

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Third Floor Board Room
January 23, 1989 7:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Communication from Visitors
- D. Approval of Minutes
- E. President's Report
 - 1. Enrollment
 - 2. Gelandner Family
 - 3. Campus Smoking Task Force
 - 4. Endowment Challenge Grant
 - 5. Manlius Visit
 - 6. Director of Marketing and Public Relations
 - 7. Advanced Placement
 - 8. Northwest ICCTA Meeting
 - 9. Antiques and Collectibles Show
- F. Financial Reports and Actions
 - 1. Treasurer's Report
 - 2. Bills Payable
 - 3. Payroll
 - 4. Budget Report
 - 5. Insurance Report
- G. Executive Session
- H. Personnel Recommendations
 - Part-time Instructors
- I. Other Actions
 - Mileage Reimbursement Policy (First Reading)
- J. Reports
 - 1. Student Trustee
 - 2. ICCTA Representative
 - 3. Foundation Liaison
 - 4. Board Chair
- K. Time of Next Meeting
 - 1. Board Retreat - February 4, 11:00 a.m.
Yesterday's Restaurant (Sterling)
 - 2. Regular Meeting - February 27
7:00 p.m., Board Room

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

January 23, 1989

The Board of Trustees of Sauk Valley Community College met in regular meeting at 7:00 p.m. on January 23, 1989 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order: In the absence of Ed Andersen (Chair) and William Simpson (Vice-Chair), Secretary Edie Peterson called the meeting to order at 7:00 p.m. and the following members answered roll call:

Richard Groharing	Robert Wolf
William Yemm	Edie Peterson

Absent:	Ed Andersen	Joe McDonald
	William Simpson	Doug Johnson

Secretary Pro-tem: William Yemm was appointed Secretary Pro-tem.

SVCC Staff: The following SVCC staff were present:

President Richard L. Behrendt
Dean Robert Edison
Dean John Sagmoe
Dean Virginia Thompson
Secretary to the Board Marilyn Vinson

Minutes: It was moved by Member Groharing and seconded by Member Yemm that the Board approve the December 19 minutes as presented. In a roll call vote, all voted aye. Motion carried.

President's Report: President Behrendt reported that 100% of the SVCC LPN graduates were successful in passing the NCLEX PN Exam with the State of Illinois; that the college has an Advanced Placement Program with Dixon High School; that a Campus Smoking Task Force had been formed; that kick-off publicity and committees had been arranged for the Endowment Challenge Grant; that the Manlius Board of Education had visited the college; that the job description for the Director of Marketing and Public Relations was included in the packet; that the Northwest Regional ICCTA meeting would be held on February 1 at Kishwaukee; and that the Antique Show sponsored by the Booster Club had been a financial success.

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

Bills Payable: It was moved by Member Groharing and seconded by Member Yemm that the Board approve the following bills:

Educational Fund	\$467,472.50
Building Fund	51,674.44
Life Safety	31,975.80
Insurance	9,811.56

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

Payroll: It was moved by Member Yemm and seconded by Member Groharing that the Board approve the December 31 payroll in the amount of \$224,277.56 and the January 15 payroll in the amount of \$169,006.20. In a roll call vote, all voted aye. Motion carried.

Insurance Report: The attached insurance report was presented to the Board as an information item.

Executive Session: At 7:20 p.m. it was moved by Member Groharing and seconded by Member Yemm that the Board adjourn to executive session to discuss the appointment, employment, or dismissal of an employee. In a roll call vote, all voted aye. Motion carried.

Regular Session: The Board returned to regular session at 7:36 p.m.

Part-time Instructors: It was moved by Member Groharing and seconded by Member Yemm that the Board approve the attached list of part-time instructors as presented. In a roll call vote, all voted aye. Motion carried.

Mileage Reimbursement Policy: It was moved by Member Groharing and seconded by Member Yemm that the Board approve for first reading a proposed change in the mileage reimbursement policy. In a roll call vote, the following was recorded: Ayes: Members Groharing and Yemm. Nays: Members Wolf and Peterson. The motion was defeated.

Adult Ed
Title XX
Contract:

It was moved by Member Groharing and seconded by Member Yemm that the Board approve the attached contract with the Illinois State Board of Education and the college to administer or supervise students whose schooling has been interrupted and are covered by the Illinois Department of Public Aid. In a roll call vote, all voted aye. Motion carried.

Donation:

It was moved by Member Wolf and seconded by Member Groharing that the Board accept the donation of two CAD terminals and controllers and three 3375 disk drives and send a letter of appreciation to National Manufacturing for same. Motion voted and carried.

Reports:

Student Trustee Johnson was not present at the meeting.

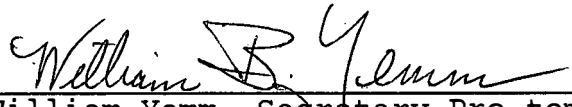
Richard Groharing, ICCTA representative, told the Board that the ICCTA is looking for people who might know area legislators and could make personal contacts when needed. He also reported that it looked like the ICCB would merge the East St. Louis district with Belleville Area College; that a new college district would be formed around Bloomington-Normal; and that he would be mailing copies of materials participants had received at the problem-solving seminar for trustees held on January 20 in Springfield.

Adjournment:

Since the scheduled business was completed, it was moved by Member Wolf and seconded by Member Groharing that the Board adjourn. The next meeting of the Board will be the Retreat to be held on February 4 at 11 a.m. and the regular monthly meeting to be held on February 27 at 7 p.m. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 7:57 p.m.

Respectfully submitted:



William Yemm, Secretary Pro-tem

POSITION ANNOUNCEMENT

January 6, 1989

Sauk Valley Community College
Director of Marketing and Public Relations

Sauk Valley is an outstanding public community college located on a beautiful 160 acre campus on the Rock River and serves a six county district in northwestern Illinois with a population of 100,000. Enrollment is 4,000 full- and part-time credit and 6,000 non-credit students in more than fifty degree and certificate programs.

The college has an immediate opening for a creative, dynamic, results-oriented individual to develop and manage a comprehensive marketing and public relations program for the college. Staff includes 3 full-time and 7-10 part-time individuals.

RESPONSIBILITIES: The Director of Marketing and Public Relations reports directly to the President and is specifically responsible for all marketing activities, including internal and external communications, media relations, publication production, promotional activities, and staff/budget management.

QUALIFICATIONS: Bachelor's Degree required (Master's Degree preferred) with emphasis in marketing and communications or public relations; a minimum of 3-5 years experience in marketing and public relations, preferably in a college setting; demonstrated outstanding interpersonal and public relations skills; working knowledge

of the application of media to marketing and communications; demonstrated competence in marketing research; excellent writing/editing skills; experience with media relations; and knowledge of publication production.

COMPENSATION: Salary range: high \$20's to mid \$30's. (augmented by a liberal fringe benefits package including employee and family college-paid insurance, leaves, and no FICA deduction).

APPLICATION: Please include a resume which demonstrates the above qualifications/competencies and the names and telephone numbers of three professional references and submit them to:

Dr. Richard L. Behrendt, President
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021

In addition, sample publications may be submitted.

The college will begin a review of candidates' materials in February and will continue to do so until an appointment is made. AA/EOE Employer.

January 6, 1989

JOB DESCRIPTION

DIRECTOR OF MARKETING AND PUBLIC RELATIONS

The Director of Marketing and Public Relations reports directly to the President and is responsible for the development, implementation, and management of a comprehensive marketing and public relations program for the college.

DUTIES AND RESPONSIBILITIES

1. Provide a marketing direction for the college through the use of appropriate market research and analysis.
2. Lead and coordinate appropriate marketing activities throughout all segments of the college.
3. Coordinate all internal and external communications, including newsletters, program brochures, news releases, class schedules, college catalogs, and similar special and general information pieces.
4. Provide an institutional information service to serve as an information bank for internal and external communication programs and fund raising activities.
5. Develop and prepare publications, audio visuals, and editorial services required by other institutional programs and serve as graphics and publications consultant to the institution.
6. Coordinate all media relations efforts and promotional activities of the college.
7. Conduct and/or coordinate various special events which are related to public relations efforts and/or are components of other institutional programs.
8. Coordinate tours of the college campus for interested individuals and groups.
9. Coordinate the assignment of all space in the building and grounds (with the exception of offices and classrooms) and maintain an appropriate calendar of events.
10. Assist the President with governmental relations through appropriate information and maintaining a liaison effort.

Dixon High School
Advanced Placement Program

The Advanced Placement Program, administered by the College Entrance Examination Board, is designed for high school students who wish to earn college credit while still enrolled in high school. Students will be awarded credit at Sauk Valley Community College based on the list below.

ENGLISH

English Language and Composition

Scores of 5 and 4 receive credit for ENG 101 and ENG 103 (6 semester hours)

Scores of 3 receive credit for ENG 101 (3 semester hours)

English Literature and Composition

Scores of 5 and 4 receive credit for ENG 101 and ENG 201 (6 semester hours)

Scores of 3 receive credit for ENG 101 (3 semester hours)

MATHEMATICS AND NATURAL SCIENCE

Biology

Scores of 5 and 4 receive credit for BIO 105 (5 semester hours)

Scores of 3 receive credit for BIO 104 (3 semester hours)

Chemistry

Scores of 5 receive credit for CHE 105 and CHE 106 (10 semester hours)

Scores of 4 and 3 receive credit for CHE 105 (5 semester hours)

Mathematics

Calculus AB

Scores of 5, 4 and 3 receive credit for MAT 203 (4 semester hours)

Calculus BC

Scores of 5, 4 and 3 receive credit for MAT 203 and MAT 204 (8 semester hours)

SOCIAL STUDIES

American History

Scores of 5, 4 and 3 receive credit for HIS 221 and HIS 222 (6 semester hours)

A student who has taken Advanced Placement Program examinations through his/her high school should request that the scores be sent to the Office of Admissions and Records at Sauk Valley Community College.



**Sauk Valley
Community
College**

WB15 / 288-5511

173 IL ROUTE 2
DIXON IL 61021-9110

MEMORANDUM

TO: Dr. Behrendt DATE: January 9, 1989
FROM: Robert Edison *Bob* SUBJECT: Summary of Basic Insurance

Enclosed herewith is a summary of the basic insurance carried at Sauk Valley Community College. In the past years this summation has been distributed to the Board of Trustees and should there be any questions relative to our insurance coverage, we have scheduled Mr. Lowe and/or Mr. Walder (Corken) to discuss any aspects of our insurance program.

I assume this report can be made available at the January Board meeting.

n
att

SAUK VALLEY COMMUNITY COLLEGE
SUMMARY OF COVERAGES

1-5-89

P.1

ITEM	TYPE OF COVERAGE	COMPANY, POLICY NO. & AGENCY	AMOUNT OF LIMITS	DESCRIPTION	POLICY PERIOD	(CURRENT) ANNIV. PREMIUM	(PREV.) PREMIUM
I A	Multi-Peril Property						
	1. Blanket Building & Contents						
	50%	International 503-039985 Wilkins-Lowe & Co.	14,067,150	Blanket Building and Contents recorded on Statement of Values submitted to company. "All Risks" coverage including Theft, Agreed Amount Clause, Replacement Cost, 100% Coinsurance Deductible - Flat \$1,000	10-15-88 to 10-15-89	11,205	12,316
	50%	USF&G 112243890 Walder, Rhodes	14,067,150	Same as Above		11,200	12,360
	TOTAL		28,134,300		TOTAL	22,405	24,686
	2. Building T-1						
	50%	Wilkins-Lowe & Co.	350,000	Specific "All Risks" insurance on building known as T-1. Coverage as above except "Actual Cash Value" basis applies.		792	Incl.
	50%	Walder, Rhodes	350,000	Same as Above		792	Incl.
	TOTAL		700,000		TOTAL	1,584	Incl.
	3. Extra Expense						
	50%	Same as I A-1 Wilkins-Lowe & Co.	25,000	To cover any Extra Expenses necessary to continue school subsequent to insured loss. 40-80-100 Recovery Period. No Deductible		157	Incl.
	50%	Same as I A-1 Walder, Rhodes	25,000	Same as Above		157	Incl.
	TOTAL		50,000		TOTAL	314	Incl.
	4. Fine Arts						
		International 503-039985 Wilkins-Lowe & Co. (covers 100%)	5,000	"All Risks" on various paintings loaned to college for display Deductible - \$250		100	

LAUK VALLEY COMMUNITY COLLEGE
SUMMARY OF COVERAGES

1-5-89

P.2

ITEM	TYPE OF COVERAGE	COMPANY, POLICY NO. & AGENCY	AMOUNT OF LIMITS	DESCRIPTION	POLICY PERIOD	CURRENT ANNUAL PREMIUM	(PREV.) PREMIUM
	5. Telescope	Same as Above	30,000	"All Risks" coverage on Telescope housed on observatory building Deductible - \$250		250	
B.	1. Commercial General Liability	Same as Above	2,000,000 Agg. 1,000,000 Ea.Occ. 1,000,000 Pers.Inj. 5,000 Med.Pay	Covers all sums insured shall be obligated to pay due to Bodily Injury and/or Property Damage. Includes Personal Injury, Corporal Punishment, Board Members and Employees as Additional Insureds, Incidental Malpractice Lab & Work Experience. Contains Following Exclusions: Pollution, Abuse or Molestation, Nuclear Energy and Asbestos.		18,790	20,139
C.	1. Fidelity	Same as Above	150,000	Covers dishonesty of all employees		482	482
D.	1. Crime	Same as Above	2,500 YearRound 7,500 Cash	Covers loss of money inside and outside premises Stipulated enrollment period		148 Incl.	148 Incl.
II	Automobile	International CA 1335085029 Wilkins-Lowe & Co.					
	A. Per Schedule		1,000,000 SCL 5,000 Med. 20/40 UM & UIM	Covers all owned vehicles Bodily Injury and Property Damage, \$5,000 Med. Pay, \$50 Deductible Comprehensive and \$250 Deductible Collision	10-01-88 to 10-01-89	6,664	6,281
	B. Hired & Non-Owend		1,000,000 CSL	Covers insured for vicarious liability of employees use of own automobiles on school business		291	289
						6,955	6,570
III	Boiler & Machinery	Cincinnati Ins. Co. BMS 2617636 Wilkins-Lowe & Co.	5,000,000	Covers all boilers. Broad Form Repair and Replacement on a blanket group basis	10-01-87 to 10-01-90	1,044	1,044

SAUK VALLEY COMMUNITY COLLEGE
SUMMARY OF COVERAGES

1-5-89

P.3

ITEM	TYPE OF COVERAGE	COMPANY, POLICY NO. & AGENCY	AMOUNT OF LIMITS	DESCRIPTION	POLICY PERIOD	(CURRENT) ANNIV. PREMIUM	(PREV.) PREMIUM
IV	Workers' Compensation	U.S. Fire Ins. Co. 408-516241 Wilkins-Lowe & Co.	100,000 BI Acc 100,000 BI Disease Ea. Empl. 500,000 BI Disease Policy Limit	Statutory coverage on employees injured in course of employment	10-01-88 to 10-01-89	28,793 Deposit Premium	29,605
V	Comprehensive Catastrophe	Cincinnati Ins. Co. CCC 2511268 Wilkins-Lowe & Co.	3,000,000	Umbrella Liability insurance over above basic liability coverages, \$10,000 retention on losses not insured under basic coverage. First Dollar Defense. Due to restricted market this policy contains some important limitations of coverage: 1. Excludes asbestos claims 2. Excludes athletic participants from coverage 3. Excludes malpractice (student nurses)	10-01-88 to 10-01-89	4,950	4,950
VI	Accident Insurance	Federal 64000583 Wilkins-Lowe & Co.	50,000 Prin. Sum 300,000 Agg.	Covers Board Members and Professional Employees while traveling away from school premises on school business	10-01-88 to 10-01-89	660 Deposit Premium	660
	B. Nursing Students	Federal 64037298 Wilkins-Lowe & Co.	5,000 Prin. Sum	Covers students while away from residence or SVC for accidental injury	08-31-88 to 08-31-89	750 Deposit Premium	Same
	C. Nursery School	Student Plans, Inc. All American A1-MO-8125 Wilkins-Lowe & Co.	1,000 Death 7,500 Dismemb. 5,000 Med. Exp.	Covers all nursery school students No deductible	09-01-88 to 09-01-89	318.75	318.75
VII	Board of Education Liability	International 524-106308 Wilkins-Lowe & Co.	1,000,000	Covers alleged "wrongful acts" on part of members of the board and all other employees of school district, \$5,000 Retention. Contains Pollution and Asbestos Exclusion	08-21-88 to 08-21-89	4,841	4,700

SHUK VALLEY COMMUNITY COLLEGE
SUMMARY OF COVERAGES

1-5-89

P.4

ITEM	TYPE OF COVERAGE	COMPANY, POLICY NO. & AGENCY	AMOUNT OF LIMITS	DESCRIPTION	POLICY PERIOD	(CURRENT) ANNIV. PREMIUM	(PREV.) PREMIUM
VIII	Public Official Bond	Kemper 3S287277-01 Peterson-Detweiler	\$2,000,000	Treasurer's Bond	07-01-87 to 07-02-89	1,358	1,358
	Public Official Bond	Kemper 3SM637181-00 Peterson-Detweiler	850,000	Site and Construction Bond	07-01-86 to 07-01-89	1,720 (3Yr)	--
IX	Sports Accidents	Western Casualty AS-MJ2625 Peterson-Detweiler	5,000 D&D 5,000 Blk Med. Pay	Covers athletic team while traveling to and from, and engaging in athletic contests including practice. Includes coaches and managers. \$25 Deductible	09-01-88 to 09-01-89	1,982	1,394 (Actual)
X	Group Life Hospital Surgical & Major Medical	Prudential Ins. Co. 42675		Coverage all full-time employees	09-01-74 Ann.	Variable	
		****	****				
		Life equal to one times basic annual earnings					
		Hospital \$45 Daily Limit					
		Surgical \$2,000 Modified Schedule					
		Major Medical - \$100 Deductible; 80/20		Contribution only on first \$2,500			
		Accident Benefit					
		Maximum Benefit - Unlimited					



WILKINS - LOWE and COMPANY

Established as Wm. T. Galt & Company - 1896

315 FIRST AVENUE

P. O. BOX 655

STERLING, ILLINOIS 61081

815-625-0027

September 26, 1988

Mr. Robert Edison
Dean of Business Services
Sauk Valley Community College
RR 5
Dixon, IL 61021

RE: Insurance Proposals
Renewal Date 10-1-88

Dear Bob:

I now have a formal proposal from R. J. Galla Company, Inc. as well as the renewal premiums from the present carriers for the insurance renewing on October 1, 1988.

Attached to this letter is a summary showing the comparison of premiums on as close to an "apples and apples" basis as possible.

You will see that the difference in the premiums going in indicate that the present carriers are \$7,658 lower than the Galla proposal.

On the other hand, the Galla program involves a dividend which may or may not be paid at some time in the future depending on the loss experience of the "School Guard Program".

If you would use the figures that he has provided, these dividends would be substantial. The problem that I have is that though the program is apparently two years old, they have still only been successful in writing three colleges. Frankly, it is pretty difficult to rely too heavily on these projected savings since there is no broad base of insureds and a two year old program is just not adequate to be really credible.

I look forward to talking to you personally about this at the earliest possible time.

Thank you very much.

Sincerely,


David B. Lowe, CPCU

DBL:jsw / Enc.

MES R. WILKINS
DAVID B. LOWE, CPCU
HELLEY H. GOTTEL, CPIW
WYLE F. ANDERSON
WANK C., NELSEN



SAUK VALLEY COMMUNITY COLLEGE

<u>ITEM</u>	<u>PRESENT CARRIER</u>	<u>GALLA</u>	<u>DIFFERENCE</u>
PROPERTY	\$24,290	\$ 54,843	
LIABILITY	19,139	Included	
CRIME (MONEY)	148	Included	
FIDELITY BOND	482	Included	
BOILER	924		
AUTO	6,593	Included	
	<hr/>	<hr/>	<hr/>
TOTAL PACKAGE	\$51,576	\$54,843	\$3,267
UMBRELLA	\$ 4,950	\$ 6,400	\$1,450
WORKERS' COMPENSATION	\$28,793	\$ 31,734	\$2,941
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GRAND TOTAL	\$85,319	\$ 92,977	\$7,658

For Board Meeting of
January 23, 1989

Agenda Item H

PART-TIME FACULTY

The attached list of part-time faculty is submitted for Board approval. These are in addition to the names submitted at the September and December meetings.

RECOMMENDATION: Board approval of the attached list of part-time faculty for the Spring semester.



**Sauk Valley
Community
College**

815 / 288-5511

173 IL ROUTE 2
DIXON, IL 61021-9110

MEMORANDUM

DATE: January 18, 1989
TO: Dr. Behrendt
FROM: Virginia Thompson
SUBJECT: Additional Part-time Faculty Members for Board
Approval

The following is a list of new part-time faculty members
to be approved by the SVCC Board of Trustees.

Allied Health (Nursing)

Janice Andersen
Joyce McClintock
Cheryl Price
Gail Stickle

Training for Business and Industry

Jeffrey Fearn

js

For Board Meeting of
January 23, 1989

Agenda Item I

MILEAGE REIMBURSEMENT POLICY
(FIRST READING)

As the policy below outlines, our current mileage reimbursement rate is 21 cents per mile. However, the IRS uses 24 cents per mile for 1988 income tax purposes.

While we could continue to review our mileage reimbursement allowance every year or two, it seems far simpler to just automatically adjust our mileage reimbursement to equal that provided for income tax deduction purposes by the Internal Revenue Service. The approximate cost for 1989-90 to increase from 21 to 24 cents would be approximately \$900 as we estimate our staff is reimbursed for approximately 30,000 business miles per year.

CURRENT POLICY

Reimbursement when using personal automobiles for college travel will be at the rate of 21 cents per mile. ...

PROPOSED POLICY

Reimbursement when using personal automobiles for college travel will be at the rate approved for income tax deduction purposes by the Internal Revenue Service. Effective each July 1, the rate will be changed (if necessary) to equal the latest IRS reimbursement. ...

RECOMMENDATION: Board approval for first reading of
the above policy revision.

TREASURER'S REPORT

December 31, 1988

EDUCATION FUND

Balance on Hand November 30, 1988 \$ 129,375.06

Receipts:

Investments	125,000.00	
Taxes	7,075.74	
Charge Back Revenue	5,799.02	
State Apportionment	369,569.25	
State Equalization	13,680.00	
Adv. Tech. Equip. Grant	4,475.75	
Personal Property Repl. Tax	11,490.14	
Federal Work Study	13,928.84	
Fall Tuition	225,000.00	
Graduation Fees	90.00	
Transcript Fees	108.00	
Other Facility Rentals	764.61	
Interest on Investments	3,118.00	
Other Revenue	1,384.85	
Expenditure Credits	<u>3,287.84</u>	<u>784,772.04</u>

Total Available \$ 914,147.10

Disbursements:

Expenses for December	410,085.82	
Investments	<u>303,118.00</u>	<u>713,203.82</u>

Balance on Hand December 31, 1988 \$ 200,943.28

BUILDING FUND

Balance on Hand November 30, 1988 \$ 58,048.97

Receipts:

Taxes	866.41	
Other Revenue	190.00	
Expenditure Credits	<u>141.55</u>	<u>1,197.96</u>

Total Available \$ 59,246.93

Disbursements:

Expenses for December		<u>14,090.75</u>
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Balance on Hand December 31, 1988 \$ 45,156.18

PROTECTION, HEALTH & SAFETY FUND

Balance on Hand November 30, 1988 \$ 101,798.43

Receipts:

Taxes	1,442.01	
Interest on Investments	<u>370.25</u>	<u>1,812.26</u>

Total Available \$ 103,610.69

Disbursements:

-0-

Balance on Hand December 31, 1988 \$ 103,610.69

WORKING CASH FUND

Balance on Hand November 30, 1988 \$ 160,347.34

Receipts:

Investments	282,446.17	
Interest on Investments	<u>29,906.46</u>	<u>312,352.63</u>

Total Available \$ 472,699.97

Disbursements:

Investments		<u>401,733.29</u>
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Balance on Hand December 31, 1988 \$ 70,966.68

AUDIT FUND

Balance on Hand November 30, 1988 \$ 37,677.71

Receipts:

Taxes	1,194.75	
Interest on Investments	<u>165.91</u>	<u>1,360.66</u>

Total Available \$ 39,038.37

Disbursements:

-0-

Balance on Hand December 31, 1988 \$ 39,038.37

SURANCE FUND

Balance on Hand November 30, 1988			\$ 102,807.77
<u>Receipts:</u>			
	Taxes	11,946.10	
	Interest on Investments	375.15	
	Expenditure Credits	<u>392.14</u>	<u>12,713.39</u>
Total Available			\$ 115,521.16
<u>Disbursements:</u>			
	Expenses for December		<u>6,215.82</u>
Balance on Hand December 31, 1988			<u>\$ 109,305.34</u>

BUILDING BCNE PROCEEDS FUND

Balance on Hand November 30, 1988			\$ 59,147.91
<u>Receipts:</u>			
	Interest on Investments		<u>1,662.53</u>
Total Available			\$ 60,810.44
<u>Disbursements:</u>			<u>-0-</u>
Balance on Hand December 31, 1988			<u>\$ 60,810.44</u>

* * * * *

FUNDS INVESTED

United States Treasury	Building	7.93	4-20-89	\$ 286,411.33
United States Treasury	Building	7.87	2-23-89	144,335.25
Citizens First Bank of Walnut	S & C	8.00	8-31-89	100,000.00
Central National Bank	S & C/W.C.	Variable		1,252,994.25
Dixon National Bank	S & C	7.30	5-27-89	178,623.35
First National Bank	S & C	7.00	3-28-89	75,000.00
First Bank of Dixon	S & C	7.28	5-6-89	100,000.00
Dixon National Bank	Working Cash	8.00	12-29-89	303,189.50
Whiteside Co. Bank	Working Cash	Variable		100,000.00
Rock Falls National Bank	Working Cash	Variable		568,614.67
United States Treasury	Working Cash	8.38	4-20-89	241,465.83
United States Treasury	Working Cash	8.65	6-15-89	95,887.28
Millledgeville State Bank	Working Cash	7.75	1-22-89	100,000.00
Dixon National Bank	Working Cash	6.70	7-4-89	171,769.32
Rock Falls National Bank	Education	Variable		<u>842,380.21</u>
	TOTAL INVESTED			\$4,560,670.99

SAUK VALLEY COMMUNITY COLLEGE
STUDENT LOAN FUND

Period Ending 12/31/88

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

ASSETS:		
Cash in Bank		\$9,996.03
Notes Receivable		1,920.00

		\$11,916.03
		=====

LIABILITIES & NET WORTH:		
Fund Equity	\$12,254.58	
Net Loss	(338.55)	\$11,916.03
	-----	=====

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

INCOME:		
Interest Income	\$152.27	
Bad Debts Repaid	100.00	\$252.27

EXPENSES:		
Bad Debts		\$590.82
NET LOSS		(\$338.55)
		=====

SAUK VALLEY COMMUNITY COLLEGE
E.O.G. WORKSTUDY FUND
Period Ending December 31, 1988
B A L A N C E S H E E T

Cash on Hand	\$1,535.05	
Workstudy Awards Receivable from Fed. Gov. 1987-88	0.00	
Workstudy Awards Capital 1987-88		170,658.00
Workstudy Awards Paid 1987-88	170,658.00	
O.G. Awards Receivable from Fed. Gov. 1987-88	2,825.00	
O.G. Awards Capital 1987-88		63,166.00
O.G. Awards Paid 1987-88	60,341.00	
LL Grant Awards Receivable from Fed. Gov. 1987-88	(30,059.25)	
LL Grant Awards Capital 1987-88		647,631.00
LL Grant Awards Paid 1987-88	647,102.00	
Workstudy Award Receivable from Fed. Gov. 1988-89	88,056.00	
Workstudy Awards Capital 1988-89		171,056.00
Workstudy Awards Paid 1988-89	74,938.31	
O.G. Awards Receivable from Fed. Gov. 1988-89	10,757.00	
O.G. Awards Capital 1988-89		60,341.00
O.G. Awards Paid 1988-89	49,003.95	
LL Grant Awards Receivable 1988-89	92,124.00	
LL Grant Awards Capital 1988-89		403,560.00
LL Grant Awards Paid 1988-89	319,862.14	
Transfer Account	11,754.30	
Active Federal Grants	17,514.50	
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	\$1,516,412.00	\$1,516,412.00
	=====	=====

SAUK VALLEY COMMUNITY COLLEGE
RESTRICTED PURPOSES FUND
December 31, 1988

Balance on Hand - December 1, 1988	\$440,733.18
Cash Over - December 9 Deposit	0.04
Cash Under - December 6 Deposit	(5.00)
7 87 - Correct Error - November 1989	72.00
7 90 - Write Off Check	(29.00)
December Receipts	247,392.44

TOTAL FUNDS AVAILABLE DURING DECEMBER	\$688,163.66
Cash Disbursements - December, 1988	346,901.13

Balance on Hand - December 31, 1988	<u>\$341,262.53</u>

STATEMENT OF INCOME & EXPENSE
STUDENT ACTIVITY FUND

ACTIVITIES	

Comprehensive Fee Income	\$4,878.99
Athletic Income	834.00
Drama Income	1,131.00
Student Activity Income	18,387.50
Sauk Talk Income	509.98
Cash Over & Under	(13.59)
Other Income - Student Activity Only	41.00

TOTAL INCOME	\$25,768.88

	BUDGET	EXPENSE	
Athletic Expense	\$24,500.	\$13,418.18	
Cheerleader & Pom Pon Squad	2,000.	1,867.50	
Speech Act. & Readers Theatre	4,500.	1,404.33	
Drama Expense	5,000.	5,159.12	
Music Expense	3,500.	786.53	
Student Act. Expense	9,000.	5,006.95	
Student Senate Expense	2,000.	271.35	
Women's Intercollegiate Exp.	19,500.	14,982.51	
Sauk Talk	9,000	2,969.69	
Contingencies/Non-Budgeted	-0-	-0-	
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	\$ 79,000.	TOTAL EXPENSE	\$45,866.16

Excess of Expenditures Over Revenue, as of December 31, 1988	<u>(\$20,097.28)</u>
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STATEMENT OF ASSETS AND LIABILITIES

ASSETS		REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash in Bank	\$341,262.53	Due Educational Fund	\$2,268.01
		Due Building Fund	160.70
petty Cash	910.00	Due Student Loan Fund	403.27
		Student Tuition	\$647,981.00
cts. Rec.	275,011.43	Tuition Refunds	(23,675.60)
		Out-of-District Fees	43.24
Investments	100,000.00	Lab Fees	25,166.00
		Lab Fees Refunds	(1,136.50)
		Accounts Payable	8,175.00
			\$659,385.12

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	(\$1,815.35)
Parking	3,891.22
Recreation Room Fund	(320.56)
Student Locker Fund	698.91
Building Fairness Grant	1,434.77
Community Services	12,716.34
Procurement Assistance Gt.	0.00
Photography Supplies	24.86
Collegiate Choir	349.19
Spec. Serv. for Disadv. St-Exp	(77,483.56)
Spec. Serv. for Disadv. St-Inc	77,483.56
Sp. Serv. for Disadv. Exp-FY89	(29,244.45)
Sp. Serv. for Disadv. Inc-FY89	29,328.66
JTPA/CAED Grant FY 89	(2,837.17)
HITS Gt./NW Steel	35,659.00
HITS Gt./Sr. Home Comp.	0.00
HITS Gt./Daubert Chem.	6,913.00
HITS Gt./Drives, Inc.	7,997.00
HITS Gt./Eyelet Products	0.00
HITS Gt./Pumpkin Patch	0.00
Disadvantaged Gt. FY 89	1,254.95
Disadv.-Handicapped Gt. FY 89	(12,452.22)
Quality Assistance Gt.	126.30
Econ. Dev. Gt. II FY 89	6,439.15
Econ. Dev. Gt. Inc. FY 89	26,928.00
Econ. Dev. Gt. Exp. FY 89	(24,849.41)
Student Clubs	1,804.86
Adult Learning Book Charges	3,015.45
Community Theatre	48.40
College Van	1,317.08
VIP/CPP	1,817.71
Student Serv/Special Projects	107,189.52
SVCC Athletic Booster Club	4,491.86
DCC/Income/FY 89	91,274.00
DCC/Expense/FY 89	(193,043.43)

Pre-Employment Skills FY 89	0.00	
PELL Grants	38.15	
Ill. Interp. Workshop	248.25	
SVCC Foundation	0.00	
Sauk Area Arts Council	(174.22)	
Sm. Bus. Dev. Gt./Inc. FY 89	9,070.00	
Sm. Bus. Dev. Gt./Exp. FY 89	(9,007.95)	
VITAL - Sec. of State FY 89	6,444.55	
Anna Johnson Estate	1,270.68	
Nursing Uniforms	0.00	
LPN Supplies	502.11	
Miscellaneous Account	6,495.25	
TITLE III - Inform. Sys./FY 88	(95,417.10)	
TITLE III - Curr. Dev./FY 88	(60,309.72)	
TITLE III - Fund Raising/FY 88	(15,806.49)	
TITLE III - Proj. Admin./FY 88	(23,831.77)	
TITLE III - Income - FY 88	195,365.08	
Title III - Inform. Sys./FY 89	(27,505.16)	
Title III - Curr. Imp./FY 89	(1,504.54)	
Title III - Fund Raising/FY 89	(10,318.56)	
Title III - Proj. Admin./FY 89	(6,841.12)	
Title III - Income/FY 89	40,976.50	
IL Personal Serv. Withholding	0.00	\$89,851.58

FUND EQUITY

July 1, 1988	(\$11,955.46)	
Excess of Expenditures Over Revenue, as of Nov. 30, 1988	(20,097.28)	(\$32,052.74)

TOTAL ASSETS	<u>\$717,183.96</u>	TOTAL LIABILITIES & NET WORTH	<u>\$717,183.96</u>
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SAUK VALLEY COMMUNITY COLLEGE BOOKSTORE

Period Ending 12-31-88

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

ASSETS:

Cash in Bank		\$36,004.52
Petty Cash		751.50
Investments		146,499.09
Accounts Receivable-Educational Fund		601.56
Inventory 6-30-88		136,005.45

		\$319,862.12
		=====

LIABILITIES & NET WORTH:

Accounts Payable-Student Activity Fund		\$5,969.00
Fund Equity	\$349,830.32	
Fund Transfer	0.00	
Net Loss	(35,937.20)	313,893.12
	-----	-----
		\$319,862.12
		=====

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

INCOME:

Textbook Sales	\$198,464.39	
Supply Sales	23,501.25	
Miscellaneous Sales	15,487.62	
Paperback Sales	4,043.92	
Used Book Sales	19,907.99	
Sales Tax Collected	15,116.47	
Other Income	183.80	
Investment Income	4,694.85	\$281,400.29

EXPENSES:

Textbooks Purchased	\$222,588.90	
Supplies Purchased	18,764.75	
Miscellaneous Purchased	16,961.81	
Paperbacks Purchased	2,678.04	
Used Books Purchased	11,748.28	
Sales Tax Paid	13,782.16	
Salaries & Wages	21,633.03	
Transportation Charges	5,570.09	
Supply Expenses	1,177.61	
Equipment	116.20	
Travel	648.65	
Telephone	200.96	
Dues & Subscriptions	0.00	
Other Expense	1,350.62	
Over & Under	21.99	
Bad Debts	94.40	\$317,337.49
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NET LOSS on a cash basis without regard to inventory
or accounts payable

(\$35,937.20)
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BILLS PAYABLE

January 23, 1988

EDUCATION FUND

110-300-541.02	VOID CHECK #12166 written November - Duplicate			\$ (387.33)
192-000-544.02	POSTMASTER	Bulk Permit	12416	300.00
191-000-550	RICHARD GROHARING	Travel	12417	130.96
192-000-544.02	POSTMASTER	Bus. Reply Permit	12418	260.00
192-000-544.02	POSTMASTER	Bulk Permit	12419	60.00
110-814-513.02	ILLINOIS VALLEY COMM. HOSPITAL	MLT 170	12420	210.00
110-814-513.02	COMMUNITY HOSPITAL OF OTTAWA	MLT 170	12421	105.00
110-814-513.02	FREEPORT MEMORIAL HOSPITAL	RAD 184 & 284	12422	464.07
110-811-513.02	ROCKFORD ACADEMY OF TAE KWON DO	PED 143	12423	168.75
110-300-541.02	UNIVERSITY OF ILLINOIS	Films - 27.45		
110-400-541.02	x x x	61.90		
110-500-541.02	x x x	33.25		
110-600-541.02	x x x	31.50		
110-813-541.02	x x x	10.00	12424	164.10
110-813-541.02	LERN	Membership	12425	125.00
181-000-550	AMERICAN EXPRESS	Pres. Travel	12426	208.58
192-000-544.02	POSTMASTER	Bulk mailing	12427	364.25
	SVC PAYROLL FUND	12-22-88 Payroll	12428	194,369.70
192-000-544.02	POSTMASTER	Bulk mailing	12429	806.75
176-000-575	CENTRAL TELEPHONE CO.	Service	12430	2,157.65
181-000-550	MOBIL	Pres. travel	12431	44.45
192-000-544.02	POSTMASTER	Bulk permit	12432	300.00
176-000-575	CENTRAL TELEPHONE CO.	Service	12433	2,260.25
	SVC PAYROLL FUND	1-15-89 Payroll	12434	144,449.80
192-000-521	PRUDENTIAL	January premium	12435	35,323.18
110-316-550	I.A.S.C.D.	Conference	12436	80.00
	VOID CHECK		12437	
				<hr/> \$381,965.16

811,541.01	A.A.C.J.C.	TELECONFERENCE	133.00	
812,541.01	X X	X X 133.00		
813,541.02	X X	X X 134.00	12,438	400.00
300,541.02	ARATEX SERVICES	SUPPLIES	12,439	31.92
810,547.00	THE AMBOY NEWS	PUB INFO	12,440	248.04
300,541.02	AMERICAN DATA PRODUCTS	SUPPLIES 126.96		
000,541.01	X X	96.09	12,441	223.05
100,541.02	ARCH ASSOCIATES	SUPPLIES	12,442	152.50
810,547.00	ASHTON GAZETTE	PUB INFO	12,443	151.20
100,541.02	GLENN BAILEY	SUPPLIES	12,444	11.00
000,545.00	BAKER & TAYLOR	BOOKS	12,445	797.32
000,550.00	DOUG BANNON	TRAVEL	12,446	120.24
000,559.00	RICHARD BEHRENDT	EXPENSES	12,447	400.00

12,541.02	BENDER & BLOCK MUSIC CO	SUPPLIES	12,448	26.78
00,541.02	BENNETT WELDING SUPPLY	SUPPLIES 23.75		
11,541.02	X X	4.00	12,449	27.75
11,550.00	BESTWESTERN BRANDYWINE LODGE	LUNCHES 33.84		
18,550.00	X X	71.47 XMAS BREAKFAST	12,450	105.31
00,550.00	BRANDYWINE RESTAURANT	MEETINGS 121.98		
00,550.00	X X	36.95	12,451	158.93
10,547.00	BRISCO BROADCASTING	PUB INFO	12,452	291.60
14,550.00	KRISTY BROWN	TRAVEL	12,453	7.56
00,541.02	C & N SUPPLY	SUPPLIES	12,454	72.50
12,541.02	CTB MCGRAW HILL	SUPPLIES	12,455	325.00
10,547.00	CARROLL COUNTY REVIEW	PUB INFO	12,456	4,003.78
00,556.00	CLAYTONS FLORAL SHOP	FLOWERS	12,457	38.50
12,541.02	COLUMBIA PICTURES PUBL	SUPPLIES	12,458	13.00
11,534.00	COMM ON ALLIED HEALTH-EDUC	ACCREDITATION 75.00		
14,534.00	X X	X X 75.00	12,459	150.00
00,541.02	COMPUADD CORPORATION	SUPPLIES 235.08		
00,534.02	X X	98.00		
00,541.01	X X	41.90	12,460	374.98
10,547.00	COMPUTYPE SERVICE	PUB INFO	12,461	5.00
10,547.00	CONSUMER BUSINESS GUIDE	PUB INFO	12,462	169.50
00,541.02	CONTINENTAL WATER SYSTEMS	SUPPLIES	12,463	94.00
13,541.02	CREATIVE MEDIA SERVICES	SUPPLIES	12,464	74.50
00,541.02	CRESCENT ELECTRIC SUPPLY	SUPPLIES	12,465	10.73
18,541.01	CROWN PRINTING	SUPPLIES	12,466	365.00
10,547.00	RICHARD CULLOM	PUB INFO	12,467	1,010.00
11,541.02	CURTIN MATHESON SCIENTIFIC	SUPPLIES	12,468	281.16
00,542.00	THE DAILY GAZETTE	AD 34.58		
10,547.00	X X	PUB INFO 592.64		
13,541.02	X X	ADS 71.20		
00,554.00	X X	48.67	12,469	747.09
10,547.00	DECISION	ADS	12,470	50.00
12,534.00	R K DIXON CO	SERVICE 213.00		
00,585.00	X X	EQUIPMENT 1713.25	12,471	1,926.25
00,534.00	DIXON PUBLIC LIBRARY	TELECOMM	12,472	233.11
13,541.02	DIXON TELEGRAPH	ADS 53.02		
10,547.00	X X	PUB INFO 751.30		
00,554.00	X X	18.48	12,473	822.80
10,547.00	DYNAMIC GRAPHICS INC	PUB INFO	12,474	61.35
10,547.00	THE ECHO	PUB INFO	12,475	205.33
00,550.00	ROBERT EDISON	TRAVEL	12,476	152.68
00,541.01	ENTEC INC	SUPPLIES	12,477	23.60
00,541.02	FISHER SCIENTIFIC	SUPPLIES	12,478	9.80
00,541.02	FLOWERS BY JULIA	SUPPLIES	12,479	101.20
00,550.00	JERRY FRANA	TRAVEL 34.17		
00,529.00	X X	REIMB 1 HOUR 100.00	12,480	134.17
10,547.00	BEN FRANKLIN PRINTING	PUB INFO	12,481	16.50
10,547.00	FULTON PRESS INC	PUB INFO	12,482	384.40
00,541.01	GP TECHNOLOGIES	SUPPLIES	12,483	7.95
00,545.00	GROVES DICTIONARY-STOCKTON	BOOKS	12,484	235.00
00,545.00	GUIDANCE ASSOCIATES	BOOKS	12,485	91.35

12,550.00	CAROL HAIN	TRAVEL 126.00		
14,550.00	X X	267.54	12,486	393.54
00,541.01	HASKELLS	SUPPLIES 30.32		
00,541.01	X X	225.46		
00,585.00	X X	EQUIPMENT 203.95	12,487	459.73
13,550.00	ANN HENDERSON	TRAVEL	12,488	13.23
10,547.00	W H HOHENADEL PRINTING	PUB INFO	12,489	753.33
13,550.00	RICHARD HOLTAM	TRAVEL	12,490	50.84
00,534.00	HONEYWELL INC	SERVICE	12,491	118.00
10,547.00	HUB PRINTING	PUB INFO	12,492	1,020.80
00,529.00	MICHAEL HUSTAD	REIMB 3 HRS	12,493	268.50
00,534.01	I B M CORPORATION	SERVICE	12,494	2,100.00
00,585.00	I B M CORPORATION	EQUIPMENT	12,495	38,088.00
00,534.02	I B M CORPORATION	SERVICE	12,496	30.00
00,546.00	I C C T A	DUES	12,497	2,074.00
10,547.00	ILLINOIS LPN YEARBOOK	PUB INFO	12,498	120.00
10,547.00	ILLINOIS POSTER ADVERTISING	PUB INFO	12,499	2,512.47
10,547.00	IMAGE DESIGNS	PUB INFO	12,500	826.50
00,541.02	INDIANA UNIVERSITY	SUPPLIES	12,501	19.25
10,547.00	INFORMATION CONTROLS INC	PUB INFO	12,502	305.47
00-545	JAKES JAM LAND	RECORDS	12,503	64.41
00,549.00	JOSTENS	DIPLOMAS	12,504	104.98
10,547.00	KROS BROADCASTING	PUB INFO	12,505	105.00
12,550.00	KLOCKES	LUNCHES	12,506	109.15
00,534.00	KNIE APPLIANCE & TV	SERVICE 40.00		
00,585.00	X X	EQUIPMENT 457.00	12,507	497.00
18,550.00	KROGERS	SUPPLIES	12,508	10.46
00,550.00	KAREN KYLEN	TRAVEL	12,509	25.80
00,541.02	LAND MARK ENGINEERING SUPPLY	SUPPLIES	12,510	49.94
18,541.02	LAW ENFORCEMENT RESOURCE CENTER	SUPPLIES	12,511	26.50
10,547.00	LEE WAYNE CO INC	SUPPLIES	12,512	356.47
00,529.00	JOLENE LESEMAN	REIMB 6 HRS	12,513	501.00
00,550.00	CAROL LINTON	TRAVEL	12,514	10.48
12,534.00	ROBERT D LUDDEN	PIANO TUNING	12,515	30.00
13,550.00	JANET LYNCH	TRAVEL	12,516	41.16
00,541.02	NORMAN MCNEAL	SUPPLIES	12,517	29.95
00,544.01	3M	SUPPLIES	12,518	360.90
00,541.02	MCM ELECTRONICS	SUPPLIES	12,519	407.74
10,547.00	MANLIUS COMMUNITY UNIT SCHOOL	PUB INFO	12,520	50.00
00,550.00	RONALD MARLIER	TRAVEL	12,521	43.68
00,556.00	MERLINS FLOWERS & GREENHOUSES	FLOWERS	12,522	77.50
00,541.02	MICHIGAN MEDIA	SUPPLIES	12,523	27.94
15,541.02	MILLIKEN PUBL CO	SUPPLIES	12,524	11.55
00,541.02	MISCO INC	SUPPLIES	12,525	39.41
00,534.00	MUELLER AUDIO VISUAL	SERVICE 43.25		
00,585.00	X X	EQUIPMENT 295.00	12,526	338.25
00,542.00	MULTIGRAPHICS	SUPPLIES	12,527	112.50
00,546.00	N A E I R	SUPPLIES	12,528	35.00
13,541.02	NATIONAL COMMUNITY EDUC ASSN	DUES	12,529	75.00
00,541.01	NATIONAL COMPUTER SYSTEMS	SUPPLIES	12,530	632.64

000,541.01	NATIONAL SOCIETY OF FUND RAISING EXECUTIVES	DUES	12,531	150.00
011,543.02	KENT NIGHTLINGER	PART TIME TEACHING	12,532	30.00
000,534.00	NORTHERN ILL LIBRARY SYS	SERVICE FEES	12,533	634.00
000,541.02	NORTHERN ILL UNIVERSITY	SUPPLIES 60.00		
019,541.02	X X	15.00	12,534	75.00
000,550.00	CHARLES OSTER	TRAVEL	12,535	22.58
015,541.02	PALOS SPORTS INC	SUPPLIES	12,536	89.59
000,550.00	CHARLES PATERSON	TRAVEL	12,537	58.80
012,541.02	J W PEPPER OF MINNEAPOLIS	SUPPLIES	12,538	37.60
000,537.00	PETERSON OFFICE SERVICE	SERVICE 71.00		
000,537.00	X X	186.50	12,539	257.50
015,550.00	KAREN PINTER	TRAVEL	12,540	200.00
010,547.00	PRAIRIE ADVOCATE	PUB INFO	12,541	252.26
012,541.02	PRENTICE HALL	SUPPLIES	12,542	27.10
012,541.02	THEODORE PRESSER CO	SUPPLIES	12,543	39.06
010,547.00	PUBLICATION SYSTEMS INC	PUB INFO	12,544	295.00
000,541.01	PUBLISHERS TEST SERVICE	SUPPLIES	12,545	150.57
010,547.00	ROCHELLE NEWSPAPERS	PUB INFO	12,546	185.63
000,541.01	ROCK RIVER IACD	DUES	12,547	45.00
010,547.00	ROCK RIVER PRINTERS	PUB INFO	12,548	101.00
010,547.00	THE ROCK VALLEY REVIEW	PUB INFO	12,549	122.50
016,550.00	GRACE RUMPH	TRAVEL	12,550	25.20
000,541.02	SVC BOOKSTORE	SUPPLIES 26.26		
000,541.02	X X	5.07		
000,541.02	X X	25.60		
019,541.02	X X	.13		
000,541.02	X X	3.37		
011,541.02	X X	.91		
012,541.02	X X	4.75		
000,541.02	X X	6.10		
010,547.00	X	38.14		
013,541.02	X X	1.99		
015,541.02	X X	44.62		
000,544.01	X X	2.02		
000,541.02	X X	14.21		
000,541.01	X X	24.77		
000,554.00	X X	13.37		
000,541.01	X X	2.93		
000,541.01	X X	18.95	12,551	233.19
000,546.00	SVC BUILDING FUND	USE OF TRUCK	12,552	25.09
000,541.03	SBM EQUIPMENT CENTER	SUPPLIES 29.33		
000,541.01	X X	19.00		
000,541.01	X X	34.00	12,553	82.33
015,550.00	SCENIC STAGE LINE	BUS TRIP	12,554	275.00
016,550.00	SERVICE AMERICA CORP	MEETINGS 8.40		
018,550.00	X X	37.80		
000,550.00	X X	40.00		
000,550.00	X X	16.30		
000,550.00	X X	30.00	12,555	132.50

00,550.00	SHELL OIL CO	PRES TRAVEL	12,556	41.29
14,550.00	STANLEY SHIPPET	TRAVEL	12,557	136.50
00,541.02	S J SMITH WELDING SUPPLY	SUPPLIES	12,558	4.00
00,534.01	SORBUS	SERVICE	12,559	4,685.30
00,534.00	STANDARD REGISTER CO	MAINT CONTR	12,560	140.00
00,544.01	STERLING CAMERA CENTER	SUPPLIES	12,561	8.80
00,550.00	ROBERT THOMAS	TRAVEL	12,562	296.37
00,541.01	THOMPSON PUBLISHING GROUP	SUPPLIES	12,563	163.00
18,550.00	VIRGINIA THOMPSON	TRAVEL	12,564	92.70
10,547.00	TRI COUNTY PRESS	PUB INFO	12,565	101.50
10,547.00	TWIN CITY POST	PUB INFO	12,566	275.20
00,541.01	UARCO INC	SUPPLIES	12,567	306.50
12,541.02	UNITED STATES HOSPITAL SUPPLY	SUPPLIES 326.53		
13,541.02	X X	5.50	12,568	332.03
00,541.02	UNIV OF ILLINOIS	SUPPLIES 15.25		
00,541.02	X X	32.50		
00,541.02	X X	21.00		
00,541.02	X X	12.50	12,569	81.25
00,541.02	UNIV OF MINNESOTA	FILMS	12,570	64.50
10,547.00	W C C I	PUB INFO	12,571	314.30
10,547.00	W I X N	PUB INFO	12,572	390.00
10,547.00	W R H L	PUB INFO	12,573	131.50
10,547.00	W S D R	PUB INFO	12,574	550.00
10,547.00	W S S Q	PUB INFO	12,575	637.50
10,547.00	W Z O E RADIO	PUB INFO	12,576	528.00
10,547.00	W N S PUBLICATIONS	PUB INFO	12,577	490.88
10,547.00	THE WALNUT LEADER	PUB INFO	12,578	159.77
00,535.00	WARD MURRAY PACE & JOHNSON	SERVICES	12,579	395.00
714,541.02	WAYNE INC	SUPPLIES	12,580	372.71
00,545.00	WEST PUBLISHING CO	BOOKS	12,581	186.00
00,550.00	BETTY WIGGINTON	TRAVEL	12,582	56.22
712,550.00	MARY WILLETT	TRAVEL	12,583	52.92
00,541.01	XEROX CORPORATION	SUPPLIES	12,584	550.44
00,550.00	AMERICAN EXPRESS	PRES TRAVEL 263.09		
00,556.00	X X	OTHER EXP 97.76	12,585	360.85
00,529.00	DAVID CLYDESDALE	REIMB 3 HRS	12,586	247.20
	SVC IMPREST FUND	MISC EXPENSES	12,587	582.98
300,541.02	SVC PETTY CASH FUND	SUPPLIES 3.16		
00,541.01	X X	4.97	12,588	8.13
00,556.00	EMERALD HILL	XMAS PARTY	12,589	546.00

85,507.34

Cks. #12416 - 12437 and void #12166

381,965.16

TOTAL EDUCATION FUND FOR JANUARY

\$467,472.50

BUILDING FUND

0-000-541.04	FORD NEW HOLLAND	Supplies	1902	\$ 47.29
0-000-534.01	YESTERDAYS FURNITURE	Repairs	1903	130.00
0-000-534.01	TED KREIN	Repairs	1904	55.00
0-000-541.04	DIXON PAINT CO.	Supplies	1905	142.72
0-000-541.04	DYNA TEK ASSOCIATES	Supplies	1906	289.82
0-000-534.01	ECOLAB PEST ELIMINATION DIV.	Service	1907	165.00
0-000-541.04	HILLS ELECTRIC MOTOR SERVICE	Repairs	1908	2.90
0-000-541.04	J& K LOCKSMITH SERVICE	Service	1909	4.80
0-000-534.01	MODERN SHOE SHOP	Repairs	1910	15.00
0-000-541.04	MORGAN SERVICES INC.	Supplies	1911	114.74
0-000-534.01	WILCO RENTAL	Repairs	1912	87.68
0-000-541.04	DYNA TEK ASSOCIATES	Supplies	1913	178.29
1-000-571	AMGAS INC.	Service	1914	7,390.39

\$8,623.63

541.04	BALDWIN COOKE CO	SUPPLIES	1,915	13.92
00,573.00	COMMONWEALTH EDISON CO	SERVICE	1,916	23.20
00,573.00	COMMONWEALTH EDISON CO	SERVICE	1,917	33,889.60
00,541.04	CRESCENT ELECTRIC SUPPLY	SUPPLIES	1,918	87.44
00,541.04	CUMMINS GREAT PLAINS DIESEL	SUPPLIES	1,919	58.35
00,541.04	THE DAILY GAZETTE	SUPPLIES	1,920	33.33
00,541.04	DIXON GARAGE SUPPLY	SUPPLIES	1,921	11.14
00,541.04	DIXON LUMBER DO IT CENTER	SUPPLIES	1,922	81.31
00,541.04	GRUMMERTS TRUE VALUE	SUPPLIES	1,923	36.86
00,550.00	GLADYS GUNTLE	TRAVEL	1,924	12.60
00,541.04	HASKELLS	SUPPLIES	1,925	5.00
00,534.01	HONEYWELL INC	SERVICE	1,926	4,048.25
00,534.01	DAVID MAYES	SEWAGE TESTING	1,927	190.00
00,541.04	MONTGOMERY ELEVATOR	MAINT CONTR	1,928	469.96
00,541.04	MORGAN SERVICES INC	SUPPLIES	1,929	55.49
00,571.00	NORTHERN ILL GAS CO	SERVICE	1,930	2,165.53
00,541.04	PALOS SPORTS INC	SUPPLIES	1,931	29.87
00,541.04	ROCHESTER MIDLAND	SUPPLIES	1,932	212.60
00,534.01	ROCK VALLEY DISPOSAL	SERVICE	1,933	79.00
00,541.04	SVC BOOKSTORE	SUPPLIES	1,934	28.81
00,541.04	SVC EDUCATION FUND	SUPPLIES	1,935	89.79
00,541.04	JOHN A SANDBERG	SUPPLIES	1,936	242.46
00,541.04	SENTRY POOL & CHEMICAL SUPPLY	SUPPLIES	1,937	35.25
00,541.04	SHERWIN WILLIAMS	SUPPLIES	1,938	32.82
00,541.04	SIEG ILLINOIS CO	SUPPLIES	1,939	19.27
00,541.04	SPECTRUM CORPORATION	SUPPLIES	1,940	18.50
00,534.01	TRUCKS INC	REPAIRS	1,941	959.36
00,541.04	WOLOHANS	SUPPLIES	1,942	52.40
	SVC IMPREST FUND	MISC EXPENSES	1,943	68.70

43,050.81

8,623.63

Cks. #1902 - 1914

TOTAL BUILDING FUND FOR JANUARY

\$51,674.44

LIFE SAFETY FUND

0-000-584	HAGEN DECORATORS, INC.	Roofing	104	\$ 31,975.80
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TOTAL LIFE SAFETY FUND FOR JANUARY				\$ 31,975.80
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INSURANCE FUND

92-000-527	DIXON NATIONAL BANK	Medicare 12/31 payroll	189	\$ 1,158.58
92-000-523	WILKINS LOWE & CO.	Workers comp due	190	5,839.00
92-000-526	ILL. DIR. OF EMPLOYMENT SECURITY	Unemployment	191	2,196.46
92-000-527	DIXON NATIONAL BANK	Medicare 1/15 payroll	192	617.07
92-000-527	INTERNAL REVENUE SERVICE	Medicare due 4th quarter	162	.45

TOTAL INSURANCE FUND FOR JANUARY				\$ 9,811.56
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IMPREST FUND

120-000-545	VOID CHECK #8382		\$	(40.00)
270-000-541.04	FARM AND FLEET	Supplies	8408	22.90
110-600-541.02	PHILLIPS EXETER ACADEMY	Supplies	8409	35.00
120-000-545	ROBERT THOMAS	Records purchased	8410	54.67
192-000-544.02	POSTMASTER	Addtl. postage	8411	12.61
182-000-541.01	LAWTON PRINTING INC.	Supplies	8412	24.80
192-000-544.02	UNITED PARCEL SERVICE	Service	8413	52.50
120-000-545	SUPT. OF DOCUMENTS	Book	8414	36.00
182-000-550	NANCY BREED	Meeting supplies	8415	6.59
182-000-550	ILLINOIS ASBO	Meeting	8416	40.00
110-813-550	THE SATELLITE SOURCE	Conference	8417	20.00
181-000-550	RICHARD BEHRENDT	Lunches	8418	11.80
120-000-550	BETTY WIGGINTON	Supplies	8419	12.54
192-000-544.02	UNITED PARCEL SERVICE	Service	8420	24.01
120-000-550	THE SATELLITE SOURCE	Conference	8421	40.00
110-812-550	ILLINOIS STATE UNIVERSITY	Conf. Reg.	8422	30.00
182-000-550	ILLINOIS ASBO	Seminar	8423	45.00
195-000-534.02	ALAN PFEIFER	Repairs	8424	5.98
110-813-541.02	R.R.I.A.C.D.	Dues	8425	5.00
192-000-544.02	UNITED PARCEL SERVICE	Service	8426	41.35
181-000-559	RICHARD L. BEHRENDT	Rotary lunches	8427	27.00
270-000-541.04	FARM AND FLEET	Supplies	8428	45.80
196-000-541.01	ACTS, INC.	Supplies	8429	22.50
192-000-544.02	UNITED PARCEL SERVICE	Service	8430	3.75
110-813-550	ANN HENDERSON	Supplies	8431	32.53
110-818-541.01	VIRGINIA THOMPSON	Supplies	8432	9.48
192-000-544.02	UNITED PARCEL SERVICE	Service	8433	29.87
				<hr/>
				\$651.63

EDUCATION FUND - 582.98

BUILDING FUND - 68.70

alance in fund - 2372.32
Disbursements - 651.68
Total in fund - 3024.00

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

Edw Peterson

PRESIDENT

William B. Yenn

SECRETARY

DATE _____

OFFICE OF BUSINESS SERVICES
SAUK VALLEY COMMUNITY COLLEGE

BUDGET SUMMARY REPORT

1/31/89

	BEGINNING FY 89 BALANCE (DEFICIT)	R E V E N U E		E X P E N D I T U R E S	
		BUDGET	TO DATE	BUDGET	TO DATE
GENERAL FUNDS					
Education Fund	\$787,820	\$5,050,468	\$2,390,149	\$5,417,205	\$2,573,520
Operations, Building & Maintenance Fund	528,464	224,326	105,609	529,790	209,845
TOTAL OPERATING FUND	\$1,316,284	\$5,274,794	\$2,495,758	\$5,946,995	\$2,783,365
SPECIAL REVENUE FUNDS					
Liability, Protection & Settlement Fund (Insurance)	\$91,976	\$199,825	\$89,897	\$135,000	\$107,380
Audit Fund	\$29,503	\$18,250	\$9,534	\$18,000	\$0
Protection, Health & Safety Fund	\$158,398	\$315,961	\$152,322	\$315,961	\$239,085
PROPRIETARY FUNDS					
Bookstore Fund	\$340,830	\$399,200	\$281,400	\$373,280	\$317,337
OTHERS					
Working Cash Fund	\$2,562,699	\$1,000	\$87,188	\$0	\$0
Building Bond Proceeds Fund (Site and Construction)	\$767,532	\$40,002	\$19,937	\$280,000	\$18,037

EDUCATION FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	97,954.92	97,954.92	76,187.16	21,767.76	228,224.00	130,269.08	130,269.08
DIV OF BUS CONTR SERV	5,298.25	5,298.25	5,298.25	.00	10,500.00	5,201.75	5,201.75
DIV OF BUS SUPPLIES	6,085.98	6,085.98	4,711.39	1,374.59	11,475.00	5,389.02	5,389.02
DIV OF BUS CONF & MEETINGS	363.28	363.28	363.28	.00	1,400.00	1,036.72	1,036.72
FOOD SERV CONTR SERV	1,875.00	1,875.00	1,875.00	.00	1,000.00	875.00	875.00
FOOD SERV SUPPLIES	.00	.00	.00	.00	500.00	500.00	500.00
FOOD SERV CONF & MEETINGS	.00	.00	.00	.00	100.00	100.00	100.00
DIV OF AGRIC SUPPLIES	273.16	273.16	171.96	101.20	400.00	126.84	126.84
DIV OF INDUS ED SALARIES	87,475.59	87,475.59	68,036.57	19,439.02	210,879.00	123,403.41	123,403.41
DIV OF INDUS ED CONTR SERV	868.56	868.56	563.10	305.46	6,400.00	5,531.44	5,531.44
DIV OF INDUS ED SUPPLIES	6,689.62	6,689.62	6,342.63	346.99	16,145.00	9,455.38	9,455.38
DIV OF INDUS ED CONF & MEETINGS	688.09	688.09	572.54	115.55	1,400.00	711.91	711.91
COSMETOLOGY CONTR SERV	18,652.00	18,652.00	18,652.00	.00	25,900.00	7,248.00	7,248.00
COSMETOL SUPPLIES	.00	.00	.00	.00	600.00	600.00	600.00
COSMETOL CONF & MEETINGS	.00	.00	.00	.00	100.00	100.00	100.00
HUMAN SERV CONTR SERV	.00	.00	.00	.00	100.00	100.00	100.00
HUMAN SERV SUPPLIES	629.18	629.18	615.50	13.68	1,200.00	570.82	570.82
HUMAN SERV CONF & MEETINGS	80.00	80.00	.00	80.00	625.00	545.00	545.00
DIV OF SOC SCI SALARIES	56,004.39	56,004.39	43,558.97	12,445.42	127,535.00	71,530.61	71,530.61
DIV OF SOC SCI SUPPLIES	2,466.68	2,466.68	2,011.37	455.31	5,070.00	2,603.32	2,603.32
DIV OF SOC SCI CONF & MEETINGS	554.44	554.44	554.44	.00	1,500.00	945.56	945.56
E M T CONTR SERV	.00	.00	.00	.00	2,500.00	2,500.00	2,500.00
E M T SUPPLIES	44.20	44.20	44.20	.00	900.00	855.80	855.80
E M T CONF & MEETINGS	.00	.00	.00	.00	200.00	200.00	200.00
CRIMINAL JUSTICE SALARIES	12,365.46	12,365.46	9,617.58	2,747.88	24,731.00	12,365.54	12,365.54
CRIM JUS CONTR SERV	.00	.00	.00	.00	500.00	500.00	500.00
CRIM JUS SUPPLIES	791.03	791.03	757.28	33.75	1,930.00	1,138.97	1,138.97
CRIM JUS CONF & MEETINGS	505.30	505.30	230.30	275.00	1,000.00	494.70	494.70
LIBRARY TECH SUPPLIES	45.13	45.13	30.00	15.13	100.00	54.87	54.87
DIV OF HUMANITIES SALARIES	100,012.88	100,012.88	77,925.12	22,087.76	305,865.00	205,852.12	205,852.12
DIV OF HUMAN. SUPPLIES	1,100.75	1,100.75	928.91	171.84	3,500.00	2,399.25	2,399.25
DIV OF HUMAN CONF & MEETINGS	656.12	656.12	656.12	.00	3,200.00	2,543.88	2,543.88
ART DEPT SALARIES	16,372.98	16,372.98	12,734.54	3,638.44	32,746.00	16,373.02	16,373.02
ART DEPT SUPPLIES	38.93	38.93	37.44	1.49	600.00	561.07	561.07
ART DEPT CONF & MEETINGS	.00	.00	.00	.00	200.00	200.00	200.00
MUSIC DEPT SALARIES	23,979.06	23,979.06	18,650.38	5,328.68	63,944.00	39,964.94	39,964.94

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MUSIC DEPT CONTR SERV	285.00	285.00	255.00	30.00	1,800.00	1,515.00	1,515.00
MUSIC DEPT SUPPLIES	1,356.30	1,356.30	1,197.11	159.19	4,450.00	3,093.70	3,093.70
MUSIC DEPT CONF & MEETINGS	.00	.00	.00	.00	1,100.00	1,100.00	1,100.00
DIV OF MATH SCIENCE SALARIES	96,616.26	96,616.26	75,145.98	21,470.28	236,455.00	134,838.74	134,838.74
DIV OF MATH SCI CONTR SERV	.00	.00	.00	.00	900.00	900.00	900.00
DIV OF MATH SCI SUPPLIES	4,986.49	4,986.49	4,663.52	322.97	11,650.00	6,663.51	6,663.51
DIV OF MATH SCI CONF & MEETINGS	577.72	577.72	577.72	.00	1,400.00	822.28	822.28
MED LAB TECH SALARIES	29,265.33	29,265.33	24,153.07	5,112.26	61,347.00	32,081.67	32,081.67
MED LAB TECH CONTR SERV	4,644.75	4,644.75	4,569.75	75.00	9,450.00	4,805.25	4,805.25
MED LAB TECH SUPPLIES	7,352.62	7,352.62	7,039.61	313.01	13,465.00	6,112.38	6,112.38
MED LAB TECH CONF & MEETINGS	477.75	477.75	477.75	.00	1,240.00	762.25	762.25
ADN SALARIES	30,141.00	30,141.00	23,443.00	6,698.00	80,376.00	50,235.00	50,235.00
ADN OFC SALARIES	7,617.49	7,617.49	6,344.99	1,272.50	14,195.00	6,577.51	6,577.51
ADN CONTR SERV	354.25	354.25	141.25	213.00	380.00	25.75	25.75
ADN SUPPLIES	2,621.11	2,621.11	1,911.25	709.86	4,742.00	2,120.89	2,120.89
ADN CONF & MEETINGS	495.67	495.67	316.75	178.92	1,550.00	1,054.33	1,054.33
LPN SALARIES	19,321.11	19,321.11	15,027.53	4,293.58	51,523.00	32,201.89	32,201.89
LPN CONTR SERV	141.25	141.25	141.25	.00	100.00	41.25	41.25
LPN SUPPLIES	942.11	942.11	869.88	72.23	3,245.00	2,302.89	2,302.89
LPN CONF & MEETINGS	95.82	95.82	54.66	41.16	700.00	604.18	604.18
RAD TECH SALARIES	19,182.52	19,182.52	15,658.54	3,523.98	56,005.00	36,822.48	36,822.48
RAD TECH CONTR SERV	2,377.10	2,377.10	2,302.10	75.00	3,100.00	722.90	722.90
RAD TECH SUPPLIES	1,455.04	1,455.04	1,043.88	411.16	3,440.00	1,984.96	1,984.96
RAD TECH CONF & MEETINGS	1,577.33	1,577.33	1,433.27	144.06	4,700.00	3,122.67	3,122.67
DIV OF PHYS EDUC SALARIES	20,628.81	20,628.81	16,044.63	4,584.18	55,010.00	34,381.19	34,381.19
DIV OF PHYS ED CONTR SERV	1,513.38	1,513.38	1,513.38	.00	3,300.00	1,786.62	1,786.62
DIV OF PHYS ED SUPPLIES	611.56	611.56	514.69	96.87	800.00	188.44	188.44
DIV OF PHYS ED CONF & MEETINGS	.00	.00	.00	.00	800.00	800.00	800.00
NURSING ASST CONTR SERV	.00	.00	.00	.00	200.00	200.00	200.00
NURSING ASST SUPPLIES	389.41	389.41	389.41	.00	1,190.00	800.59	800.59
NURSING ASST CONF & MEETINGS	189.20	189.20	164.00	25.20	200.00	10.80	10.80
INFO OFC & WORKROOM SALARIES	27,504.57	27,504.57	15,921.53	11,583.04	49,920.00	22,415.43	22,415.43
INFO OFC FED WORK STUDY	5,300.37	5,300.37	4,721.67	578.70	13,000.00	7,699.63	7,699.63
WORKROOM FED WORK STUDY	2,514.14	2,514.14	2,073.62	440.52	5,000.00	2,485.86	2,485.86
WORKROOM CONTR SERV	8,921.60	8,921.60	8,921.60	.00	8,000.00	921.60	921.60
INFO OFC CONTR SERV	565.00	565.00	565.00	.00	450.00	115.00	115.00
UNALLOCATED CONTR SERV	248.00	248.00	177.00	71.00	1,400.00	1,152.00	1,152.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INFO OFC SUPPLIES	317.75	317.75	317.75	.00	1,450.00	1,132.25	1,132.25
INSTITU COMM SUPPLIES		.00		.00	300.00	300.00	300.00
WORKROOM SUPPLIES	2,825.05	2,825.05	2,260.33	564.72	1,000.00	3,825.05	3,825.05
PUB INFO ADMIN SALARIES	22,737.42	22,737.42	22,737.42	.00	40,960.00	18,222.58	18,222.58
PUB INFO SECR SALARIES	3,013.37	3,013.37	2,133.62	879.75	2,000.00	1,013.37	1,013.37
PUB INFO SUPPLIES	56,796.80	56,796.80	38,074.99	18,721.81	97,800.00	41,003.20	41,003.20
PUB INFO CONF & MEETINGS	701.25	701.25	566.71	134.54	1,300.00	598.75	598.75
ASST DEAN ARTS & SOC SCI SALARY	22,972.04	22,972.04	19,437.88	3,534.16	42,410.00	19,437.96	19,437.96
PART TIME OVERLOAD	38,947.56	38,947.56	19,741.56	19,206.00	59,000.00	20,052.44	20,052.44
NIGHT PREMIUMS	100.00	100.00	100.00	.00		100.00	100.00
SUMMER SALARIES	47,544.19	47,544.19	47,544.19	.00	44,000.00	3,544.19	3,544.19
SECR SALARIES	8,435.16	8,435.16	14,320.13	5,884.97	15,950.00	7,514.84	7,514.84
FED WORK STUDY	3,633.82	3,633.82	3,066.00	567.82	7,879.00	4,245.18	4,245.18
CONTR SERV	34.00	34.00	34.00	.00	500.00	466.00	466.00
SUPPLIES	655.97	655.97	509.60	146.37	900.00	244.03	244.03
CONF & MEETINGS	480.52	480.52	446.68	33.84	2,000.00	1,519.48	1,519.48
ASST DEAN BUS & TECH SALARY	24,922.04	24,922.04	21,087.88	3,834.16	46,010.00	21,087.96	21,087.96
PART TIME OVERLOAD	40,070.47	40,070.47	21,769.92	18,300.55	120,000.00	79,929.53	79,929.53
NIGHT PREMIUMS	700.00	700.00	350.00	350.00		700.00	700.00
SUMMER SALARIES	41,401.49	41,401.49	41,401.49	.00	43,000.00	1,598.51	1,598.51
SECR SALARIES	9,603.75	9,603.75	8,126.25	1,477.50	17,730.00	8,126.25	8,126.25
WORKSTUDY SALARIES	7,025.05	7,025.05	5,726.95	1,298.10	15,979.00	8,953.95	8,953.95
SUPPLIES	551.22	551.22	350.63	200.59	1,200.00	648.78	648.78
CONF & MEETINGS	854.81	854.81	715.66	139.15	3,000.00	2,145.19	2,145.19
ASST DEAN COMM & EXTEN SERV SALARY	22,167.73	22,167.73	18,757.31	3,410.42	40,925.00	18,757.27	18,757.27
INSTR SALARIES	31,491.11	31,491.11	29,679.09	1,812.02	100,000.00	68,508.89	68,508.89
COORDINATORS SALARIES	4,060.00	4,060.00	3,560.00	500.00	8,500.00	4,440.00	4,440.00
SECR SALARIES	7,063.29	7,063.29	5,976.63	1,086.66	13,040.00	5,976.71	5,976.71
FED WORK STUDY	1,180.84	1,180.84	1,001.62	179.22	1,570.00	389.16	389.16
CONTR SERV	360.00	360.00	360.00	.00	3,500.00	3,140.00	3,140.00
SUPPLIES	1,659.87	1,659.87	1,089.88	569.99	8,000.00	6,340.13	6,340.13
CONF & MEETINGS	894.63	894.63	769.63	125.00	2,250.00	1,355.37	1,355.37
DIR OF HEALTH & NAT SCI SALARY	21,246.94	21,246.94	17,978.18	3,268.76	39,225.00	17,978.06	17,978.06
PART TIME OVERLOAD	14,102.39	14,102.39	11,665.32	2,437.07	38,700.00	24,597.61	24,597.61
SUMMER SALARIES	16,768.92	16,768.92	16,768.92	.00	10,500.00	6,268.92	6,268.92
FED WORK STUDY	1,589.54	1,589.54	1,295.58	293.96	4,820.00	3,230.46	3,230.46
CONTR SERV		.00		.00	200.00	200.00	200.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
HEALTH & NAT SCI SUPPLIES	198.28	198.28	183.00	15.28	1,200.00	1,001.72	1,001.72
CONF & MEETINGS	351.57	351.57	84.03	267.54	1,250.00	898.43	898.43
ACADEMIC SKILLS SALARIES	23505.39	23505.39	18,281.97	5,223.42	62,661.00	39,175.61	39,175.61
ACADEM SKILLS SUPPLIES	3,448.20	3,448.20	3,259.76	188.44	4,000.00	5,551.80	5,551.80
ACADEM SKILLS CONF & MEETINGS	200.00	200.00		200.00	700.00	500.00	500.00
HONORS PROGRAM CONTR SERV		.00		.00	100.00	100.00	100.00
HONORS PROGRAM SUPPLIES	16.38	16.38	13.88	2.50	400.00	363.62	363.62
HONORS PROGRAM CONF & MEETINGS	37.80	37.80		37.80	270.00	232.20	232.20
DEAN OF INSTR SALARY	28437.50	28,437.50	24,062.50	4,375.00	52,500.00	24,062.50	24,062.50
DEAN OF INSTR SECR SALARY	11,063.52	11,063.52	9,361.44	1,702.08	20,425.00	9,361.48	9,361.48
STUDENT TUTORS	1,105.49	1,105.49	994.94	110.55	3,000.00	1,894.51	1,894.51
DEAN OF INSTR FED WORK STUDY	1,887.69	1,887.69	1,656.55	231.14	4,250.00	2,362.31	2,362.31
DEAN OF INSTR SUPPLIES	1,009.33	1,009.33	609.80	399.53	2,000.00	990.67	990.67
DEAN OF INSTR CONF & MEETINGS	1,505.53	1,505.53	1,425.44	80.09	2,000.00	494.47	494.47
LRC PROF SALARIES	45,509.32	45,509.32	37,149.40	8,359.92	100,319.00	54,809.68	54,809.68
LRC SECR SALARIES	16,284.10	16,284.10	13,921.82	2,362.28	30,375.00	14,090.90	14,090.90
LRC FED WORK STUDY	5,402.58	5,402.58	4,637.13	765.45	12,809.00	7,406.42	7,406.42
LRC CONTR SERV	5,317.49	5,317.49	4,367.13	950.36	10,600.00	5,282.51	5,282.51
XEROX SUPPLIES	3,230.53	3,230.53	2,489.41	741.12	2,000.00	5,230.53	5,230.53
LIBRARY SUPPLIES	11,715.98	11,715.98	11,688.65	27.33	17,050.00	5,334.02	5,334.02
A V SUPPLIES	4,399.44	4,399.44	4,128.80	270.64	6,500.00	2,100.56	2,100.56
LIBRARY BOOKS	17,634.01	17,634.01	16,209.26	1,424.75	40,000.00	22,365.99	22,365.99
LRC CONF & MEETINGS	1,598.06	1,598.06	1,192.93	405.13	2,050.00	451.94	451.94
ADM & REC ADMIN SALARIES	15,583.37	15,583.37	12,750.03	2,833.34	34,000.00	18,416.63	18,416.63
ADM & REC SECR SALARIES	30,225.54	30,225.54	25,380.14	4,845.40	61,100.00	30,874.46	30,874.46
ADM & REC FED WORK STUDY	5,302.90	5,302.90	4,391.71	911.19	10,958.00	5,655.10	5,655.10
ADM & REC CONTR SERV	680.00	680.00	680.00	.00	1,880.00	1,200.00	1,200.00
ADM & REC SUPPLIES	2,196.65	2,196.65	1,977.34	219.31	12,000.00	9,803.35	9,803.35
ADM & REC CONF & MEETINGS	730.53	730.53	610.29	120.24	2,500.00	1,769.47	1,769.47
COUNSELING SALARIES	46,717.35	46,717.35	39,216.61	7,500.74	88,566.00	41,848.65	41,848.65
COUNSELING SECR SALARIES	8,578.18	8,578.18	7,310.38	1,267.80	15,950.00	7,371.82	7,371.82
HEALTH SERV SUPPLIES	21.40	21.40	21.40	.00	300.00	278.60	278.60
FINANCIAL AIDS ADMIN SALARIES	22,221.94	22,221.94	18,803.18	3,418.76	41,025.00	18,803.06	18,803.06
FIN AIDS SECR SALARIES	16,742.96	16,742.96	14,167.12	2,575.84	30,910.00	14,167.04	14,167.04
STUDENT SERV ADMIN SALARIES	27,002.04	27,002.04	22,847.88	4,154.16	49,850.00	22,847.96	22,847.96
STUDENT SERV SECR SALARIES	11,012.04	11,012.04	9,317.88	1,694.16	20,330.00	9,317.96	9,317.96
STUDENT SERV FED WORK STUDY	20,943.58	20,943.58	17,891.73	3,051.85	45,100.00	24,156.42	24,156.42

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
COACHING SALARIES	12760.00	12760.00	8,830.00	3,930.00	21,000.00	8,240.00	8,240.00
STUDENT SERV CONTR SERV	524.00	524.00	524.00	.00	600.00	76.00	76.00
STUDENT SERV SUPPLIES	8,671.48	8,671.48	7,985.60	685.88	17,300.00	8,628.52	8,628.52
COMMENCEMENT	625.45	625.45	520.47	104.98	6,000.00	5,374.55	5,374.55
STUDENT SERV CONF & MEETINGS	2,019.92	2,019.92	1,959.94	59.98	4,695.00	2,675.08	2,675.08
STUDENT RECRUITMENT	598.12	598.12	584.75	13.37	1,500.00	901.88	901.88
PUBLIC SERV SALARIES	.00	.00	.00	.00	4,600.00	4,600.00	4,600.00
PUB SERV CONTR SERV	.00	.00	.00	.00	5,000.00	5,000.00	5,000.00
PUB SERV SUPPLIES	.00	.00	.00	.00	5,300.00	5,300.00	5,300.00
SERVICE STAFF SALARIES	207,300.80	207,300.80	174,424.40	32,876.40	401,580.00	194,279.20	194,279.20
MAINT FED WORK STUDY BOYS	23,821.87	23,821.87	20,708.62	3,113.25	82,000.00	58,178.13	58,178.13
MATRONS FED WORK STUDY	6,691.73	6,691.73	5,795.39	896.34		6,691.73	6,691.73
TELEPHONE	27,612.62	27,612.62	23,734.97	3,877.65	65,000.00	37,367.38	37,367.38
PRESIDENTS SALARY	37,895.00	37,895.00	32,065.00	5,830.00	69,960.00	32,065.00	32,065.00
PRES SECR SALARY	12,669.54	12,669.54	10,720.38	1,949.16	23,390.00	10,720.46	10,720.46
PRES OFC FED WORK STUDY	1,195.93	1,195.93	1,093.76	102.17	3,484.00	2,288.07	2,288.07
PRES OFC CONTR SERV	36.00	36.00	36.00	.00	600.00	564.00	564.00
PRES OFC SUPPLIES	724.93	724.93	671.51	53.42	2,200.00	1,475.07	1,475.07
PRES OFC CONF & MEETINGS	2,877.75	2,877.75	2,308.08	569.67	5,500.00	2,622.25	2,622.25
SPECIAL AFFAIRS	1,454.50	1,454.50	694.74	759.76	3,500.00	2,045.50	2,045.50
PRES OFC OTHER EXP	4,670.61	4,670.61	4,283.61	387.00	6,800.00	2,129.39	2,129.39
BUS OFC ADMIN SALARIES	50,997.96	50,997.96	43,152.12	7,845.84	94,150.00	43,152.04	43,152.04
BUS OFC PROF SALARIES	11,857.04	11,857.04	10,032.88	1,824.16	21,890.00	10,032.96	10,032.96
BUS OFC SECR SALARIES	45,159.53	45,159.53	38,004.93	7,154.60	85,855.00	40,695.47	40,695.47
BUS OFC CONTR SERV	5,344.50	5,344.50	5,204.50	140.00	6,000.00	655.50	655.50
BUS OFC SUPPLIES	3,337.14	3,337.14	4,055.64	718.50	7,000.00	3,662.86	3,662.86
BUS OFC CONF & MEETINGS	1,105.30	1,105.30	813.60	291.70	3,600.00	2,494.70	2,494.70
LEGAL CONTR	4,244.81	4,244.81	3,849.81	395.00	8,000.00	3,755.19	3,755.19
OTHER BOARD SUPPLIES	57.66	57.66	57.66	.00	1,500.00	1,442.34	1,442.34
BOARD CONF & MEETINGS	1,133.68	1,133.68	972.72	160.96	4,500.00	3,366.32	3,366.32
INSTITU SECR SALARIES	8,991.29	8,991.29	7,679.63	1,311.66	15,740.00	6,748.71	6,748.71
INSTITU FED WORK STUDY	1,426.25	1,426.25	1,260.00	166.25	5,935.00	4,508.75	4,508.75
CONTINGENCY FED WORK STUDY	2,055.21	2,055.21	1,812.34	242.87	4,448.00	2,392.79	2,392.79
GROUP MED & LIFE INS	218,287.06	218,287.06	183,990.13	34,296.93	340,000.00	121,712.94	121,712.94
TUITION REIMBURSEMENT	2416.08	2416.08	1,299.38	1,116.70	4,000.00	1,583.92	1,583.92
RIGULUM DEVELOPMENT	600.00	600.00	600.00	.00	4,500.00	3,900.00	3,900.00
LOCATED CONTR	684.50	684.50	498.00	186.50	1,800.00	1,115.50	1,115.50

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
IN SERVICE TRAINING	3,603.13	3,603.13	3,603.13	.00	7,000.00	3,396.87	3,396.87
FACULTY ASSN SUPPLIES	92.04	92.04	88.09	3.95	200.00	107.96	107.96
POSTAGE	20,091.20	20,091.20	18,398.03	1,693.17	47,900.00	27,808.80	27,808.80
PUBLICATIONS & DUES	8,436.08	8,436.08	6,301.99	2,134.09	7,500.00	936.08	936.08
ADVERTISING	611.61	611.61	611.61	.00	700.00	88.39	88.39
RECRUITMENT	4,546.23	4,546.23	4,479.08	67.15	6,000.00	1,453.77	1,453.77
EQUIPMENT	64,058.36	64,058.36	23,301.16	40,757.20	128,022.00	63,963.64	63,963.64
AFFIRMATIVE ACTION CONTR SERV		.00		.00	300.00	300.00	300.00
AFFIRM ACTION SUPPLIES		.00		.00	100.00	100.00	100.00
AFFIRM ACTION CONF & MEETINGS		.00		.00	300.00	300.00	300.00
INSTITU RES CONTR SERV	146.83	146.83	146.83	.00	1,000.00	853.17	853.17
INSTITU RES SUPPLIES		.00		.00	1,200.00	1,200.00	1,200.00
DATA PROC ADMIN SALARIES	40,505.92	40,505.92	34,274.24	6,231.68	74,780.00	34,274.08	34,274.08
DATA PROC OFC SALARIES	15,635.23	15,635.23	13,229.81	2,405.42	28,865.00	13,229.77	13,229.77
DATA PROC FED WORK STUDY	2,122.14	2,122.14	1,865.88	256.26	6,365.00	4,242.86	4,242.86
DATA PROC CONSULTING		.00		.00	10,000.00	10,000.00	10,000.00
DATA PROC CONTR SERV ADMIN	73,509.80	73,509.80	66,724.50	6,785.30	148,450.00	74,940.20	74,940.20
DATA PROC CONTR SERV EDUC	4,264.17	4,264.17	4,130.19	133.98	21,000.00	16,735.83	16,735.83
DATA PROC SUPPLIES ADMIN	3,239.34	3,239.34	2,799.93	439.41	11,800.00	8,560.66	8,560.66
DATA PROC CONF & MEETINGS	285.25	285.25	285.25	.00	7,500.00	7,214.75	7,214.75
PLANNING & DEVEL ADMIN SALARIES	21,892.93	21,892.93	18,476.27	3,416.66	41,000.00	19,107.07	19,107.07
PL & DEVEL SECR SALARIES	8,439.21	8,439.21	7,140.87	1,298.34	15,580.00	7,140.79	7,140.79
PL & DEVEL CONTR SERV	34.00	34.00	34.00	.00	300.00	266.00	266.00
PL & DEVEL SUPPLIES	1,249.20	1,249.20	885.92	363.28	1,943.00	693.80	693.80
PL & DEVEL CONF & MEETINGS	1,540.89	1,540.89	1,515.09	25.80	4,375.00	2,834.11	2,834.11
TUITION CHARGE BACK	10,612.93	10,612.93	10,612.93	.00	25,000.00	14,387.07	14,387.07
CONTINGENCIES		.00		.00	50,000.00	50,000.00	50,000.00

2,573,320.29 # 2,109,335.63 # 464,184.66 5,417,205.00 2,843,684.71 2,843,684.71
 2,573,320.29 * * * * * *

BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
OPER & MAINT CONTR SERV	33,582.52	33,582.52	27,853.23	5,729.29	39,740.00	6,157.48	6,157.48
CONTR DEFICIENCY		.00		.00	40,000.00	40,000.00	40,000.00
BLDG & MAINT SUPPLIES	12,175.94	12,175.94	9,727.71	2,448.23	50,100.00	37,924.06	37,924.06
BLDG & MAINT CONF & MEETINGS	181.85	181.85	169.25	12.60	2,000.00	1,818.15	1,818.15
GAS	44,122.84	44,122.84	34,566.92	9,555.92	98,000.00	53,877.16	53,877.16
ELECTRICITY	114,539.15	114,539.15	80,626.35	33,912.80	261,950.00	147,410.85	147,410.85
EQUIPMENT	5,243.00	5,243.00	5,368.95	125.95	CR 12,000.00	6,757.00	6,757.00
RENTAL CHARGES		.00		.00	1,000.00	1,000.00	1,000.00
CONTINGENCIES		.00		.00	25,000.00	25,000.00	25,000.00
	209,845.30 *	209,845.30 *	158,312.41 *	51,532.89 *	529,790.00 *	319,944.70 *	319,944.70 *

LIFE SAFETY FUND

BLDG IMPROVEMENTS	239,085.51	239,085.51	207,109.71	31,975.80	315,961.00	76,875.49	76,875.49
	239,085.51 *	239,085.51 *	207,109.71 *	31,975.80 *	315,961.00 *	76,875.49 *	76,875.49 *

SITE AND CONSTRUCTION FUND

SITE IMPROVEMENT		.00		.00	50,000.00	50,000.00	50,000.00
BLDG IMPROVEMENTS		.00		.00	100,000.00	100,000.00	100,000.00
CARPETING	18,036.64	18,036.64	18,036.64	.00		18,036.64	CR 18,036.64 CR
INSTR EQUIPMENT		.00		.00	50,000.00	50,000.00	50,000.00
SERVICE EQUIPMENT		.00		.00	75,000.00	75,000.00	75,000.00
OTHER CAPITAL OUTLAY		.00		.00	5,000.00	5,000.00	5,000.00
	18,036.64 *	18,036.64 *	18,036.64 *	.00	280,000.00	261,963.36	* 261,963.36 *

INSURANCE FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
WORKERS COMP	5,132.71	5,132.71	641.98	5,774.69	32,000.00	32,867.29	32,867.29
UNEMPLOYMENT COMP	3,610.53	3,610.53	1,571.09	2,039.44	18,000.00	14,389.47	14,389.47
MEDICARE	7,569.87	7,569.87	5,964.58	1,605.29	14,000.00	6,430.13	6,430.13
TORT LIABILITY INS	91,067.00	91,067.00	91,067.00	.00	65,000.00	26,067.00 CR	26,067.00 CR
	107,380.11	107,380.11	97,960.69	9,419.42	135,000.00	27,619.89	27,619.89

AUDIT FUND

AUDIT COSTS		.00		.00	18,000.00	18,000.00	18,000.00
	.00 *	.00 *	.00 *	.00 *	18,000.00	18,000.00	18,000.00 *

REVENUE REPORT

EDUCATION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1987 TAXES	762,297.05	762,297.05	755,221.31	7,075.74	611,869.00	49,571.95	49,571.95
1988 TAXES		.00		.00	611,869.00	611,869.00	811,869.00
BACK TAXES	28.49	28.49	28.49	.00		28.49	28.49
IN LIEU OF TAXES	42.18	42.18	42.18	.00		42.18	42.18
CHARGE BACK REVENUE	11,355.25	11,355.25	5,556.23	5,799.02	15,000.00	3,644.75	3,644.75
STATE APPORTIONMENT	739,138.50	739,138.50	369,569.25	369,569.25	1,322,250.00	583,111.50	583,111.50
STATE EQUALIZATION	27,360.00	27,360.00	13,680.00	13,680.00	54,720.00	27,360.00	27,360.00
ADVANCED TECH GRANT	8,951.50	8,951.50	4,475.75	4,475.75	17,104.00	8,152.50	8,152.50
REG VOC ED REIMB	42,825.53	42,825.53	42,825.53	.00	100,000.00	57,174.47	57,174.47
VOC ED EQUIP REIMB		.00		.00	16,000.00	16,000.00	16,000.00
REPL OF CORP PERS PROP TAX	223,494.80	223,494.80	212,004.66	11,490.14	233,000.00	9,505.20	9,505.20
FEDERAL WORK STUDY	74,938.31	74,938.31	61,009.47	13,928.84	171,056.00	96,117.69	96,117.69
OTHER FEDERAL SOURCES	200.00	200.00	200.00	.00	3,000.00	2,800.00	2,800.00
SUMMER TUITION	136,610.81	136,610.81	136,610.81	.00	127,600.00	9,010.81	9,010.81
FALL TUITION	300,000.00	300,000.00	75,000.00	225,000.00	559,600.00	259,600.00	259,600.00
SPRING TUITION		.00		.00	546,000.00	546,000.00	546,000.00
GRADUATION FEES	590.00	590.00	500.00	90.00	3,000.00	2,410.00	2,410.00
TRANSCRIPT FEES	629.00	629.00	521.00	108.00	1,000.00	371.00	371.00
LAB FEES	2,877.20	2,877.20	2,877.20	.00	33,500.00	30,622.80	30,622.80
PUB SERV INCOME		.00		.00	14,900.00	14,900.00	14,900.00
OTHER FACILITY RENTALS	3,842.96	3,842.96	3,078.35	764.61	9,000.00	5,157.04	5,157.04
INTEREST ON INVESTMENTS	18,728.04	18,728.04	15,610.04	3,118.00	125,000.00	106,271.96	106,271.96
RESTRICTED FUND INCOME		.00		.00	15,000.00	15,000.00	15,000.00
OTHER REVENUE	29,231.10	29,231.10	29,161.10	70.00	60,000.00	30,768.90	30,768.90
OTHER REV COMPUTER	456.25	456.25	456.25	.00		456.25	456.25
OTHER REV SALARIES	4,651.70	4,651.70	3,336.85	1,314.85		4,651.70	4,651.70
OTHER REV OVERHEAD	1,900.78	1,900.78	1,900.78	.00		1,900.78	1,900.78
	2,390,149.45 *		1,733,665.25 *		5,050,468.00	2,660,318.55 *	2,660,318.55 *
	2,390,149.45 *			656,484.20 *			

BUILDING FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1987 TAXES	93,341.40	93,341.40	92,474.99	866.41	99,413.00	6,071.60	6,071.60
1988 TAXES		.00		.00	99,413.00	99,413.00	99,413.00
BACK TAXES	3.49	3.49	3.49	.00		3.49	3.49
IN LIEU OF TAXES	5.16	5.16	5.16	.00		5.16	5.16
INTEREST ON INVESTMENTS	7,903.50	7,903.50	7,903.50	.00	13,000.00	5,096.50	5,096.50
OTHER REVENUE	4,355.75	4,355.75	4,165.75	190.00	12,500.00	8,144.25	8,144.25
	105,609.30	105,609.30	104,552.89	1,056.41	224,326.00	118,716.70	118,716.70

LIFE SAFETY FUND

1987 TAXES	148,725.03	148,725.03	147,283.02	1,442.01	157,980.00	9,254.97	9,254.97
1988 TAXES		.00		.00	157,980.00	157,980.00	157,980.00
BACK TAXES	5.56	5.56	5.56	.00		5.56	5.56
IN LIEU OF TAXES	8.23	8.23	8.23	.00		8.23	8.23
INVESTMENT INCOME	3,563.36	3,583.36	3,213.11	370.25	1.00	3,582.36	3,582.36
	152,322.18	152,322.18	150,509.92	1,812.26	315,961.00	163,638.82	163,638.82

SITE AND CONSTRUCTION FUND

STATE GRANTS		.00		.00	1.00	1.00	1.00
FEDERAL GRANTS		.00		.00	1.00	1.00	1.00
INVESTMENT INCOME	19,937.84	19,937.84	18,275.31	1,662.53	40,000.00	20,062.16	20,062.16
	19,937.84	19,937.84	18,275.31	1,662.53	40,002.00	20,064.16	20,064.16

WORKING CASH FUND

INVESTMENT INCOME	87,188.43	87,188.43	57,281.97	29,906.46	1,000.00	86,188.43	86,188.43
	87,188.43	87,188.43	57,281.97	29,906.46	1,000.00	86,188.43	86,188.43

INSURANCE FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1987 TAXES	87,125.52	87,125.52	75,179.42	11,946.10	99,412.00	12,286.48	12,286.48
1988 TAXES		.00		.00	99,413.00	99,413.00	99,413.00
BACK TAXES	3.26	3.26	3.26	.00		3.26 CR	3.26 CR
IN LIEU OF TAXES	4.82	4.82	4.82	.00		4.82 CR	4.82 CR
INTEREST ON INVESTMENTS	2763.50	2763.50	2,388.35	375.15	1,000.00	1,763.50 CR	1,763.50 CR
	89,897.10	* 89,897.10	* 77,575.85	* 12,321.25	* 99,825.00	* 109,927.90	* 109,927.90 *

AUDIT FUND

1987 TAXES	8,713.91	8,713.91	7,519.16	1,194.75	9,000.00	286.09	286.09
1988 TAXES		.00		.00	9,000.00	9,000.00	9,000.00
BACK TAXES	.32	.32	.32	.00		.32 CR	.32 CR
IN LIEU OF TAXES	.48	.48	.48	.00		.48 CR	.48 CR
INTEREST ON INVESTMENTS	820.04	820.04	654.13	165.91	250.00	570.04 CR	570.04 CR
	9,534.75	* 9,534.75	* 8,174.09	* 1,360.66	* 18,250.00	* 8,715.25	* 8,715.25 *

SALT VALLEY COMMUNITY COLLEGE

APPROVED BY

Ed Peterson

PRESIDENT

William B. Gamm

SECRETARY

DATE