the following items. The respective documentation, justification and bidding summary for each is attached.

- | | | |
|----|--|-------------|
| A. | Energy Conservation Measures
(From Site and Construction Fund) | \$ 7,621.00 |
| B. | Laboratory Equipment for Data Processing and Administrative Services
(Secretarial/Clerical) | \$29,117.00 |
| C. | Dixon Correctional Center
(All funds from the state contract for educational services at the Correctional Center) | |
| | 1) Video Projection Equipment | \$ 6,200.00 |
| | 2) Furniture and Equipment | \$ 9,755.45 |
| | 3) Computing Equipment | \$51,650.50 |

RECOMMENDATION: It is recommended that each of the foregoing bids be approved as presented.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 11-19-84

MORANDUM

Dr. Hal Garner

OM: Robert Edison

Bob

In January 1984 the Board of Trustees approved several energy conservation measures recommended by Beling Consultants with funds to be derived from the Site & Construction Fund.

We have now advertised for bids in reference to the window insulation work in the automotive area and garage door insulation work in the woodshop area.

Four (4) contractors obtained plans and specifications and two (2) bids were received as follows:

	<u>Window Insulation</u>	<u>Garage Door Insulation</u>
Weather-tite Products Company Sycamore, IL	\$ 6,509	\$ 1,112
Strong-bilt Structure Company Dixon, IL	7,112	1,936

RECOMMENDATION: Board of Trustee approval to accept low bids as submitted by Weather-tite Products Company of Sycamore, IL.

RE:fsb

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 11-16-84

MORANDUM

Dr. Hal Garner

DM: Robert Edison



Enclosed herein are bids received for equipment to be used in the Data Processing Lab and the Office of Administrative Services Lab. It should be noted that this equipment was budgeted as a part of our FY '85 budget and will not result in over-expenditures within their respective categories.

It should be noted that the 8 units of the IBM PC with 256K are recommended at \$2,120 each, whereas two bids for these items were slightly lower. These items were bid on a deadline delivery date with ValCom (IBM) being the only vendor indicating that the delivery deadline could be met.

RECOMMENDATION: Board of Trustee approval to purchase as follows:

A) Four units of IBM - PC with 384K A \$2,596 each	\$ 10,384.00
B) One Dot Matrix Printer @ \$345.	345.00
C) Eight units of IBM - PC with 256K @ \$2,120 each	16,960.00
D) One Quality Printer	<u>1,428.00</u>
	<u>\$ 29,117.00</u>

RE:fsb

Encl.

Bids

	<u>IBM</u>	<u>Unique</u>	<u>ValCom</u>	<u>Radio Shack</u>
IBM-PC or PC-Compatible Computer (must be capable of running Lotus 1-2-3, Context MBA, RM-COBOL) with 384K, color capability, color monitor 2 double-sided double-density floppy disk drives	2,596 (ea)	2,785 (ea)	3,475.66 (ea)	3,866.80 (ea)
Dot Matrix Printer 132 column, bidirectional, logic seeking	345 (ea)	479 (ea)	573.00 (ea)	529.92 (ea)
IBM-PC or PC-Compatible Computer (must be capable of running Displaywriter II) with 192K monochrome monitor, 2 double- sided double density floppy disk drives.	2,061 (ea)	1,995 (ea)	2,120.00 (ea)	2,668.40 (ea)
Letter Quality Printer	1,428 (ea)	479. (ea)	1,927.00 (ea)	1,196.52 (ea)
		Substitute		Substitute

AUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 11-16-84

MEMORANDUM

Dr. Hal Garner

Robert Edison

Bob

The enclosed bids were received as a part of the equipment required for the Dixon Correctional Center.

RECOMMENDATION: Board of Trustee approval to purchase the bid items from Midwest Visual of Rockford, Illinois, for \$6,200.

RE:fsb

Encl.

EQUIPMENT BIDS

Dixon Correctional Center

	<u>Data *(1)</u> <u>Rentals</u> <u>Calif.</u>	<u>Midwest *(2)</u> <u>Visual</u> <u>Rockford</u>	<u>Swiderski</u> <u>Elk</u> <u>Grove, IL</u>	<u>Roscor</u> <u>Morton</u> <u>Grove, IL</u>
High Resolution Color Video Projection System, Sony VPR 1020Q	6,350		No bid	5,322
Remote Controller SONY VPR-722	400		No bid	364
Projector Suspension Support	230		No bid	223
PC-701 Modified	415		No bid	143
30' CCQ cable	150		No bid	137
1 set of four (4) BNC to BNC cables 25'	35		No bid	44
1 1M69 Electrohome IBM-PC Interface Module	500			
Plus Cost - Delivery, installation and training	1,000			
 TOTALS	 <u>\$ 9,080</u>	 <u>\$ 6,200</u>	 <u>No bid</u>	 <u>\$ 6,233</u>

*(1) Payment required when merchandise is ordered.

*(2) Screen is extra if needed. Bid as a lump sum.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 11-16-84

MEMORANDUM

TO: Dr. Hal Garner

FROM: Robert Edison



Enclosed are various types of furniture bids on equipment purchases for the Dixon Correctional Center.

RECOMMENDATION; Board of Trustee approval to purchase the bid items as indicated from the various vendors in a gross amount of \$9755.45.

RE:fsb

Encl.

BIDS FOR DIXON CORRECTIONAL CENTER

<u>Quantity</u>	<u>Description</u>	<u>SBM</u>	<u>HASKELL'S</u>	<u>UNIQUE COMPUTER</u>
20	Rolltop workstation PC desk, M&M Industries, 45"x29½"x47"	4,660.00*	4,880.00	
20	Alpha 2 series pneumatic lift operator swivel chairs, United Chair, (anti-static) charcoal color	2,180.00	2,100.00*	
3	Disk storage units, Challenge Computer Supplies, 5¼' (7"x10 1/8" x 6½')	69.00	65.85*	
10	Anti-static sprays, Glans, pump spray, non aerosol, 1607	33.50	27.50*	
1	Wall clock, Seth Thomas, Y7-709 14" diameter	21.50*	23.00	
2	Dry Wipe Boards, Quartet, with natural finish oak frame 48"x96" (non-magnetic) (wall mounted) T5-S578	221.20*	234.00	
2	Accessory kit for dry wipe board, Weber-Costello, (8 color markers) T5-920-199 (felt eraser) (Markerboard cleaner)	28.40*	31.76	
1	Matte white projection screen, Knox, 70"x70" T5-2170M	85.00	85.00*	
120	Diskette with lifetime warranty, Janus, 5¼" double sided, double density	336.00	358.80	252.00*
1	42" Standing Height Table, Bevis, 30"x42" with shelf and modesty panel, CRT-DSC-3042	145.00*	174.50	
21	Desk Top touch anti-static mats, Bevis, keyboard size 12"x22"	672.00*	no bid	
21	Anti-glare CRT screen filters, Acco, 11 1/16" x 8½" A9-55541	672.00	651.00*	
5 ctns	Printer paper, Tops 9½"x11" removable pinhole stubs on each side ¼" wide, plain white, #15 paper weight L5-5507	172.50	149.95	110.00*
1	Smart Modem 1200, capable of sending and receiving data at wither 300 or 1200 boud with standard RS-232 connection capability to personal computer, Hayes, K7-08-007, two year warranty	620.00	No bid	375.00*
1	Anti-glare CRT screen filter, Acco, 10½"x7 7/8" 55522 for PC AT	32.00	31.00*	
1	HCT 3048 Bevis Computer table 30"x48" Medium Oak	80.00*	104.50	
1	HCT H-48 Bevis Hutch 12"x48"x26" Medium Oak	45.00*	75.00	
1	HCPS-3024 Printer Stand 30"x24" Medium Oak	55.00*	74.00	
1	SF55AB Sharp Copy Machine Cabinet with castors, and storage shelf	130.00*	no bid	

Bid price is to include delivery and setup at Dixon Correctional Center.

Successful bidders shall provide operational training and technical assistance within 24 hours of request during the first 180 days after installation at no additional charge.

* Low bids recommended in all cases for a total of \$9755.45.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

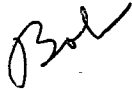
DIXON, ILLINOIS 61021

DATE 11-16-84

MORANDUM

Dr. Hal Garner

DM: Robert Edison



Enclosed herein are computer equipment bids received on equipment to be purchased for the Dixon Correcitonal Center.

Please note the amounts of these bids in reference to the inclusion herein as to a recommendation which is contrary to the purchase of the low bid items. Attached herewith are the written reasons as to why we are recommending the second low bid out of the five bids submitted.

RECOMMENDATION: Board of Trustee approval to purchase the bid items from the IBM Company in Rockford, IL for the sum of \$51,650.50.

RE:fsb

Encl.

JUSTIFICATION FOR IBM SELECTION

1. The IBM PC is looked upon by both information processing professionals, software developers and educators as the standard of the industry. IBM provides an ongoing technical coordinator training program at no charge for those customers who purchase twenty (20) or more IBM PCs. Our technical coordinator (instructor) will be backed up by experienced and indepth technical assistance. IBM's ASKINFO program provides a highly developed data base of current technical information available more than eighty (80) hours per week. If the technical coordinator can't get an answer from the current data base, he can author a new, more revelant question. The question is electronically routed to an IBM support center and answered by product specialists within twenty-four (24) hours. This support service insures that technical questions will be promptly answered so that we can continue delivering quality education to our students. This service is an IBM exclusive.
2. Another important part of the technical coordinator program is the technical training. Extensive IBM factory training will be provided our technical coordinator (instructor) to enable him to perform all routine maintenance, troubleshoot, and accomplish a substantial amount of repair in-house on our equipment, over the years this one feature alone will create a substantial savings over other hardware.
3. The IBM organization, the fifth largest corporation in the world, is know for it's stability, superior research and development, dedication, past performance in training educational users, and continued support following the purchase period. In the past when a new generation of equipment and software was made available IBM has supplied modified versions of the software to run on their older equipment. This will enable us to keep pace even though our equipment will be getting older. IBM will provide inservice training to all the educational staff of Sauk Valley College at Dixon Correctional Center on IBM PC usage at no charge.
4. Prentice-Hall, Inc., a leading educational materials company, has joined forces with IBM to provide educational software and textbook packages which will close the gap between available technology and ability of schools to afford it's use in the classroom. The Prentice-Hall series "IBM PC Apprentise" provides versions of major software packages with special educational licenses.
5. The keyboard touch of the IBM is unmatched by any in the industry. It is the same as the Selectric II typewriter and display writer wordprocessors which have long been preferred by most secretarys and computer operators in the field.

EQUIPMENT BIDS

Dixon Correctional Center

		Unique Computer Shop -Sterling		Data Rentals Culver, CA		IBM Rockford		ValCom Sterling		Radio Shack	
		Unit	Total	Unit	Total	Unit	Total	Unit	Total	Unit	Total
1 unit	5170 099 PC/AT, 512 K 4180 DOS 3.0 4910 Color/Graphics monitor adapter 5153 001 Color Display 5201 Quietwriter Printer, Sheetfed, printer cable, letter quality, non- impact, 40-60 characters per second, two type styles.		---		8,295.00		6,008.00		6,428.25	Substitute	5,916.32
21 units	5150 PC, 176 System units 256K Two disc drives, double sided, double density, floppy 4180 DOS 3.0 4900 Monochrome Display and Print Adapter 5151 001 Monochrome Display	Substitute 1,825.00	38,325.00		59,489.00	2,106.00	44,226.00		46,200.00	Substitute 4,399.12	56,036.40
5	5152 002 Graphics Printers 5612 Printer Cable 5614 Printer Stand	360.00	1,800.00	* No Stand	2,347.00	241.50	1,207.50	Altern- ate bid 1,325	1,825.00		1,955.60
1	5150 4198 Displaywriter 2 VER, 1.1					209.00	209.00		225.00		
Must be capable of running Lotus 1-2-3, Context MBA, Display.			40,125.00		70,131.00 + 700.00 delv., install- ation-trng. 70,831.00		51,650.50		54,678.25 all or nothing		63,908.32

For Board Meeting
of Novmeber 26, 1984

Agenda Item E-13

AUTHORIZATION TO REPAIR

One of the lift hoists in the Automotive Technology Lab has developed a serious leak and is unsafe for use. The Hoener Equipment Company of Quincy, IL has provided an estimate of from \$3,191.92 to \$7,617.24 to repair or replace this hoist. The lower figure will apply if we can get by with replacement of the oil reserve tank. The higher figure will apply if the entire unit must be replaced.

The Hoener Equipment Company replaced a hoist for us in 1980 and is the only reliable vendor for this type of service in the area. A copy of the bid and a report from Gene Wagner is attached.

This hoist is needed for instruction and we need authorization to proceed with this repair or replacement project.

RECOMMENDATION: It is recommended that authorization be given to repair the automotive hoist as needed and that the cost be covered by the contingency account, as necessary.

SAUK VALLEY COLLEGE


RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 7, 1984

MEMORANDUM

TO: Don Foster

FROM: Gene Wagner 

SUBJECT: Possible replacement of Hoist
in the Automotive Department

As I have made you aware, we have a problem with the hoist in the Automotive Department. It is currently not functioning and is unsafe for student use. We have had the hoist checked by the Hoener Equipment Company, and they indicate there is one of two possible problems-

either the reservoir tank on the existing hoist has a leak, or
possibly the hoist itself is to a point where it needs replacement.

I have had the Hoener Equipment Company send us a quotation on the replacement of the reservoir tank on the existing hoist, or a cost of a total new unit if the present hoist is not repairable. This quotation is attached.

As we look at the quotation, we would note that there is a possible expenditure of \$7,600. I have been able to analyze the industrial tec budget and believe that we can cover at least \$3,500 out of equipment and maintenance, through the use of the present budget. Therefore, we would have to come up with the additional money. However, if we do apply for, and receive, the Advanced Technology Equipment Grant, we would be able to add this hoist on to the State equipment list and receive reimbursement, thereby making up the difference of which we are currently deficient.

It is essential that we have this hoist if we are going to maintain quality of education in the automotive lab.

Therefore, my questions are:

- 1) Should I send through a purchase requisition with this, at this time?
- 2) Will this be considered a contractual expenditure?
- 3) Will this item need to go to the Board?

Once you have had a chance to look at this, please get back to me so we can make the necessary arrangements.

EHW/lm
enc



HOENER EQUIPMENT COMPANY

2727 GARDNER EXPRESSWAY

P. O. BOX 752

Telephone 217/223-2190

DISTRIBUTOR

QUINCY, ILLINOIS 62301

LIQUID & DRY BULK HANDLING EQUIPMENT

... SERVING ...

AGRICULTURE - INDUSTRY - PETROLEUM

SAUK VALLEY College
RR #5

DIXON ILL 61021

ATTN EUGENE H. WAGNER

PRICE QUOTATION

8502

PLEASE INDICATE ABOVE NUMBER
WHEN ORDERING

DATE 10/29/84	
YOUR INQUIRY DATED	
PROPOSED SHIPPING DATE	
TERMS Net 30 Days	RESALE YES <input type="checkbox"/> NO <input type="checkbox"/>
SALESMAN Ray H. Akers	
TO BE SHIPPED VIA	PPD. OR COLL.

OUR QUOTATION ON THE GOODS NAMED, SUBJECT TO THE CONDITIONS NOTED:

CONDITIONS: All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control.

Prices are based on the current cost of Labor and Materials and their availability. Should these change, HOENER EQUIPMENT COMPANY reserves the right to adjust its prices accordingly.

Typographical and stenographic errors subject to correction. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged for pro rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production.

Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's mail order will not be binding on the Seller. All payments are due within 30 days of completion date, unless prior arrangements have been made.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	<p>WE ARE PLEASED TO QUOTE 3181.92 TO REPLACE THE OIL RESERVOIR TANK ON THE EXISTING WEAVER TWO POST LIFT AT THE AUTOMOTIVE SHOP AT SAUK VALLEY COLLEGE.</p> <p>IF IT IS DECIDED THAT THIS UNIT IS BEYOND REPAIR AND IS TO BE REPLACED BY A WEAVER SIDE BY SIDE MODEL EC-88101 THE TOTAL EQUIPT AND LABOR CHARGE WILL BE 7617.24</p> <p style="text-align: right;">TANK REPLACEMENT</p> <p style="text-align: right;">1. AS 28258 OIL TANK MATERIAL + LABOR</p> <p style="text-align: right;">LIFT REPLACEMENT</p> <p style="text-align: right;">WEAVER LIFT 1 EC 88101 WEAVER SIDE BY SIDE TWO POST DRIVE OVER DRIVE THRU MATERIAL + LABOR</p>		<p>460.00</p> <p>2731.92</p> <hr/> <p>5181.92</p> <p>2862.00</p> <p>4755.24</p> <hr/> <p>7617.24</p>

CONFIRM ORDER, SIGN AND
RETURN PINK ACCEPTANCE COPY

QUOTE VALID

HOENER EQUIPMENT COMPANY

FOR _____ DAYS

BY

Ray H. Akers

CUSTOMER SIGNATURE

PHONE NO.

For Board Meeting
of November 26, 1984

Agenda Item F-1

LEAVE OF ABSENCE

A Leave of Absence is requested for John Point for a 60 day period to cover the period of time between the expiration of his eligible sick and vacation time until the inception of his disability benefits under the State University Retirement System (SURS) program.

This leave allows for Mr. Point's hospitalization to continue uninterrupted until the disability period commences.

RECOMMENDATION: It is recommended that Mr. John Point be granted a Leave of Absence for 60 days with paid hospitalization beyond the expiration of his regular benefits.

For Board Meeting
of November 26, 1984

Agenda Item F-2

CONFIRMATION OF ADVISORY COMMITTEES

The college is required by DAVTE to have active advisory committees for all occupational programs. These committees provide valuable information and guidance for these programs and help to make sure that the program content reflects the needs of the business, industry or typical place of work.

Enclosed are the updated advisory committee lists for all occupational programs. All members have been contacted and have verified their willingness to serve on these committees. Each committee meets at least once each year.

We have also included the advisory committees for the Dixon Correctional Center (DCC) programs that are approaching the operational level. Next year we will have a full list of advisory committees in all five programs offered at DCC.

RECOMMENDATION: It is recommended that these advisory committees be confirmed as presented.

AUTOMOTIVE/DIESEL

ADVISORY COMMITTEE
1984-85

Roger Eschelman.	Whiteside Area Vocational Ctr 1608 Fifth Avenue Sterling 61081
Mike Harris.	Price Motors 2502 Locust Sterling 61081
Rich Kanzler.	Dixon Metal Specialties Company R5 Dixon 61021
Shelly Maves.	Stewart Truck & Equipment Company Rte 38 E, Box 369 Dixon 61021
Jim McCoy.	Nelson Pontiac-Buick 1000 North Galena Dixon 61021
William McLaren.	Diesel Injection Service (Sun Prairie Wisconsin) County Line Road Rock Falls 61071
Bob Pierce.	Harrison Chevrolet-Cadillac 222 North Peoria Dixon 61021
Ivan Rosenow.	Bun Austin Chevrolet Sterling 61081

REAL ESTATE
ADVISORY COMMITTEE
1984-85

Arlen Higgs.	Executive Vice President Polo National Bank Polo 61064
Stanley Kazmerski.	Department of Transportation Illinois Division of Highways Dixon 61021
Slyvia Larson	Sylvia Larson Realtors 203 Fifth Avenue Sterling 61081
Kim Stoker	Hopkins Road Equipment Company 1335 Chicago Avenue Dixon 61021

ELECTRONIC-ELECTRICAL TECHNOLOGY

ADVISORY COMMITTEE

1984-85

Larry Cordts.	Harper Wyman Company 1514 West Fourth Sterling 61081
Tim Dunavin.	Harper Wyman Company 1514 West Fourth Sterling 61081
Michael Lubbs.	Harper Wyman Company 1514 West Fourth Sterling 61081
Terry Powell.	Rock Falls High School Rock <u>falls</u> 61071
Gary Seaman.	Borg Warner Corporation 15880 Lincoln Road Morrison 61270
Fran Sippel.	Harper Wyman Company 1514 West Fourth Sterling 61081
Don Slaney.	Russell, Burdsall and Ward Inc 1104 Riverview Road Sterling 61081
Edward Spotts.	Lone Star Industries East River Road Dixon 61021

REFRIGERATION/HEATING/INDUSTRIAL MAINTENANCE

ADVISORY COMMITTEE
1984-85

Tim Border	E/H Lumber Company Heating and Air Conditioning RR Erie 61250
Michael Choiniere.	Choiniere Electrical Service Box 75 Walnut 61376
Terry Eberly.	Sales Representative Johnstone Supply 3358 Pyramid Drive Rockford 61109
Michael Hosler.	Hosler Repair Shop 212 Sixth Avenue Rock Falls 61071
Michael Longtin.	Wood Brothers Manufacturing RR2 Oregon 61061
Gary Seaman	Borg Warner Corporation 15880 Lincoln Road (home) Morrison 61270
Richard Volker	Beverage Service Company 304 Elm Place Princeton 61356
Herbert White.	Town/Country Real Estate Box 323 Franklin Grove 61031
Herbert Youngren.	Youngren Refrigeration Service 2031 West First Street Dixon 61021

BUSINESS/INDUSTRIAL SAFETY/MARKETING/MANAGEMENT

ADVISORY COMMITTEE

1984-85

Rodney Brooks.	Rock Falls National Bank 302 First Avenue Rock Falls 61071
Jack Fritz.	Northwestern Steel and Wire 1118 Charles Street Rock Falls 61071
David Geil.	Glafka Tire City 608 West Fourth Sterling 61081
David Knie.	Knie Appliance and TV 511 West 13th Sterling 61081
Stan Whiteman.	Russell, Burdsall, and Ward, Inc. 1507 Sixth Avenue Sterling 61081

ACCOUNTING
ADVISORY COMMITTEE
1984-85

John Berge.	Dee Gosling Company (CPA) 2320 North Second Clinton IA 52732
James Boesen.	Assistant Controller Northwestern Steel and Wire Sterling 61081
Terry Catalina.	Internal Revenue Service (Aud.) 211 South Court Rockford 61101
Robert Edison, Jr.	Purchasing & Accounting National Manufacturing Company Sterling 61081
Donald Olson	President/Treasurer School Employees Credit Union 1717 Avenue E Sterling 61081

OFFICE AND ADMINISTRATIVE SERVICES

ADVISORY COMMITTEE

1984-85

Mary Arduini.	Secretary, State Attorney Office Whiteside County Court House Morrison 61270
Dorothy Butler.	Federal Savings and Loan 1010 North Brinton Dixon 61021
Carolyn Kellogg.	Word Processing Supervisor State Highway Department 712 East 12th St (home) Sterling 61081
Pat Sullivan.	Whiteside Area Voc Center 1608 Fourth Avenue Sterling 61081

MECHANICAL DESIGN/MACHINE DRAFTING

ADVISORY COMMITTEE

1984-85

William Palmer	General Electric Employee 1202 East 19th Street Sterling, IL 61081
Alan Hardersen	Director of Counseling and Admissions Sauk Valley College R.R. 5 Dixon, IL 61021
Mike Hustad	Counselor Sauk Valley College R.R. 5 Dixon, IL 61021
Donald Haag	General Electric Employee (retired) 1302 East 18th Street Sterling, IL 61081
Richard Ruffini	W. A. Whitney Corporation, Rockford, IL R.R. 3 - Forest Park Dixon, IL 61021
Larry Burke	Edelmann and Company IL Route 38 Dixon, IL 61021
Gary Manderscheid	Edelmann and Company IL Route 38 Dixon, IL 61021
Greg Wahl	Wahl Clipper Corporation 2902 Locust Road Sterling, IL 61081
Richard Linville, Jr.	Sterling Controls, Inc. P.O. Box 418 Sterling, IL 61081
Larry Fulfs	RB & W, Inc. East 2nd Street Rock Falls, IL 61071
Gary Mills	Polo High School Polo, IL 61064
Arlyn Loos	WAVE 1608 5th Avenue Sterling, IL 61081

MACHINE TOOL
ADVISORY COMMITTEE
1984-85

William Callison.	Borg Warner Corporation 1700 Franklin Grove Road Dixon 61021
Rick Milano.	Edelmann and Company IL Rte 38 East Dixon 61021
David L. Needham.	Byron Nuclear Station Commonwealth Edison Company Byron 61010
Ron Latta.	Henry Pratt Company 900 Depot Avenue Dixon 61021
Jim Cook.	George Evans Corporation 121 37th Street Moline 61265

FOOD SERVICE
ADVISORY COMMITTEE

1984-85

Joyce Miller	KSB Hospital Dixon, IL 61021 Phone 288-5531
Wayne Weston	Whiteside Area Vocational Center Sterling, IL 61081 Phone 625-2718
Ken Gilbert	Ponderosa Steak House Sterling, IL 61081 Phone 626-5613
Ted Lightbody	ARA Food Service Challand Junior High School Sterling, IL 61081 Phone 625-5716
Carole Wagner	Community General Hospital Sterling, IL 61081 Phone 625-0400 or 946-2807

COMMUNITY SERVICES

ADVISORY COMMITTEE

1984-85

Mel Swanlund	Amboy High School Amboy, IL 61310 Phone 857-3632
Robert Wasson	Dixon Schools Dixon, IL 61021 Phone 284-7722
Dorothea Rahn	Milledgeville High School Milledgeville, IL 61051 Phone 225-7143
Ned Nesti, Jr.	Morrison High School Morrison, IL 61270 Phone 772-4071
Barb Ballew	Prophetstown High School Prophetstown, IL 61277 Phone 537-5161

RADIOLOGIC TECHNOLOGY

ADVISORY COMMITTEE

1984-85

Dr. Jeffrey Wexler	Medical Director - KSB Hospital 403 East First Street Dixon, IL 61021
Dr. I. G. Almassy (Alternate)	Radiologist - KSB Hospital 430 East First Street Dixon, IL 61021
Beverly Bromenschenkel, R.T.	Chief Technologist Mendota Community Hospital Mendota, IL 61342
Dr. R. G. Arellano	Community Hospital of Ottawa 1100 East Norris Drive Ottawa, IL 61350
Sue Boelkins, R.T.	Chief Technologist Morrison Community Hospital 507 North Base Morrison, IL 61270
Rickard Kerley, R.T.	Chief Technologist Community General Hospital 1601 First Avenue Sterling, IL 61081
Lois Morris, R.T.	Chief Technologist KSB Hospital 403 East First Street Dixon, IL 61021
Helen Salsi, R.T.	Chief Technologist Illinois Valley Community Hospital 925 West Street Peru, IL 61354
Ed McKenney, R.T.	St. Margaret's Hospital 600 East First Street Spring Valley, IL 61342

LPN - ADN - NURSES AIDE

ADVISORY COMMITTEE
1984-'85

Beth Radunz	Administrator Sterling Care Center 105 East 23rd Street Sterling, IL 61081
Sylvia E. Montavon	Administrator Lee County Nursing Home 800 Division Dixon, IL 61021
Dorothy Hughes, R.N.	Director of Nursing Community General Hospital 1601 First Avenue Sterling, IL 61081
Martha Wilson	Assistant Administrator Nursing Services KSB Hospital 403 East First Street Dixon, IL 61021
Cheryl Lashley	Coordinator of Health Occupations Whiteside Area Vocational Center 1608 Fourth Avenue Sterling, IL 61081
Judy Repass R.N.	Sauk Valley College Graduate 808 West Sixth Street Sterling, IL 61081
Joyce Pierce	Counselor at Dixon High School Lincoln Statue Drive Dixon, IL 61021
Donna Rosenthal, R.N.	Director of Nursing Morrison Community Hospital Morrison, IL 61270
Judy Pettinger, L.P.N.	Sauk Valley College Graduate P.O. Box 454 Milledgeville, IL 61051
Carol Hain (Chairperson)	

MEDICAL LABORATORY TECHNOLOGY

ADVISORY COMMITTEE

Dr. Maurice L. Perou Pathologist
Community General Hospital
Sterling, IL 61081
625-0400
Home Address:
801 Avenue B
Sterling, IL 61081
625-5317
(Continuous Appointment)

Dr. Salvatore Borja Pathologist
Mery Hospital
Clinton, IA 52732
(319) 243-5900
Home Address:
Elvira Road
Clinton, IA 52732
(319) 243-5384
(Continuous Appointment)

Dr. Reda Salama Pathologist
Community General Hospital
Sterling, IL 61081
625-0400
Home Address:
1714 Avenue F
Sterling, IL 61081
625-5510
(Continuous Appointment)

Colleen Robinson, M.L.T. Sauk Graduate
601 Rita Court
Prophetstown, IL 61277
537-5262
(Expires 1986)

Robert Smith Bacteriologist
Retired Laboratory Director
Kraft Foods Company
Milledgeville, IL 61051
Home Address:
713 Walker Avenue
Milledgeville, IL 61051
225-1250
(Expires 1985)

MEDICAL LABORATORY TECHNOLOGY
ADVISORY COMMITTEE

Page 2

Larry K. Chidly Chemistry Instructor
Dixon High School
Dixon, IL 61021
284-7722
Home Address:
811 Sixth Avenue
Dixon, IL 61021
288-6246
(Expires 1986)

Karen Grady Q.C. Chemist
Dekalb Feeds
105 Dixon Avenue
Rock Falls, IL 61071
625-4546
(Expires 1986)

Mary Sue Cox Social Worker
Home Address:
514 West Sixth Street
Dixon, IL 61021
288-4260
(Re-Appointment - 2 years - 1986)

HUMAN SERVICES - GENERAL

ADVISORY COMMITTEE

1984-'85

Jim Czerwionka	Nachusa Lutheran Home for Children Nachusa, IL 61057
Florence Pennington.....	Case Worker Supervisor Department of Children and Family Services 102 East Route 30 Rock Falls, IL 61071
Barbara Ellison	Whiteside County Volunteers in Probation 10930 Hoover Road Rock Fall, IL 61071
Larry Prindaville.....	Sinnissippi Mental Health Center R.R.# 5 Dixon, IL 61021
Ralph Pifer	Instructor - SVC 2100 Freeport Road Apt# 313A Sterling, IL 61081
Richard Holtam (Ex-officio)	
Michael Seguin (Chairman)	

CRIMINAL JUSTICE
ADVISORY COMMITTEE
1984-'85

L.L. Butch KimmelSheriff of Whiteside County
400 N. Cherry
Morrison, IL 61270

Cadet T. ThorpChief Sterling Police Department
212 3rd Avenue
Sterling, IL 61081

Patrick KavanaughDixon Police Department
Home address:
808 Sixth Avenue
Dixon, IL 61021

Gary L. SpencerWhiteside County States Attorney
400 N. Cherry
Morrison, IL 61270

Al WebbDirector of Probation
Whiteside County Probation
400 N. Cherry
Morrison, IL 61270

Dennis SchumacherOgle County State's Attorney
County Court House
Oregon, IL 61061

Linda GiesonWarden of Dixon Correction Center
2600 N. Brinton Avenue
Dixon, IL 61021

Robert Crouse (Ex-officio)

Michael Seguin (Chairman)

SVC ADULT ED. PLANNING COUNCIL

ADVISORY COMMITTEE

1984-'85

Earle W. Mailand	Superintendent at Milledgeville H.S. P.O. Box 609 Milledgeville, IL 61051
Ben S. Fletcher.....	Superintendent at Amboy High School Metcalf and Hawley Streets Amboy, IL 61310
Phillip R. Hott.....	Regional Superintendent of Whiteside County Whiteside County Courthouse Morrison, IL 61270
Larry Roth	Superintendent of Dixon School District 170 415 South Hennepin Avenue Dixon, IL 61021
Robert Gomsrud.....	Director of Whiteside Area Vocational Center 1608 Fifth Avenue Sterling, IL 61081
Richard A. Fluck.....	Superintendent of Morrison High School 643 Genesee Avenue Morrison, IL 61270
Tom Coffey	Regional Superintendent of Lee County Lee County Court House (old) Dixon, IL 61021
Robert Aubry	Superintendent of Ashton High School Box 329 Ashton, IL 61006
Myron Hofmeister.....	Counselor at Prophetstown High School 310 West Riverside Drive Prophetstown, IL 61277
William Gengenbach	Principal at Thomson High School South Street Thomson, IL 61285
Harold W. Penstone/Charles W. Hayes.....	Educational Service Region Ogle County Schools 106 South Fifth Street, P.O. Box 196 Oregon, IL 61061
Michael Seguin (Chairman)	

HORTICULTURE ADVISORY COMMITTEE

(Dixon Correctional Center)

1984-85

John Richards	Tree Care Enterprises 6302 11th Street Rockford, IL 61101
Doug VanScoy	DVS Lawn Service 5011 Brookview Road Rockford, IL 61101
Loren Swartley (Chairperson)	Swartley's Greenhouse 1706 East Fifth Sterling, IL 61081
Cathy Hornbeck	Kishwaukee College Alt. 30 and Malta Road Malta, IL 60150
Terry Nichols	Nichols Greenhouse 1228 West Fourth Street Dixon, IL 61021
Larry McCormick	McCormick's Garden Center 3606 East Lincolnway Sterling, IL 61081

OFFICE OF THE DEAN OF INSTRUCTION
NOVEMBER, 1984

For Board Meeting
of November 26, 1984

Agenda Item G-1

POLICY REVISION (FIRST READING)

In the most recent recognition visit by the Illinois Community College Board, it was noted that our Policy 305.01 on Purchasing is not in compliance with Illinois statutes.

The state law requires a 75% majority, or six members of a 7 member Board to approve emergency purchases. Our policy was deliberately written requiring 70% or five of seven members to approve such actions.

Attached is the portion of the policy where the change is needed.

RECOMMENDATION: It is recommended that the Board accept the policy revision as presented for first reading.

Policies (con't.)

- 4) Utility services such as water, light, heat, telephone or telegraph.
 - 5) Materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price.
 - 6) The purchase of supplies, materials, and equipment for which written specifications cannot feasibly be formulated due to the nature of the product to be purchased, e.g. boiler chemicals, floor sealers, brand name typewriters, etc.
 - 7) Purchases of magazines, books, periodicals, pamphlets and reports.
 - 8) Where funds are expended in an emergency and such emergency expenditure is approved by ~~70%~~ ^{75%} of the members of the Board.
- c) All competitive bids for contracts involving an expenditure in excess of \$5,000 should be sealed by the bidder and must be opened by a member or employee of the board, and witnessed, at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of such bid opening.
- d) Due advertisement includes, but is not limited to, at least one public notice at least ten days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

For Board Meeting
of November 26, 1984

Agenda Item G-2

APPROVAL OF CORRECTIONAL CENTER PROGRAM

We are requesting authorization for an instructional program in Horticulture to be offered at the Dixon Correctional Center. The program will provide the following degree and certificates:

AAS Degree in Horticulture	64 hours
Certificate in Horticulture Greenhouse Operations	14 hours
Certificate in Horticulture Landscape Operations	18 hours
Certificate in Horticulture Nursery Management	16 hours
Certificate in Horticulture Turfgrass Maintenance	15 hours

The attached Form 20 - Application for Approval of a New Unit of Instruction is the required application to ICCB for authorization to offer this program. In addition to the Form 20, outlines have been prepared for all 24 courses that make up the Horticulture Program, and competencies identified for each skill to be mastered as part of each course. All DDC programs will be based on the competency-based instructional model.

The work on the Horticulture Program was completed by Glenn Rieker and Jim Feverston. This program was approved by the SVC Curriculum Committee on November 5, 1984.

RECOMMENDATION: It is recommended that the Horticulture Program for the Dixon Correctional Center be approved as presented.

Illinois Community College Board
Form 20 (Revised October 1983)

APPLICATION FOR APPROVAL OF A NEW UNIT OF INSTRUCTION

District Name Sauk Valley College District No. 506 Campus No. D.C.C.

Title of Proposed Program Horticulture

Type of Program _____ Number of Credit Hours 64

Degree Type X Proposed CIP Number *01.0601

Certificate Type X Proposed Date of Implementation 1/1/85

Program Contact Person James Douglas Feverston, Director of Education
Sauk Valley College at Dixon Correctional Center

This proposed program was approved by the College Board of Trustees on _____
(date)

State approval of the program is hereby requested.

(Signed) _____ Date _____
Chief Administrative Officer

Approval of this program was _____ by the Illinois Community College Board.
(granted or denied)

(Signed) _____ Date _____

A program approved by the Illinois Community College Board will be forwarded to the Illinois Board of Higher Education for action.

Approval of this program was _____ by the Illinois Board of Higher Education
(granted or denied)
on _____
(date)

The granting of approval by the Illinois Board of Higher Education requires the college to submit a Form 20A to the Illinois Community College Board in order to enter the program on the ICCB Curriculum Master File. [The college is also responsible for filing the appropriate form(s) to add any new course(s) included in the program.]

* This application includes rationale for Associate of Applied Science Degree in Horticulture, CIP Code No. 01.0506 to be offered by Sauk Valley College at Dixon Correctional Center. Under the broad area of horticulture four (4) individual certificates are being requested. It is noteworthy that each of these certificate areas has it's own CIP code. They are; Greenhouse Operations 01.0604, Landscape Operations 01.0605, Nursery Management 01.0606, and Turfgrass Maintenance 01.0607.

1. Mission and Objectives

- a. The Horticulture Program will be under the direct supervision of the Director of Education, Sauk Valley College at Dixon Correctional Center. The Director reports to the Dean of Instruction of Sauk Valley College. Inputs are received by the Director and Instructor via the Advisory Council. The program is designed to meet the needs of the clientele of the Illinois Department of Corrections at the Dixon Correctional Center.
- b. Objectives of Proposed Program
 1. To develop with the students the skills and knowledge that are required to perform in the field of horticulture.
 2. To develop competencies in landscape operation related to landscape contracting.
 3. To develop competencies in nursery management.
 4. To develop competencies in turfgrass maintenance.
 5. To develop competencies in greenhouse operations.
- c. Sauk Valley College currently offers Ornamental Horticulture Certificate Program code A90. This new program is being developed for Sauk Valley College at Dixon Correctional Center. It does not replace any program nor will it reduce enrollment in related programs.

2. Academic Control

- a. This Associate Applied Science Degree program was developed by Sauk Valley College for Dixon Correctional Center with input and direction from a Horticulture Advisory Council. The Horticulture Program was based on a task analysis as determined by the advisory council. (See attached advisory council list and related documents.)
- b. Application for admission is open to any interested person who wishes to benefit from any Sauk Valley College courses or any curriculum leading to a certificate or degree. Sauk Valley College reserves the right to screen applicants for any program for which enrollment may be limited.
- c. Describe the following program completion requirements (refer to or attach photocopies of relevant catalog pages, if applicable):
 1. Satisfy all admissions procedures.
Complete a minimum of 16 semester hours at Sauk Valley College.
Complete no less than 64 semester hours in a prescribed program of studies.

2. Compile a cumulative grade point average of 2.00.
Satisfy the state requirements regarding national, state and local government, the United States constitution and the Illinois constitution in one of the following methods:
File an "Intent to Graduate" form with the Office of Admissions and Records at Sauk Valley College for the degree program from which the student intends to graduate. Deadline to file is the end of the fourth week of the final semester. All instructors in this program will be approved by the Sauk Valley College Board of Trustees and will meet the same criteria as instructors on campus.
3. Students must complete a minimum of 16 semester hours at Sauk Valley College.
4. Credit for Prior Experience
Students enrolled at Sauk Valley College may earn credits based on prior experience in the following areas: 1) armed service experience; 2) credits by evaluation; 3) credits by proficiency examination; 4) college credits earned at other institutions; and 5) 30 semester hours can be earned through the College Level Examination Program (CLEP) in general and subject examinations.

Acceptance of Armed Forces Experience for College Credit.
Credit toward graduation may be granted a veteran for certain armed service experience. All claims for experience including armed service schooling must be documented. All veterans must submit a copy of form DD214 or separation record. In the case of special schooling claims, a certificate of completion for the appropriate training must be presented to the Office of Admissions and Records for credit evaluation. Sauk Valley College will accept armed service experiences toward college credit as recommended by the Commission on Accreditation of Service Experience of the American Council of Education.

- a. All USAFI courses numbered 400-599 are accepted for college credit if a passing grade is obtained. Equivalent letter grades are not assigned.
- b. Sauk Valley College accepts credits earned through various Armed Forces Education experiences as recommended by A Guide to Evaluation of Educational Experiences in the Armed Services.
- c. A veteran may receive Sauk Valley College physical education credit at the rate of one semester hours for one year of active duty served in the armed services up to a maximum of four semester hours.

Acceptance of Credit by Evaluation.

Credit by Evaluation certifies knowledge gained by:

- a. Work experience-Appropriate work experience in which

They may not be taken in a course which the student has previously audited or in which he/she has enrolled.

Exceptions to these policies may be made only upon approval by the dean of instruction.

Acceptance of Collegiate Credits Earned at Other Institutions
Sauk Valley College will accept all credits earned at other institutions of higher learning if the sending college is rated A, B, or C in Credit Given by American Association of Collegiate Registrars and Admissions Officers (AACRAO). Credit successfully completed will be accepted: a) on a course for course basis; b) a division elective; or c) as a general elective. "F" grades are not computed in the transfer grade point average. Credits satisfactorily completed by the methods of pass/fail or proficiency examination are accepted. Such credits are not computed in the transfer grade point average.

Acceptance of Credits Earned by College Level Examination Program (CLEP)

Sauk Valley College will accept credits earned by CLEP. The maximum amount of credit granted shall not exceed 30 semester hours as recommended by the American Council on Education. The guidelines regarding CLEP by the American Council on Education will be considered in granting Sauk Valley College credit. Sauk Valley College follows Illinois Community College Board guidelines in granting credit for general exams, with the exception of English composition. Sauk Valley College does not grant credit for the English composition general exam. Credit for subject matter examinations is granted in accordance with guidelines of the American Council on Education. Students may not use CLEP credits for purposes of completing the 16 semester hours residency policy at SVC. CLEP credits will not affect a student's GPA.

5. The Horticulture Associate Applied Science Degree Program offered by Sauk Valley College at Dixon Correctional Center will offer a practicum for students. The practicum will consist of a minimum of two semester hours in an area chosen by the student. A maximum of four semester hours will be applicable to the A.A.S. Degree.
 - a. Students will be residents of Dixon Correctional Center. This program is being provided by the Illinois Department of Corrections School District 428 to meet the needs of this special clientele.

a body of knowledge that is parallel to Sauk Valley College courses will be evaluated and credit will be given when documented by the appropriate dean.

- b. Technical and/or vocational training-A course or courses successfully completed at technical and/or vocational institutions may be transferred to Sauk Valley College by evaluation if they are found to be equivalent and documented by the Dean of Instruction.
- c. Experiential Credit: Sauk Valley College will, upon request, evaluate formalized learning outside of the college which has been documented by an outside accrediting body (for example, apprentice councils of local labor unions, the American Medical Association). Requests for such evaluation should be directed to the dean of instruction.

Acceptance of Credit by Proficiency Examination. Proficiency examinations may be taken in certain courses or programs upon petition by the student. These examinations may be taken only with the approval of the division head and the dean of instruction. They are open to those students who, in the judgment of the above listed people, meet the requirements through previous course work, experience, or a combination of both. If the student is allowed credit by proficiency, he/she will be required to pay the regular fee for the number of semester hours granted when making application for a proficiency examination. This fee will not be refunded if the student fails to earn a qualifying score on the examination. Application blanks for proficiency examinations are available in the Admissions Office.

If the student passes a proficiency examination, he/she will be given credit which will be shown on the record as "Credit by Proficiency." No grade will be recorded and the credits will not figure in the grade point average. A maximum of 15 semester hours may be earned through proficiency examinations.

Proficiency examinations are given in accordance with the following restrictions:

They may not be taken to raise a grade, remove a failure, or replace an incomplete.

They may not be taken before the student is admitted to Sauk Valley College.

No credit will be entered on the transcript until the student has successfully completed at least six hours of course work at Sauk Valley College.

They may not be taken more than once in a given course. They may not be taken in a course that is below the level of previous course work that the student has completed.

3. CURRICULUM

CHART A: Curriculum for Proposed Unit of Instruction. (Please asterisk any new courses, i.e., courses not listed on the college's ICCB Course Master File.)

	COURSE PREFIX	COURSE NUMBER	COURSE TITLE	LEC.	LAB.	CREDIT HOURS	
MAJOR	*HRT	110	Introduction to Landscape Operation	1.5	1.0	2.0	
FIELD	*HRT	120	Introduction to Nursery Management	1.0	2.0	2.0	
REQUIREMENTS	*HRT	130	Introduction to Turf Management	.5	1.0	1.0	
	*HRT	140	Introduction to Greenhouse Operations	.5	1.0	1.0	
	*HRT	112	Landscape Operations-Fall	2.0	2.0	3.0	
	*HRT	122	Nursery Management-Fall	3.0	2.0	4.0	
	*HRT	114	Landscape Operations-Winter	2.0	4.0	4.0	
	*HRT	144	Greenhouse Operations-Winter	2.0	2.0	3.0	
	*HRT	220	Nursery Management-Spring	2.0	4.0	4.0	
	*HRT	230	Turf Management-Spring	3.0	2.0	4.0	
	*HRT	212	Landscape Operations-Summer	3.0	2.0	4.0	
	*HRT	222	Nursery Management-Summer	1.0		1.0	
	*HRT	232	Turf Management-Summer	1.0		1.0	(34)
Twelve (12) semester hours to be selected from the following courses; two (2) hours of which must be a practicum. Applicable practicum hours shall not exceed four (4) hours.							
RELATED	*HRT	210	Landscape Operations-Spring	2.0	2.0	3.0	
REQUIREMENTS	*HRT	124	Nursery Management-Winter	2.0	2.0	3.0	
	*HRT	132	Turf Management-Fall	2.0	2.0	3.0	
	*HRT	134	Turf Management-Winter	2.0	4.0	4.0	
	*HRT	142	Greenhouse Operations-Fall	3.0	2.0	4.0	
	*HRT	240	Greenhouse Operations-Spring	2.0	2.0	3.0	
	*HRT	242	Greenhouse Operations-Summer	.5	1.0	1.0	
	*HRT	218	Landscape Operations Practicum	.0	4.0	2.0	
	*HRT	228	Nursery Management Practicum	.0	4.0	2.0	
	*HRT	238	Turf Maintenance Practicum	.0	4.0	2.0	
	*HRT	248	Greenhouse Operations Practicum	.0	4.0	2.0	
	AUT	127	Internal Combustion Engines	3.0	1.0	3.0	
	BUS	103	Introduction to Business	3.0	.0	3.0	
	BUS	206	Small Business Management	3.0	.0	3.0	(12)
GENERAL			Communications	6.0	.0	6.0	
EDUCATION			Humanities	3.0	.0	3.0	
REQUIREMENTS			Mathematics (Bus. 106 Required)	3.0	.0	3.0	
			Science	3.0	.0	3.0	
			Social Science	3.0	.0	3.0	
ELECTIVES	NONE						
TOTALS				45-50	29-38	64	

CAREER EDUCATION
CIP Code 01.0506

ASSOCIATE IN APPLIED SCIENCE DEGREE

HORTICULTURE

SUGGESTED PROGRAM

First Semester		Sem/Hrs	
HRT 110	Introduction to Landscape Operations	2.0	
HRT 120	Introduction to Nursery Management	2.0	
HRT 130	Introduction to Turf Grass Maintenance	1.0	
HRT 140	Introduction to Greenhouse Operations	1.0	
HRT 122	Nursery Management-Fall	4.0	
	Communications	3.0	
	Related Requirements	3.0	16
Second Semester			
HRT 114	Landscape Operations-Winter	4.0	
HRT 144	Greenhouse Operations-Winter	3.0	
	Communications	3.0	
	Humanities	3.0	
	Related Requirments	3.0	16
Summer Term			
HRT 212	Landscape Operations-Summer	4.0	
HRT 222	Nursery Management-Summer	1.0	
HRT 232	Turf Management-Summer	1.0	6
Third Semester			
HRT 112	Landscape Operations-Fall	3.0	
	Science	3.0	
	Social Science	3.0	
	Mathematics (Bus Math 106)	3.0	
	Related Requirements	3.0	15
Fourth Semester			
HRT 220	Nursery Management-Spring	4.0	
HRT 230	Turf Maintenance-Spring	4.0	
	Related Requirments	3.0	11
			<hr/>
			64

HORTICULTURE
GREENHOUSE OPERATIONS

This certificate will train students for the following D.O.T. positions, 405.131-100, Horticulture Supervisor, 405.161-018, Horticulture Grower, 405.684-014, Horticultural Worker I, 406.684-018, Garden Worker. Designed for students pursuing a career in the production of greenhouse plants. Students must complete 14 hours.

SUMMARY OF CERTIFICATE REQUIREMENTS

Major Field Requirements		Sem/Hrs
HRT 140	Greenhouse Operations Introduction	1.0
HRT 142	Greenhouse Operations-Fall	4.0
HRT 144	Greenhouse Operations-Winter	3.0
HRT 240	Greenhouse Operations-Spring	3.0
HRT 242	Greenhouse Operations-Summer	1.0
HRT 248	Greenhouse Operations Practicum	2.0
Total hours required for this certificate		14.0

HORTICULTURE
LANDSCAPE OPERATIONS

This certificate will train students for the following D.O.T. positions, 405.687-014, Horticultural Worker II, 408.161-010, Landscape Gardener, 408.687-014, Landscape Laborer. Provides students with the skill and knowledge to install and maintain ornamental plants and other amenities in relation to landscape construction. Students must complete 18 hours.

SUMMARY OF CERTIFICATE REQUIREMENTS

Major Field Requirements		Sem/Hrs
HRT 110	Landscape Operations Introduction	2.0
HRT 112	Landscape Operations-Fall	3.0
HRT 114	Landscape Operations-Winter	4.0
HRT 210	Landscape Operations-Spring	3.0
HRT 212	Landscape Operations-Summer	4.0
HRT 218	Landscape Operations Practicum	2.0
Total hours required for this certificate		18.0

HORTICULTURE
NURSERY MANAGEMENT

This certificate will train students for the following D.O.T. positions, 405.361-010, Plant Propagation, 408.364-010, Plant Care Worker. It provides students with employable skills for a career in the production, harvest and maintenance of nursery stock. Students must complete 16 hours.

SUMMARY OF CERTIFICATE REQUIREMENTS

Major Field Requirements

HRT 120	Nursery Management Introduction	2.0
HRT 122	Nursery Management-Fall	4.0
HRT 124	Nursery Management-Winter	3.0
HRT 220	Nursery Management-Spring	4.0
HRT 222	Nursery Management-Summer	1.0
HRT 228	Nursery Management Practicum	2.0
Total hours required for this certificate		16.0

HORTICULTURE
TURFGRASS MAINTENANCE

This certificate will train students for the following D.O.T. positions, 406.684-014, Groundskeeper, Industrial-Commercial, 408.684-010, Lawn-Service Worker. Designed for the persons seeking a career in the Culture and Care of Turfgrasses as they relate to any private or public institution. Students must complete 15 hours.

SUMMARY OF CERTIFICATE REQUIREMENTS

Major Field Requirements		Sem/Hrs.
HRT 130	Turfgrass Management Introduction	1.0
HRT 132	Turfgrass Management-Fall	3.0
HRT 134	Turfgrass Management-Winter	4.0
HRT 230	Turfgrass Management-Spring	4.0
HRT 232	Turfgrass Management-Summer	1.0
HRT 238	Turfgrass Management Practicum	2.0
Total hours required for this certificate		15.0

4. Faculty

- a. The program will require the addition of a full-time faculty member at the Dixon Correctional Center during the first year of operation.
- b. Future enrollments may necessitate additional full or part-time status instructors. The qualifications for Horticulture instructors shall be;
 1. B.S. in Horticulture or above, or related field experience preferred and/or four years of nursery and landscape experience.
 2. Educational experience preferred.
 3. Ability to develop and coordinate Horticulture curriculum.
 4. Ability to organize and manage a new greenhouse and nursery.
 5. A working knowledge of soil science, plant propagation, fertilizers, pesticides, groundskeeping, turf management, landscaping and nursery management is required.

5. Support Services

CHART B: Program Physical Facilities

	<u>New Square Ft.</u>	<u>Number of Rooms</u>	<u>Seating Capacity</u>
<u>Classroom Space</u>	900	1	20
<u>Laboratory Space</u>			
greenhouse	2000	1	0
shop	900	1	0
nursery	2 acres	0	0
<u>Library Space</u>	Space provided by Dixon Correctional Center. This is presently being developed.		
<u>Office Space</u>	100	1	3
<u>Other</u>	Practicum area; 100 acres inside fence at Dixon Correctional Center. Total cost of new or modified programs; unknown Source of funding: State of Illinois Capitol Development Board. Date of new space availability: January 1, 1985		

CHART C: Equipment Needs 1985

Year Needed	Type	Number	Cost/Unit	Purchase
1985	Gravely Pro 40	1	2,339.10	X
1985	Gravely 5665 12 HP tractor	1	2,582.10	X
1985	Gravely 32: Snow blower	1	675.00	X
1985	Roof Groundskeeper	1	625.50	X
1985	RT5 Snapper rear tiller	1	895.50	X
1985	Bell & Howell 16MM Picture Projector	1	639.50	X
1985	Panasonic Video Camera	1	873.00	X
1985	Panasonic recorder/player	1	706.00	X
1985	Sharp Monitor	1	470.00	X
1985	Kodak Ektagraphic Audio Viewer	1	569.00	X
1985	Mayline drafting tables	10	2,560.00	X
1985	DC 30" exhaust fan 1 spd	1	515.70	X
1985	DC 30" exhaust fan 2 spd	1	606/60	X
1985	Motorized intake shutters	2	520.20	X
1985	24" Acme fanjet	1	449.10	X
1985	Kubota tractor w/turf tires	1	6,925.50	X
1985	Quick attach loader	1	1,980.00	X
1985	Box scraper attachment	1	633.60	X
1985	Tiller attachment	1	1,089.00	X
1985	Small engine trainer	1	4,890.00	X
1985	Mayline parallel rules	10	450.50	X
1985	Mayline drafting stools	10	460.00	X
1985	Misc. equipment under \$500.00		21,421.00	X
Total			52,875.00	

- c. A library will need to be developed at the Correctional Center.
- d. Library materials will be purchased to support the program at the Correctional Center. Materials will include audio-visual, learning cassettes, textbooks/reference manuals, and related periodicals.
- e. Practicum will be a part of the program. Two hours minimum and four hours maximum are applicable to the A.A.S. Degree. Dixon Correctional Center grounds will be the practicum site. Supervision will be conducted by the Horticulture Instructor.
- f. Student services will be provided with the following support services provided through School District 428.
 1. English as a second language
 2. Chapter 1 Reading
 3. Special Education
 4. General Education Diploma.

6. Financing

- a. No additional costs will be incurred at Sauk Valley College main campus. See 6c.

CHART D: New Financial Requirements

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	23,000	24,150	25,425
Facilities Costs	All New Facility Requirements Provided by Dixon Correctional Center		
Equipment Costs	52,875	2,000	2,000
Library/LRC Costs	Some library materials will be included in the classroom and lab areas. A library is under development by Dixon Correctional Center.		
Administration/ Supervision Costs	<u>5,000</u>	<u>5,500</u>	<u>6,050</u>
Total	75,880	31,650	33,475

- b. Detail the anticipated average cost per credit hour for the proposed program on the chart below (Chart E).

CHART E: Anticipated Costs Per Credit Hour for the Proposed Program.

	<u>Number of Credit Hours</u>	<u>Cost Per Credit Hours</u>	<u>Total Cost</u>
Major Field	34	\$80.77*	\$2,746.18
Related Field	12		969.24
General Education	18		1,453.86
Electives	0		-0-
Total	64		5,169.28
Average Cost/Credit Hour		\$80.77	

* Sauk Valley College average cost per credit hour.

- 6c. Sauk Valley College has entered into contractual agreement with the Illinois Department of Corrections School District 428 to provide the Horticulture Program at Dixon Correctional Center. The Department of Corrections School District 428 will provide full financing for the first and second years of this program and will make up the difference after ICCB reimbursement during the third in each consecutive year.

7. Public Information

Sauk Valley College offers an Associate of Applied Science Degree for students desiring skills and knowledge in the commercial fields of Landscape Operations, Nursery Management and Production, Turf Management and Greenhouse Operations. Students must complete 64 semester hours. For those students who do not desire an Associate of Applied Science Degree, Sauk Valley College also offers occupational certificates which are specialized in one career area.

Hands on experience is the key to the success of this Horticulture Program. Students obtain many practical applications in the extensive indoor and outdoor facilities which include: Design Laboratory, 20'x100' National Greenhouse, 2 acre nursery and the latest in state-of-the-art equipment.

8. Accreditation and Licensure

Accreditation and licensure is not required for this program.

9. Program Needs and Priorities

a. CHART F. Projected Employer Needs for Program Completers

Job Title	First Year Salary
Landscape Foreman	\$ 5.00 - 12.00
Nursery Laborer	5.00 - 7.00
Greenhouse Laborer	4.00 - 6.00
Turfgrass Maintenance Supervisor	6.00 - 8.00

State of Illinois Industry Employment Estimates

<u>Industry</u>	<u>Employment</u> 1980	<u>Projected</u> 1990
07 Agricultural Services	9,800	8,800

"State of Illinois Industry Employment Estimates",
Monthly Labor Review, November 1983 is the source of data
for CHART F.

CHART G. Estimated Enrollments

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Program is for Dixon Correctional Center.			
Full-Time	20	35	45
Part-Time	0	0	0
FTE	20	35	45

Source of data: Staff Projection

- b. There are no other post-secondary institutions in the district.
- c. A contract has been made with Department of Corrections School District 428.
- d. Not applicable since this is an Associate in Applied Science Degree Program.

FY85

State of Illinois
DEPARTMENT OF CORRECTIONS

CONTRACTUAL SERVICES AGREEMENT

AMENDMENT 85A06-1

DCC Contract No. 850368
DCC Account Code 001-43670-1200-00-00
Dept. of Human Rights No. N/A
FEIN No. 36-2588599W

This Agreement is made and entered into between the State of Illinois, Department of Corrections

School District #428

1301 Concordia Court, Springfield, IL 62702

hereinafter called the "STATE" and

Sauk Valley College

R.R. #5

Dixon, IL 61021

hereinafter called the "CONTRACTOR" who agrees as follows:

CONTRACT BECOMES EFFECTIVE: 9-1-84

AND EXPIRES 8-31-85

CONTRACT DOCUMENTS CONSIST OF:

- CONTRACTUAL SERVICES AGREEMENT
- STANDARD CONTRACT PROVISIONS
- SUPPLEMENTARY CONDITIONS

PARTIES AGREE TO SUPPLEMENTARY CONDITIONS: See attached:

☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H
SERVICES:

The Contractor agrees to perform in a good and workmanlike manner the following specific services:

(Attach additional specifications, if needed.) All conditions agreed as part of the contract remain in effect as part of this amendment. Amends original contract from \$411,416 to \$418,652 in order to better provide vocational training in the areas of Horticulture, Sm Engine Tech., Building Trades/Main., Business and Information Systems, Industrial Electronics/Electricity and Baccalaureate programs.

This agreement may be subject to termination if in any fiscal year sufficient funds are not appropriated or otherwise made available to cover Department of Corrections obligations.

In compliance with Section 10.1 of the IL. Purchasing Act, the undersigned certifies that the Contractor has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois nor has the contractor made an admission of guilt of such conduct which is a matter of record.

Contractor

By W. Harold Gurnu

Title President Date 9/2/84

By James Douglas Lunsford

Title Regional Director Date 9/6/84

CORPORATIONS ONLY

ATTEST & SEAL

COMPENSATION: The state will pay to the contractor who will accept in full payment for all services the following: Attach rate or compensation schedule, if needed.

HOURLY RATE _____ WEEKLY RATE _____

MONTHLY RATE _____ OTHER (Specify) _____

Compensation will be made in accordance with budget attached

Additional Compensation: (Travel, etc.)

The terms of this contract require an advance payment in the amount of * to be paid by *

*SEE ATTACHED PAYMENT SCHEDULE

XX

This contract is:

A firm dollar contract with total expenditures not to exceed \$ 418,652.00

An open-end contract with an estimated annual expenditure of _____

State of Illinois
Department of Corrections

Recommended by:

By [Signature] 9-18-84
Warden Superintendent Manager Date

By [Signature]
Title Warden Date 9/10/84

By [Signature] 9-7-84
Title Ed. Adm. III Date

EXECUTED UNDER AUTHORITY OF THE DEPARTMENT OF CORRECTIONS

By [Signature] 10/9/84
Director Date

Audited
9/19/84 jl

FY85

Sauk Valley College
APPLICANT

Sept. 5, 1984
DATE

HORTICULTURE
PROGRAM

Dixon Correctional Center
INSTITUTION

BUDGET SUMMARY BY PROGRAM

EXPENDITURES

BUDGET CATEGORY	PRESENT BUDGET	INC. AMT DEC. AMT	PROPOSED BUDGET
PERSONNEL	23,004		23,004
PRINCE BENEFITS	2,970		2,970
EQUIPMENT	-0-		-0-
COMMODITIES	2,500	4,800	7,300
TRAVEL	350		350
OTHER	700		700
TOTAL	29,524	4,800	34,324

84

State of Illinois
DEPARTMENT OF CORRECTIONS

84A42

CONTRACTUAL SERVICES AGREEMENT

Contract No. 840816
Account Code _____

COMPENSATION: The state will pay to the contractor who will accept in full payment for all services the following: (Attach rate or compensation schedule, if needed.)

1. of Human Rights No. _____
I No. 36-2588599W

HOURLY RATE _____ WEEKLY RATE _____

MONTHLY RATE _____ OTHER (Specify) _____

Agreement is made and entered into between the State of Illinois, Department of Corrections,

Payments will be made in accordance with payment schedule attached.

School District #128
1301 Concordia Court Springfield, IL 62702

Additional Compensation: (Travel, etc.) _____

hereinafter called the "STATE" and
Sauk Valley College

R.R. #5
Dixon, IL 61021

Payment shall only be made for services actually rendered.

hereinafter called the "CONTRACTOR" who agrees as follows:

This contract is:

CONTRACT BECOMES EFFECTIVE: 5-1-84

A firm dollar contract with total expenditures not to exceed \$138,161.00

CONTRACT EXPIRES: 8-31-84

An open-end contract with an estimated annual expenditure of _____

CONTRACT DOCUMENTS CONSIST OF:

- CONTRACTUAL SERVICES AGREEMENT
- STANDARD CONTRACT PROVISIONS
- SUPPLEMENTARY CONDITIONS

CONTRACTOR AGREES TO SUPPLEMENTARY CONDITIONS (See attached)

☒ A ☒ B ☐ C ☒ D ☒ E ☐ F ☒ G ☒ H
SPECIAL PROVISIONS:

Contractor agrees to perform in a good and workmanlike manner the following specific services:
Attach additional specifications, if needed.

Contractor agrees to provide programs in horticulture, small engines and GED to the residents of the Dixon Correctional Center.

This agreement may be subject to termination if in any fiscal year sufficient funds are not appropriated or otherwise made available to cover Department of Corrections obligations.

Compliance with Section 10.1 of the IL Purchasing Act,
The undersigned certifies that the Contractor has not been
convicted of bribery or attempting to bribe an officer or
employee of the State of Illinois, nor has the contractor made an
admission of guilt of such conduct which is a matter of record.

State of Illinois
Department of Corrections

Recommended by:

Contractor
W. Harold Green
Title President Date 4-5-84

By Arda A. Giesen 4/10/84
Warden/Superintendent/Manager Date

Donald J. Foster
Title Deputy Assistant Date 4-5-84

By James E. Sachs
Title Assistant Warden Date 4/10/84

CORPORATIONS ONLY

By Ray Loh
Title Dept Date 4/19/84

ATTEST & SEAL

EXECUTED UNDER AUTHORITY OF THE DEPARTMENT OF
CORRECTIONS

By [Signature] 5/1/84
Director Date

APR 11 1984
RECEIVED
SAUK VALLEY COLLEGE

SUMMARY SHEET

I. INCOME (Estimated)

Total \$ -0-

Source -0-

II. EXPENDITURES

Program	Administration	\$ <u>17,437.00</u>
Program	GED	\$ <u>2,000.00</u>
Program	Horticulture	\$ <u>62,797.00</u>
Program	Small Engine	\$ <u>45,693.00</u>
Program		\$ <u></u>
Program		\$ <u></u>
Program		\$ <u></u>
Program		\$ <u></u>
Program		\$ <u></u>

TOTAL EXPENDITURES \$ 127,927.00

LESS TOTAL INCOME - \$ -0-

SUB-TOTAL \$ 127,927.00

* Indirect Cost @ 8 % \$ 10,234.00

MONEY REQUESTED FROM DOC SCHOOL DISTRICT \$ 138,161.00

* Indirect costs are those that have been incurred for common or joint objectives and, therefore, cannot be identified specifically with a particular instructional activity. Such costs can be classified under the following functional categories:

General Administration, Research Administration, Operation and Maintenance, Library Services and Departmental Administration

FY84

INDUSTRY EMPLOYMENT ESTIMATES
1980 ANNUAL AVERAGE AND PROJECTED 1990
STATE OF ILLINOIS

(Numbers in thousands)

SIC Code	Industry Name	Employment		Employment Change	
		1980	Projected 1990	10-Year Period Number	Percent
	TOTAL, ALL INDUSTRIES, ALL WORKERS*	5,296.1	5,406.5	+110.4	+ 2.08%
	TOTAL, ALL INDUSTRIES	5,001.2	5,132.3	+131.1	+ 2.62%
<u>01-02.</u> <u>07-09</u>	<u>AGRICULTURE**</u>	<u>115.0</u>	<u>97.0</u>	<u>- 18.0</u>	<u>-15.64%</u>
01	Agricultural Production, Crops	70.4	59.4	- 10.9	-15.52
02	Agricultural Production, Livestock	34.7	28.6	- 6.1	-17.55
07	Agricultural Services	9.8	8.8	- 1.0	- 9.99
08	Forestry	0.1	0.1	0.0	0.00
09	Fishing, Hunting, & Trapping	0.1	0.1	0.0	0.00
<u>10-14</u>	<u>MINING</u>	<u>32.3</u>	<u>33.5</u>	<u>+ 1.2</u>	<u>+ 3.72%</u>
10	Metal Mining	0.0	0.0	0.0	0.00
12	Bituminous Coal & Lignite Mining	19.5	20.0	+ 0.5	+ 2.56
13	Crude Petroleum & Natural Gas	6.3	6.5	+ 0.2	+ 2.86
14	Nonmetallic Mining & Quarrying	6.5	7.0	+ 0.5	+ 8.02
<u>15-17</u>	<u>CONSTRUCTION</u>	<u>188.7</u>	<u>190.0</u>	<u>+ 1.3</u>	<u>+ 0.69%</u>
15	General Building Contractors	40.6	42.0	+ 1.4	+ 3.45
16	General Contractors, Except Building	30.9	30.0	- 0.9	- 2.91
17	Special Trade Contractors	117.2	118.0	+ 0.8	+ 0.68
<u>20-39</u>	<u>MANUFACTURING</u>	<u>1,225.2</u>	<u>1,112.0</u>	<u>-113.2</u>	<u>- 9.24%</u>
<u>24-25.</u> <u>32-39</u>	<u>DURABLE GOODS</u>	<u>811.2</u>	<u>727.0</u>	<u>- 84.2</u>	<u>-10.38%</u>
24	Lumber & Wood Products	11.2	8.5	- 2.7	-24.11
25	Furniture & Fixtures	22.0	14.0	- 8.0	-36.36
32	Stone, Clay & Glass Products	32.2	29.0	- 4.2	-13.04
33	Primary Metals	92.4	82.5	- 9.9	-10.71
34	Fabricated Metal Products	137.9	130.0	- 7.9	- 5.73
35	Machinery, Except Electrical	225.1	223.0	- 2.1	- 1.37
36	Electrical Mach., Eqpt. & Supplies	160.5	123.0	- 37.5	-23.36
37	Transportation Equipment	54.3	52.0	- 2.3	- 4.24
38	Professional/Scientific Instruments	40.9	33.0	- 7.9	-19.32
39	Misc. Manufacturing Industries	33.7	33.0	- 0.7	- 2.08
<u>20-23.</u> <u>26-31</u>	<u>NONDURABLE GOODS</u>	<u>414.0</u>	<u>385.0</u>	<u>- 29.0</u>	<u>- 7.00%</u>
20	Food & Kindred Products	113.2	104.0	- 9.2	- 8.13
21	Tobacco Manufacturing	0.4	0.4	- 0.0	0.00
22	Textile Mill Products	3.1	1.6	- 1.5	-48.39
23	Apparel & Other Fin. Textile Prods.	22.0	10.0	- 12.0	-54.55
26	Paper & Allied Products	37.1	34.0	- 3.1	- 8.36
27	Printing & Publishing	107.1	97.0	- 10.1	- 9.43
28	Chemicals & Allied Products	63.4	65.0	+ 1.6	+ 2.52
29	Petroleum & Coal Products	15.4	15.0	- 0.4	- 2.50
30	Rubber & Misc. Plastics Products	45.3	53.0	+ 7.7	+17.00
31	Leather & Leather Products	7.0	5.0	- 2.0	-28.57

* Includes unpaid family workers and the self-employed.
** Includes Farm Owners.

For Board Meeting
of November 26, 1984

Agenda Item G-3

REORGANIZATION OF THE BOARD

College policy 107.01 "Organization and Meetings of the Board of Trustees" provides that "on alternate years... election of the officers of the Board shall be held at the November meeting."

The following reorganization actions will need to be taken:

1. Nomination and Election of Board Chair
2. Nomination and Election of Vice-Chair
3. Nomination and Election of Secretary
4. Appointment of Treasurer
5. Appointment of Board Attorney
6. Confirmation of ICCTA Representative

SAUK VALLEY COLLEGE BOARD OF TRUSTEES

November 26, 1984

Kay Fisher, Chair
409 West 12th Street (Lee)
Sterling, IL 61081

Phone: 626-0971

Term Expires: November, 1985

Richard Groharing, Vice-chair
15950 Timberlane Road (Rachel)
Morrison, IL 61270

Phone Office: 772-4079
Phone Home: 772-3160

Term Expires: November 1987

David Mandrgoc, Secretary
RFD #3 (Agnus)
Dixon, IL 61021

Phone Office: 284-7777
Phone Home: 284-7649

Term Expires: November, 1987

Oscar Koenig
R.R. #1
Tampico, IL 61283

Phone: 438-6451

Term Expires: November, 1985

Ed Anderson (Janice)
1110 5th Avenue
Sterling, IL 61081

Phone Office: 625-0400
Phone Home: 626-3235

Term Expires: November, 1985

William Simpson (Deanna)
801 Keith Drive
Morrison, IL 61270

Phone Office: 772-2512
Phone Home: 772-7897

Term Expires: November, 1989

Bob Wolf (Vina)
Route #6
Dixon, IL 61021

Phone Office: 626-3300
Phone Home: 652-4253

Term Expires: November, 1989

Board Attorney:

Ole Bly Pace III (Sheryl)
202 East 5th Street
Sterling, IL 61081

Phone: 625-8200

Office of the President
jj

A REPORT
OF
ILLINOIS COMMUNITY COLLEGE BOARD
RECOGNITION VISIT

May 30, 1984

SAUK VALLEY COLLEGE
Dixon, Illinois



April 9, 1984

Dr. James Howard
Illinois Community
College Board
509 S. Sixth St.
Springfield, IL 62701

Dear Dr. Howard:

This is the request of Sauk Valley College to the Illinois Community College Board for our continuing recognition as a community college. Our Board of Trustees, in its meeting of February 27, 1984, has authorized this request.

Enclosed for preparation of the Illinois Community College Board consideration of our request is a self-evaluation of our operation to confirm our compliance with ICCB standards.

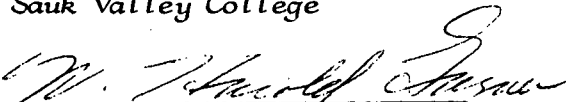
Also included are the following documents:

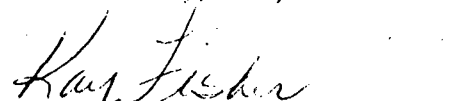
1. Board Policy Manual
2. Professional Staff Handbook *
3. Classified Staff Handbook *
4. College Organizational Chart
5. Catalog
6. Student Government Manuals

We look forward to your visit on May 30th.

Sincerely,

Sauk Valley College


W. Harold Garner, President


Kay Fisher, Board Chair

drn

enc.

* To be mailed the week of April 16th

SAUK VALLEY COLLEGE

SELF-STUDY

*A self-evaluation study of Sauk Valley
College in compliance with the standards
and criteria of the Illinois Community
College Board.*

RECOGNITION VISIT

May 30, 1984

INTRODUCTION

*The following is the Sauk Valley
College review of it's compliance
with the criteria and standards as
outlined by the Illinois Community
College Board in the Recognition
Manual for Illinois Public Community
Colleges, July, 1983.*

APPORTIONMENT CLAIMS VALIDATION

APPORTIONMENT CLAIMS VALIDATION

Standard 1.

Courses which have variable credit hours shall be claimed in specified increments only up to the maximum credit hour value approved for the course.

PROCEDURE: A random sample of 16 variable-credit course syllabi from the college's three instructional areas (vocational, academic skills and transfer) was selected for review.

FINDINGS: Syllabi in two of the three areas were found to identify properly the specified encruments. Syllabi for the academic skills did not.

ACTION: The Dean of Instruction has begun a process of securing syllabi from the academic skills with the proper modules broken down. Completion of process is scheduled for May 1, 1984.

INTERNAL PROCEDURE: Each variable-hour course is broken down into the individual modules. Each individual module is unique. A course that has variable-hour credit has identified on the syllabi the various modules. The student's transcript also has the module recorded on it. A computer check is made to make sure a student does not repeat a variable-hour course for more hours than it was approved for by ICCB.

Standard 2.

Course data shall be posted to the permanent academic record of each student claimed.

PROCEDURE: A ten-percent sample of courses claimed was selected to review compliance with standard.

FINDINGS: In all cases, course data was properly reflected on the student's transcript.

ACTION: None

INTERNAL PROCEDURE: All student records which are apportioned are recorded on the student's transcript (permanent record).

Standard 3.

Students shall be certified by their instructors as being in attendance at mid-term by including a certification statement on the midterm class roster, signed and dated by the instructor.

PROCEDURE: A ten-percent sample of courses claimed was selected to review compliance with standard.

FINDINGS: In all cases there was a signed midterm roster. In the past we have had some exceptions to this standard as pointed out in our management letter. We have instigated a double check system in our Admissions and Records Office.

ACTION: None

INTERNAL PROCEDURE: At the midterm of every semester a midterm deficiency class list is mailed to each instructor. On this form the instructor indicates those people who are doing D or F work and the reasons. If a student is doing D or F work at midterm because of poor attendance, a grade "N" is printed on the apportioned class list. All students with a grade of "N" are excluded from the apportionment. All class lists have a certification statement and a place for the instructor's signature. Each apportioned class should have a signed certification statement by the instructor.

Standard 4.

Students who complete a course with a passing grade by the end of the term and who were not certified as being in attendance at the midterm by the instructor shall be considered as having been in attendance at midterm.

PROCEDURE: A ten-percent sample of courses claimed was selected to review compliance with standard.

FINDINGS: In all cases the students who were not attending at midterm as indicated on the midterm class rosters and who received a grade other than "W" were counted for apportionment.

ACTION: None

INTERNAL PROCEDURE: At the end of the term, those students who received a grade of "N" (unsatisfactory work at midterm due to lack of attendance) are checked against the student's final grade. If the student received a grade other than "W" (withdrawal), the grade of "N" is replaced with the grade they received in the course. The credit hours are then apportioned.

Standard 5.

Students (who are claimed for ICCB credit hour grants) shall be residents of the State of Illinois.

PROCEDURE: A five-percent sample of courses claimed was selected to review compliance with standard.

FINDINGS: In all cases the students who were claimed for apportionment were residents of the State of IL as indicated by their application and/or registration form, according to our residency policy.

ACTION: None

INTERNAL PROCEDURE: An in-district student is one whose legal residence is within the boundaries of SVC District #506. A student under age 18 who is married or who contributes more than 50% of his own support and who is not claimed as a dependent on parents' income tax may be regarded by SVC as self-supporting. Such a student who resides within the SVC district at least 30 days prior to registration may be considered a resident of the district. The college may ask such a student to submit appropriate documentation at the time of admission. In addition, any individual who shows proof of full-time employment in the SVC District will be considered an in-district student and pay the appropriate tuition and fees.

An out-of-district student is any person whose legal residence is outside the boundaries of SVC District #506, but in the State of IL. An out-of-district resident who files an "Intent to Attend a Recognized Public Community College" with his local high school district or home community college district board and receives an "Authorization for Partial Financial Support" will be enrolled on the same tuition basis as the in-district student.

An out-of-district resident who does not submit the "Authorization for Partial Financial Support" will be charged the student per capita cost, less state apportionment.

Anyone who is a resident of another state at the time of application will be considered an out-of-state applicant. Out-of-state students will be charged the current rate of tuition for out-of-state students.

The following codes are used to indicate a student's residency:

- 1 - in-district
- 2 - out-of-district
- 3 - out-of-state
- 4 - shared student

A determination of the residency of a student is at registration time, by analyzing the admission form and/or the registration card.

Standard 6.

Auditors or visitors in a course shall not produce eligible credit hour grants.

PROCEDURE: All of the courses claimed were reviewed for compliance with standard.

FINDINGS: In all cases students who audited courses (as indicated with an 'X' grade) were not claimed.

ACTION: None

INTERNAL PROCEDURE: At the time of registration or during the first week of classes, a student may register to audit a course. Registration is required and the fee for auditing is the same as for enrollment for credit. Transfer from audit to credit or from credit to audit is not permitted once the student has registered. All students who are auditing must file a form in the Office of Admissions and Records. To indicate that a student is auditing a course, a grade of 'X' is issued.

Standard 7.

Students who repeat enrollment in a course shall produce credit hours eligible for ICCB grants only when one of the following conditions has been met:

- a. If the student has not completed the course with a grade of C (or equivalent) or better and the course is necessary to satisfy requirements for a degree or certificate, the course may be repeated once.
- b. If the student needs to bring the grade point average up to the required level for graduation, the course may be repeated once.
- c. If a course has been approved by the ICCB to be repeated, the student may repeat the course as often as approved by the ICCB.

PROCEDURE: All the courses claimed were reviewed for compliance with standard.

FINDINGS: In all cases students who repeated courses (as indicated with a grade of 'K' on the apportionment class list) were not claimed.

ACTION: None

INTERNAL PROCEDURE: During the generation of the apportionment claim, a computer check is run against the transcript file to check for repeaters. To indicate on the apportionment class list that a student has repeated a course, a grade of 'K' is issued. A quality control check on the repeaters is made.

Standard 8.

Equalization grants shall be...for courses carried through midterm by students...who are residents of the district...

PROCEDURE: A 5% sample of courses claimed was selected to review compliance.

FINDINGS: In all cases the student's residency code is recorded on the apportionment class list in accordance with our residency policy as indicated on the application and/or registration form.

ACTION: None

INTERNAL PROCEDURE: See Standard 5.

Standard 9.

Courses shall produce a maximum rate of one (1) semester credit hour or equivalent per week. Requests for exceptions to this rule may be submitted to the ICCB. The criteria utilized by the ICCB for exceptions shall include:

- a. documentation of need for an intensified or accelerated schedule
- b. student population identified with testing and/or screening to indicate special needs and/or competencies
- c. how courses are instructed, including schedule of classes, study time allotted for students, method of instruction, and how students are evaluated
- d. time period of instructional activity and projected termination date
- e. procedures to evaluate the accelerated instructional activity

PROCEDURE: A 10% sample of courses claimed was selected to review compliance.

FINDINGS: In all cases the courses were found to meet enough time to justify the credit hours, and in no case did we grant more than one semester hour or equivalent per week.

ACTION: None

INTERNAL PROCEDURE: When establishing the master course offering each semester, a check is made to ensure that the course meets the proper time.

Grading System

Grades are recorded at the end of each semester with a system of letters indicating the quality of academic work, as follows:

A - Excellent (4 GP)
B - Good (3 GP)
C - Average (2 GP)
D - Fair (1 GP)

F - Failure

W - Withdrawal

I - Incomplete

R - Deferred

X - Audit

S - Satisfactory

U - Unsatisfactory

P - Pass

Z - Proficiency

*N - Not making satisfactory progress at midterm

*K - Repeat

*On apportionment class lists only

FINANCE/FACILITIES

FINANCE/FACILITIES

Standard #10

Financial planning for current and future operation shall provide for both a sound educational program and prudent use of public funds.

Procedure:

We have reviewed the annual budgets and external audits for continuity and uniformity within the scope of any regular reports.

Finding:

Our reports are built on each other and follow each other from the beginning to end in reference to budget preparation, RAMP and/or external audits.

Action:

None

Standard #11

Complete and accurate reports shall be submitted by the district/college to the ICCB in accordance with ICCB requirements, on forms provided by the ICCB.

Procedure:

Reviewed submissions and/or dates of acknowledgment from the ICCB office for the past two years.

Finding:

All reports have been submitted as recommended and within the time limits.

Action:

Regular schedule by month in order to comply with time requirements of ICCB.

Standard #12

(The board of a community college district shall) let all contracts for supplies, materials, or work involving an expenditure in excess of \$5,000 to the lowest responsible bidder after due advertisement, except contracts which by their nature are not adapted to award by competitive bidding...

Procedure:

Reviewed college policy on purchasing.

Finding:

College policy was written based on state statute and is usually amended accordingly. Recent purchase of EDM machine was advertised and approved by Board of Trustees.

Action:

Surveillance of purchases within the policy and/or legislative requirements.

Standard #13

The (local) community college may annually levy (a) tax for building purposes and the purchase of sites so that funds may accumulate to not more than 5% of the equalized assessed valuation of the district.

Procedure:

Reviewed this section of the Illinois Community College Board Code.

Finding:

Reviewed for own benefit with Sauk Valley College operating at such a levy level as to preclude this type of financing for these purposes.

Action:

None

Standard #14

No such accumulation (for building purposes and the purchase of sites) may be transferred or used for any other purpose.

Procedure:

No such fund available.

Finding:

No such fund available.

Action:

None

Standard #15

The expenditure of...local funds for purchase, construction, remodeling, or renovation of physical facilities, both on-campus (and) at extension centers, shall have prior ICCB approval.

Procedure:

Reviewed the past three projects which were believed to have been contained within these regulations.

Finding:

Compliance with the rules and with the regulations of keeping in touch with the ICCB office.

Action:

None

Standard #16

Changes in budget and/or scope to approved construction projects shall be submitted to the ICCB for approval.

Procedure:

Reviewed projects in reference to Standard #15 and #16.

Finding:

Request was submitted and approval received from the ICCB office.

Action:

None.

PROGRAMS

SAUK VALLEY COLLEGE SELF-STUDY

2-29-84

Submitted as part of the Application for Recognition to the Illinois Community College Board.

Programs

Standard #17

EACH PROPOSED NEW UNIT OF INSTRUCTION, RESEARCH, OR PUBLIC SERVICE SHALL BE SUBMITTED TO THE ICCB FOR APPROVAL.

Procedure

A check was made of ten courses selected at random from the 1982-84 college catalog and compared against the ICCB Course Master File List dated 12-8-83.

Finding

All ten courses had been properly submitted to ICCB and were granted approval.

Action

A log book has been developed to track all courses through the entire approval process from inception at the department level through ICCB final approval. When a new catalog is prepared this log book is checked against the ICCB Master List and the old catalog to be sure that no approved courses are overlooked.

Standard #18

ALL CREDIT COURSES MUST BE ASSIGNABLE TO AN APPROVED UNIT OF INSTRUCTION

Procedure

A check was made of five programs in the 1982-83 catalog to verify that all courses were part of either a two year (AS, AA, or AAS) or certificate program.

Finding

All were found to be appropriately assigned. In several instances there were electives and several different options available to students, but all courses were part of the respective programs.

Action

Care will be taken to delete courses from programs when new ones are added in order to keep the number of courses on our books as low as possible.

Standard #19

COURSES FOR WHICH STATE APPORTIONMENT IS PAID SHALL BE
....A PART OF INSTRUCTIONAL CATEGORIES APPROVED BY THE
STATE BOARD.

Procedure

A random check was made of 10 courses for appropriate
CIP and PCS numbers.

Finding

All were properly coded. This is due to a complete
analysis of all courses during the past two years as
part of the implementation of the new ICCB coding
system. A considerable amount of correspondence and
cross checking was done at that time to ensure proper
assignment of all courses. All new courses offered
since July 1, 1983 have automatically been coded
according to the new system.

Action

None needed.

Standard #20

A SYLLABUS SHALL BE DEVELOPED AND MAINTAINED FOR EACH
APPROVED COURSE AND SHALL BE AVAILABLE TO THE PUBLIC
AND STUDENTS UPON REQUEST.

Procedure

A check was made of 10 courses picked at random from the
1982-84 catalog to verify that proper outlines and syllabi
were on file in the Dean's Office.

Finding

All courses were found to have a proper outline on file.
All occupational courses had a proper block and unit
outline as well.

Action

None needed. This process is carefully monitored during
the process of course approval as new or revised course
request forms are presented for departmental approval
and then move to the Curriculum Committee.

Standard #21

COURSES WITH STUDENTS PARTICIPATING IN LECTURE/DISCUSSION ORIENTED INSTRUCTION WILL BE ASSIGNED ONE SEMESTER HOUR OF CREDIT OR EQUIVALENT FOR EACH (15) CLASSROOM CONTACT HOURS OF INSTRUCTION PER SEMESTER OR EQUIVALENT. LABORATORY/CLINICAL COURSES WILL BE ASSIGNED ONE SEMESTER HOUR OF CREDIT FOR EACH 30-45 CLASSROOM CONTACT HOURS OF INSTRUCTION PER SEMESTER. CLINICAL/LABORATORY COURSES, WORKSTUDY, WORK EXPERIENCE, OR WORK ORIENTED INSTRUCTION SHALL RECEIVE ONE SEMESTER HOUR OF CREDIT FOR EACH 75-150 CONTACT HOURS PER SEMESTER.

Procedure

A random check was made of 10 courses from the fall 1983 schedule and 10 from the spring 1984 schedule to verify the correct amount of time scheduled for lecture, laboratory, and internship courses.

Finding

All courses were found to contain the proper amount of time. In preparing schedules the college uses the following formula.

800 minutes = 1 lecture hour of credit
(50 minutes x 16 weeks)

1600 minutes = 1 laboratory hour of credit

80 hours = 1 internship hour of credit

Action

Care will continue to be taken to monitor this in constructing future schedules. The excessive number of state and federal holidays can present a problem in this area. To offset this we have added 15 minutes to the Monday evening classes effective in the fall semester of 1984.

Standard #22

THE COLLEGE SHALL COUNSEL AND DISTRIBUTE ALL ADMITTED STUDENTS AMONG ITS PROGRAMS ACCORDING TO THEIR INTERESTS AND ABILITIES.

Procedure

The college catalog, program brochures, the SVC Counseling Department, and the academic advisement process were evaluated in regard to this standard.

Finding

Selected admission programs, such as those in allied health, are in full compliance with this standard.

Also, all full-time students are required to take the Nelson Denny Reading Test and an in-house mathematics placement test which are used for proper placement purposes. In addition, ACT scores and high school transcripts are examined as part of the academic advisement process to ensure proper placement. Finally, all full-time entering freshmen are encouraged to take the PSY 100 - Orientation course either in the summer prior to the start of fall classes or else during their first semester at SVC. This class requires them to develop an academic plan for their entire degree or certificate program and, thus, assists in ensuring proper advisement and placement.

There is concern about this standard in regard to part-time students who register during stand-up registration and by mail and, thus, do not avail themselves of our counseling and advisement services.

Action

A letter is sent to all part-time students who complete 29 semester hours urging them to contact the counseling department and seek assistance in planning an academic program. In instances where this is complied with, the part-time students do receive adequate advisement and proper placement services. However, there is a problem in getting many part-time students to take advantage of this opportunity. The SVC staff would welcome any suggestions on how to better remedy this persistent problem.

Standard #23

IF SPACE IS NOT AVAILABLE FOR ALL STUDENTS APPLYING TO A PROGRAM, THE COMMUNITY COLLEGE WILL ACCEPT THOSE BEST QUALIFIED, USING RANK IN CLASS AND ABILITY AND ACHIEVEMENT TESTS AS GUIDES.

Procedure

A review of our catalog and the admissions procedure for selected admissions programs was conducted. Also, the academic advisement policy on placing students in academically demanding courses and programs was considered.

Finding

This standard is fulfilled at Sauk Valley College. Admission test scores, ACT scores, and high school transcripts are used as a basis for screening applicants for admission into selected admissions programs. Also, the academic advisement process directs students toward programs that are within the range of the respective student abilities.

Action

Continued monitoring of this procedure.

Standard #24

IF AN INTERSTATE COOPERATIVE AGREEMENT INVOLVES A NEW UNIT OF INSTRUCTION OR PUBLIC SERVICE NOT APPROVED AT THE COLLEGE, APPROVAL BY THE ICCB SHALL BE REQUIRED PRIOR TO IMPLEMENTATION.

Procedure

The single interstate cooperative agreement that we have is for an AAS degree program in Medical Laboratory Technology with Eastern Iowa Community College in Clinton. This is our program and is fully approved by ICCB.

Finding

There is no problem in this area.

Action

None needed.



Illinois Community College Board

August 31, 1984

S. Campbell
man

t L. Hale
hairman

Hanks

Jennings

J. Payne

F. Ramirez

S. Ray

Sechler

y S. Ziska

Pierce
tive Director

A. Howard
ty Executive
tor

Lach
ty Executive
tor

Dr. Hal Garner
President
Sauk Valley College
Rural Route #5
Dixon, Illinois 61021

Dear Hal:

Attached is the final draft report of our recognition visit to Sauk Valley College on May 30, 1984. The final report will be prepared and sent to the Illinois Community College Board after you have responded to all compliance recommendations.

The advisory recommendations included in the report do not require a formal response, as they are simply suggestions or observations of the individual team members and do not represent non-compliance with ICCB Rules or state statutes. The compliance recommendations do require a formal, written response. Each compliance recommendation indicates in rather specific terms what is expected of the college. We ask that you respond by October 5, 1984, either by indicating how you have complied with these recommendations or how you have taken the necessary steps to attain compliance.

Please express our thanks to all those persons involved with our recognition visit to your college for their cooperation and professional approach to the issues raised. We sincerely hope that our visit and subsequent evaluation have been a positive experience for your college.

Respectfully,

James M. Howard
Deputy Executive Director

JMH:cav

cc: Kay Fisher (w/attachment)

RECEIVED

SEP 7 1984

OFFICE OF THE PRESIDENT

Illinois Community College Board

RECOGNITION REPORT
(Final Draft)

Sauk Valley College
Visited May 30, 1984

1. VARIABLE CREDIT COURSES - SPECIFIED INCREMENTS

- A. Compliance Status: Full
- B. Comments: For variable credit courses that are also open-entry/open-exit, the college claims those students who complete the course successfully within the term rather than calculating and submitting multiple midterm claims. This process seems to be practical for the few courses that the college offers in this mode.
- C. Recommendation: None

2. COURSE DATA POSTED TO STUDENT ACADEMIC RECORD

- A. Compliance Status: Full
- B. Comments: The college's student records were found to be accurate and up-to-date. All apportionment credit hours were supported by entries on student transcripts.
- C. Recommendation: None

3. MIDTERM CERTIFICATION

- A. Compliance Status: Full
- B. Comments: The college's interpretation of "in attendance at midterm and actively pursuing completion" of the course meets ICCB policy. The college removes from the midterm class list all students who are receiving a "D" or an "F" at midterm and who have poor attendance records. This could result in the removal of eligible students who are actively pursuing completion of the course at midterm but whose academic performance is poor.
- C. Recommendation (Advisory): It is suggested that the college review its midterm certification procedure.

4. STUDENTS CLAIMED BUT NOT IN ATTENDANCE AT MIDTERM

- A. Compliance Status: Partial

- B. Comments: The college excludes all students from the apportionment claim who were not certified by the instructor as attending regularly at midterm. A follow-up of these students is then made to determine if they have completed the course with a grade. Those students obtaining either a final passing or failing grade are then added to the apportionment claim. ICCB policies allow only those students who were not certified at midterm but who later completed the course with a passing grade to be claimed for apportionment.
- C. Recommendation (Compliance): To be in full compliance, the college should not claim for apportionment students reinstated after being removed from the midterm class list unless they receive a passing final grade.

5. STUDENTS CLAIMED ARE ILLINOIS RESIDENTS

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

6. AUDITORS OR VISITORS ARE NOT CLAIMED

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

7. STUDENTS WHO REPEAT CLASSES

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

8. EQUALIZATION

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

9. ONE CREDIT HOUR PER WEEK

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

10. FINANCIAL PLANNING

- A. Compliance Status: Full
- B. Comments: College staff are aware of the institution's financial difficulties; however, they believe that expenditures cannot be reduced without a concomitant decline in instructional quality. Accordingly, the local Board has submitted two unsuccessful tax referenda to the voters and will submit a third referendum this November in an effort to garner additional local tax revenue. Other measures designed to increase revenue have included increasing tuition, implementing a new schedule of lab fees, and selling excess equipment. The local Board also has made twelve "austerity adjustments" to reduce expenditures. These adjustments include personnel cuts, reductions in lighting levels, reductions in community use of the campus, and equipment purchase deferrals.
- C. Recommendation: None

11. FINANCIAL REPORTING

- A. Compliance Status: Substantial
- B. Comments: During 1981-1983, the college submitted most financial documents before the due date. Only three documents, i.e., Fiscal Year 1984 RAMP/CC and Fiscal Year 1984 ICCB and IBHE salary surveys, were received significantly past the due dates. Additionally, the Uniform Financial Statement and the Certificate of Chargeback were not submitted in the correct format. Both documents incorrectly included expenditures from the insurance and audit funds with the education fund; however, the ICCB has failed to give explicit guidance in the past regarding these funds. A summary of restricted purposes fund transactions also was not included in the Uniform Financial Statement.
- C. Recommendation (Compliance): To be in full compliance, the college should (1) develop an internal procedure to ensure that required documents are submitted to the ICCB by the due date and (2) inform its external auditors of the required format changes in the Uniform Financial Statement and the Certificate of Chargeback.

12. CONTRACT BIDDING

- A. Compliance Status: Partial
- B. Comments: Nine purchases of over \$5,000 were reviewed for compliance with statutory bidding requirements. Three purchases did not satisfy all of the requirements. Both the New Holland combine and the electrical discharge machine purchased in 1982 were not submitted for bids. Additionally, bids for three IBM personal computers purchased in 1984 were not advertised as required by statute. Additionally, the local Board's bidding policy requires that 70 percent of the local Board, i.e., five members, vote on emergency purchases; whereas, the statute requires that 75 percent of the local Board, i.e., six members, vote on emergency purchases.
- C. Recommendation (Compliance): To be in full compliance, the college should (1) properly advertise and bid all future purchases over \$5,000, (2) communicate the importance of proper bidding to all college staff, and (3) review its policy on emergency purchases to ensure that it conforms to statute.

13. OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED) - FIVE PERCENT ACCUMULATION

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

14. OPERATIONS, BUILDING AND MAINTENANCE FUND (RESTRICTED) - TRANSFER

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

15. PRIOR APPROVAL OF LOCALLY FUNDED CONSTRUCTION PROJECTS

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

16. CONSTRUCTION PROJECTS - CHANGES IN BUDGET AND/OR SCOPE

- A. Compliance Status: Full

- B. Comments: None
- C. Recommendation: None

17. NEW UNITS OF INSTRUCTION

- A. Compliance Status: Partial
- B. Comments: A comparison of the college's catalog with the ICCB Curriculum Master File revealed that all curricula were approved by the ICCB. Some curricula, however, were found to have minor discrepancies between the college catalog and the ICCB Curriculum Master File in titles and minimum credit hours needed for completion.

Within the Associate in Arts and Associate in Science degrees, the college has specific curricula approved by the ICCB and uses these specific curricula; however, it does not list these specific curricula on the student transcripts. The Associate in Applied Science curricula are specified on student transcripts using only the curriculum prefix and number. It is difficult for an employer to translate this number to the name of the program that was completed.

- C. Recommendation (Compliance): To be in full compliance, the college should (1) resolve the minor discrepancies between the college catalog and the ICCB Curriculum Master File in titles and minimum credit hours for completion for some of the curricula and (2) show the specific Associate in Arts and Associate in Science curricula completed by the students on the transcripts.

Recommendation (Advisory): It is suggested that the college show the curriculum titles rather than the curriculum prefix and number of the Associate in Applied Science Degree completed by the student on the student's transcript.

18. ASSIGNMENT OF COURSES TO CURRICULA

- A. Compliance Status: Substantial
- B. Comments: Although all courses offered at Sauk Valley College are assignable to a degree or certificate curriculum, some of these assignments have not been recorded on the ICCB Course Master File.
- C. Recommendation (Compliance): To be in full compliance, the college should review the ICCB Course Master File and assign the proper curriculum number to those courses that have not been assigned to a curriculum.

19. COURSE CLASSIFICATION

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

20. DEVELOPMENT OF SYLLABI

- A. Compliance Status: Substantial
- B. Comments: A sample review revealed that course syllabi are on file and available for public inspection. Although most of the syllabi provided excellent descriptions of the courses, variable credit courses had specific increments identified based primarily on length of time spent in class, rather than content completed.
- C. Recommendation (Compliance): To be in full compliance, the college should revise its course syllabi for variable credit courses so that the specific increments are based on content completed.

21. LECTURE/LAB RATIO

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

22. DISTRIBUTION OF STUDENTS TO PROGRAMS

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

23. ADMISSION TO LIMITED PROGRAMS

- A. Compliance Status: Substantial
- B. Comments: The college has an admission policy in place for the limited enrollment Allied Health programs (Nursing, Medical Laboratory Technology, and Radiologic Technology); however, the policy does not contain a clear statement addressing the "best qualified" criteria specified in Section 3-17 of the Illinois Public Community College Act.
- C. Recommendation (Compliance): To be in full compliance, the college should review its admission policy for limited enrollment programs to ensure that the policy includes a provision which would satisfy the "best qualified" criteria specified in Section 3-17 of the Illinois Public Community College Act.

24. INTERSTATE COOPERATIVE AGREEMENTS

- A. Compliance Status: Full
- B. Comments: None
- C. Recommendation: None

25. NON-FOCUS ITEMS

- 25.1 "THE MONIES IN SUCH [WORKING CASH] FUND SHALL NOT BE REGARDED AS CURRENT ASSETS AVAILABLE FOR APPROPRIATIONS AND MAY NOT BE APPROPRIATED BY THE BOARD IN THE ANNUAL COMMUNITY COLLEGE BUDGET..." (Chapter 122, 103-33.5)

"ALL SECURITIES PURCHASED UNDER THE AUTHORITY OF THIS ACT SHALL BE HELD FOR THE BENEFIT OF THE PUBLIC AGENCY WHICH PURCHASED THEM, AND IF PURCHASED WITH MONEY TAKEN FROM A PARTICULAR FUND, SUCH SECURITIES SHALL BE CREDITED TO AND DEEMED TO BE A PART OF SUCH FUND, AND SHALL BE HELD FOR THE BENEFIT THEREOF...ALL PAYMENTS RECEIVED AS PRINCIPAL OR INTEREST, OR OTHERWISE, DERIVED FROM ANY SUCH SECURITIES SHALL BE CREDITED TO THE PUBLIC AGENCY AND TO THE FUND BY OR FOR WHICH SUCH SECURITIES WERE PURCHASED." (Chapter 85, 904)

- A. Compliance Status: Not in Compliance
- B. Comments: At its February 27, 1984 meeting, the local Board moved to appropriate all investment income earned during Fiscal Year 1984 from the Working Cash Fund to the Operating Fund. Chapter 85, Section 904 of the Ill. Revised Statutes, requires that all income earned on investments of the Working Cash Fund become part of the Working Cash Fund. Additionally, the Illinois Public Community College Act prohibits permanent transfers or appropriations of the Working Cash Fund, including its investment income. Although the local Board intended to appropriate the investment income to the Operating Fund, the college could avoid not being in compliance with state statute by transferring the investment income from the Operating Fund to the Working Cash Fund.
- C. Recommendation (Compliance): To be in full compliance, the college should adopt a policy prohibiting permanent transfers of any monies in the Working Cash Fund, including investment income in the fund.



Sauk Valley College

815 / 288-5511

R.R.5 DIXON, ILLINOIS 61021

October 5, 1984

COPY

Dr. James M. Howard
Deputy Executive Director
Illinois Community College Board
Springfield, Illinois 62701

Dear Jim:

Enclosed is the response from Sauk Valley College on the compliance recommendations outlined in the recent recognition visit and report.

I hope we have adequately covered all of the concerns raised.

Sincerely,

W. Harold Garner
President

jj

Enclosure

A REPORT OF COMPLIANCE
BY SAUK VALLEY COLLEGE TO THE
RECOMMENDATIONS FROM THE
RECOGNITION VISIT BY ICCB
May 30, 1984

Following are the actions completed, or in process, by Sauk Valley College to comply with the respective recommendations outlined in the report of August 31, 1984:

#4-STUDENTS CLAIMED BUT NOT IN ATTENDANCE AT MIDTERM

This concern dealt with our internal procedures of checking those students who were not making satisfactory progress at midterm due to lack of attendance and the final grade they received in class.

The Old Internal Procedure - At the end of the term, those students who receive a grade of "N" (unsatisfactory work at midterm due to lack of attendance) are checked against the student's final grade. If the student received a grade other than "W" (withdrawal), the grade of "N" is replaced with the grade they received in the course. The credit hours are then apportioned.

The New Internal Procedure - At the end of the term, those students who received a grade of "N" (Unsatisfactory work at midterm due to lack of attendance) are checked against the student's final grade. If the student received a grade other than "W" (withdrawal), "F", "R", "U", "I", the grade of "N" is replaced with the grade they received in the course. The credit hours are then apportioned.

The key change between procedures is that the students must receive a passing grade in a course to be claimed for apportionment. The new procedure went into effect with Spring FY '84 apportionment claim.

#11 - FINANCIAL REPORTING

This recommendation involves notification to the external auditors regarding format changes in the Uniform Financial Statement and the Certificate of Chargeback. These items have been fully discussed with our external auditors and though not required, we are attempting to comply with these requirements for FY '84. Should there be any questions the auditors will contact representatives from ICCB and we will assure compliance for FY '85.

#12 - CONTRACT BIDDING

This recommendation concerned advertising and bidding for purchases in excess of \$5,000 and represents more of a misunderstanding than a lack of compliance. The exceptions involved two used items which would have been most difficult to write specifications for and to bid competitively. We relied on the expertise of our staff since used merchandise could not be equally specified.

In the future we do not expect to incur this exception, and communications with college staff will occur. The institutional policy requiring five board members to approve emergency purchases will be amended to require six board members for emergency purchases.

#17 - NEW UNITS OF INSTRUCTION

SVC Catalog and ICCB Curriculum Master File Discrepancies

All of these discrepancies have been eliminated. A list of 38 program changes and the related Form 20A's were submitted to the ICCB on August 14, 1984 to implement all of these corrections. Also, the Office of Admissions and Records will print the AA and AS degree titles on transcripts of graduating students.

#18 - ASSIGNMENT OF COURSES TO CURRICULA

ICCB Course Master File and Curriculum Numbers

This concern was corrected and a list of all curriculum number assignments submitted to ICCB on August 14, 1984. Also, 495 corrections were made to eliminate discrepancies between the SVC catalog and the ICCB Master Course List. Form 16's and 17's were completed and submitted as needed to implement changes.

#20 - DEVELOPMENT OF SYLLABI

Course Syllabi for Variable Credit Courses

This concern dealt with the course syllabi in the Academic Skills area. All of these syllabi have been revised to reflect the different content that is covered for 1, 2, and 3 credit hours.

#23 - ADMISSION TO LIMITED PROGRAMS

B. and C. Need for Clear Catalog Statement to Specify "Best Qualified" Criteria for Admission into Selected Admissions Programs.

We are currently working on this problem in cooperation with the Allied Health Coordinators and the Director of Admissions. A revised admissions criteria will be developed for all of these programs during the fall semester of 1984.

#25 - NON-FOCUS ITEMS

This item involved investment income received from monies in the Working Cash Fund.

It is our feeling that there is a good deal of misunderstanding around the state concerning the Working Cash Fund and the investment income derived from the invested funds therein. We have received legal opinions and/or quotations involving Working Cash Funds relative to (a) The Common School Code, (b) The Illinois Community

College Act, and (c) Chapter 85 entitled "Local Government". The opinions and/or quotations were frequently contradictory.

The transfer of these funds involved a Board of Trustees resolution which was intended to help alleviate the financial status of the college operating funds, with some of these funds having been transferred but a major portion having been deposited directly, rather than transferred, based upon the Board resolution as quoted.

The Board of Trustees has no intention of violating State Statutes and subsequent transfers will not take place in future periods after the Board is knowledgeable as to the legality of its act.

mv

Office of the President
October 5, 1984



Illinois Community College Board

October 15, 1984

W. Harold Garner, President
Sauk Valley College
R. R. 5
Dixon, Illinois 61021

Dear Hal:

We have received the responses from Sauk Valley College on the compliance recommendations contained in the recognition visit report. We want to compliment you and your staff on addressing these items so thoroughly.

However, we do have a minor concern with the response to Item #11. This response did not indicate what the college intends to do to ensure that documents are submitted to the Illinois Community College Board on time.

We would appreciate a statement from you addressing this issue.

Respectfully,

James M. Howard
Deputy Executive Director

S. Campbell
man

nt L. Hale
Chairman

Hanks

Jennings

J. Payne

a F. Ramirez

S. Ray

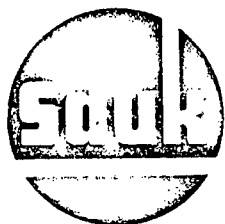
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try S. Ziska

R. Pierce
utive Director

A. Howard
ty Executive
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Sauk Valley College

R.R.5 DIXON, ILLINOIS 61021

November 16, 1984

Dr. James M. Howard
Illinois Community
College Board
509 South Sixth Street
Springfield, IL 62701

Dear Dr. Howard:

I am responding to your letter of October 15, 1984 asking for further affirmation regarding Item #11 of the Recognition Study Report. Specifically you asked for our intention regarding submission of certain documents to ICCB in a timely fashion.

My information indicates that there is some debate on whether or not we were actually negligent in the matters indicated, but the actual answer is not significant. The point is that we are committed to be timely and prompt in submitting all reports to ICCB. We are committed to making even better, what the record will show is one with a relatively high level of compliance and consistency.

Sincerely,

SAUK VALLEY COLLEGE

W. Harold Garner, President

jj

cc: R. Edison



Illinois Community College Board

October 23, 1984

Dr. Hal Garner
President
Sauk Valley College
Rural Route #5
Dixon, Illinois 61021

Dear Hal:

At its meeting on October 19, 1984, the Illinois Community College Board voted to confirm the continued recognition of Sauk Valley College. This action by the Board is a reaffirmation that Sauk Valley College continues to be in compliance with ICCB recognition standards. I commend you and encourage you to continue monitoring closely ICCB Rules and statutory requirements.

I also would like to reiterate my appreciation to you for your spirit of cooperation and for your hospitality during the team's visit to your campus.

Kindest regards,

David R. Pierce
Executive Director

DRP:JMH:cav

cc: Kay Fisher

RECEIVED
OCT 25 1984
OFFICE OF THE PRESIDENT



EDUCATION IS EVERYONE'S FUTURE

100 North First Street
Springfield, Illinois 62777
217/782-4321

Walter W. Naumer, Jr., Chairman
Illinois State Board of Education

Donald G. Gill
State Superintendent of Education

November 13, 1984

RECEIVED
NOV 16 1984
OFFICE OF THE PRESIDENT

Dr. Hal Garner, President
Sauk Valley College
R R # 5
Dixon, IL 61021

Dear Dr. Garner:

This is a final report of the evaluation of the state supported adult education program at Sauk Valley College on November 6 and 7, 1984. It provides the district with a formal statement of commendations, areas for improvement and recommendations.

The visitation team, consisting of the following persons, expresses its appreciation to the district for the courtesies extended to it during the on-site visit:

Ralph L. Goodman - Team Leader
Michael Agone
Joan Gary
Jeff Wolever

We hope that this report will be used as a tool for improving the delivery of existing adult education programs and services, and for assisting in future planning.

This report is divided into two separate sections. First, a listing of commendations is provided which points out those positive aspects of the District's delivery system for adult education. Certainly, this listing is not all inclusive. Second, the listing of recommendations and suggested improvements is provided to aid the district in a positive way, to improve upon the local adult education programs.

The next annual application for establishing an adult education program (program proposal) should be written with these recommendations and suggestions in mind. Districts must respond to the recommendations in this report in the narrative section of their next application.

COMMENDATIONS: (not listed in priority order)

1. Sauk Valley College is commended for the excellent staff working in the adult education program. The secretaries, administrators and teachers are very knowledgeable and committed to their students and their jobs.
2. The evaluation team was very favorably impressed by the level of cooperation and coordination which is occurring between the adult education department and other departments within the college and between the adult education department and other agencies outside the college.
3. The evaluation team commends the district for having developed a very sound and successful adult education program. Although it is small, it is very responsive to the needs in the community.

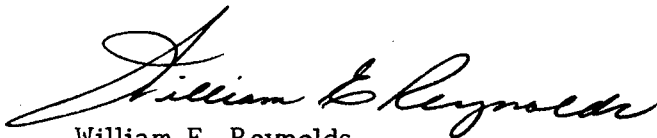
RECOMMENDATIONS AND SUGGESTED IMPROVEMENTS: (not listed in priority order)

1. The evaluation team was concerned that the administrative responsibilities for the adult education program are shared by more than one department in the college. The administration is currently very effective. However, the evaluation team recommends that should the personalities change, or adult education expand significantly, a study should be made of the administrative structure and appropriate changes made to avoid stresses which might affect the quality of services in a negative way.
2. The evaluation team recommends that data collection, record keeping and storage and report preparation activities be consolidated into a more central location. It is also suggested that the college provide computer assistance for these activities as the resources become available to do so.
3. It is recommended that a greater emphasis be placed on locally planned staff development activities.
4. The evaluation team recommends that the college consolidate the adult education classrooms and offices in one area of the building on campus. Great efficiency and improved staff morale would be expected from such an arrangement.

Dr. Hal Garner
November 13, 1984
Page Three

The evaluation team expresses its appreciation to the staff at Sauk Valley College for their kind hospitality and candid responses to the evaluators during the on-site visit.

Sincerely,

A handwritten signature in cursive script that reads "William E. Reynolds". The signature is written in dark ink and is positioned above the printed name and title.

William E. Reynolds
Manager
Adult and Continuing
Education Section

WER/pjs