

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Third Floor Board Room

November 23, 1992

7 p.m.

A. Call to Order

B. Roll Call

C. Communication from Visitors

D. Approval of Minutes

E. President's Report

1. State Budget Picture
2. Administrative Activities
3. Auction Date - December 12
4. Elderhostel Presentation
5. Endowment Challenge Grant-\$627,176.34 (-\$4,301.19)

F. Financial Reports and Actions

1. Treasurer's Report
2. Bills Payable
3. Payrolls - October 31, 1992 - \$228,255.43
November 15, 1992 - \$238,552.59
4. Budget Report
5. Revision to Board Policy 305.01 Purchasing
Policy (Second Reading)
6. Public Hearing - 1992 Tax Levy
7. FY 92 Audit Report
8. Dixon/Lee County Enterprise Zone Request

G. Closed Session (Appointment, employment, or
dismissal of an employee)

H. Personnel Recommendations

Administrative Leave Request

I. Other

Revision to Board Policy 419.01 Fringe
Benefits (Second Reading)

J. Reports

1. Student Trustee
2. ICCTA Representative
3. Foundation Liaison
4. Board Chair - Retreat Date (February 6, 1993?)

K. Time of Next Meeting - Monday, December 21, 1992
7 p.m. - Third Floor Board Room

L. Adjournment

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

November 23, 1992

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on Monday, November 23, 1992 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Thomas Densmore	Richard Groharing
William Simpson	Patricia Smith
Margaret Tyne	B.J. Wolf
William Yemm	Jack Squires

SVCC Staff: President Richard L. Behrendt
Vice President Ron Appuhn
Vice President Karen Kylen
Vice President John Sagmoe
Vice President Virginia Thompson
Board Attorney Ole Bly Pace III
Secretary to the Board Marilyn Vinson
Director Bobbi McBride

Minutes: It was moved by Member Groharing and seconded by Member Simpson that the minutes of the October meeting be approved with the notation that Student Trustee Squires abstained on the motion to revise the Purchasing Policy and voted no on the motion to change the Fringe Benefit Policy. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

President's Report: President Behrendt reported on the proposed 1993 Academic Olympics, administrative activities, the auction to be held at the college on December 12, the Endowment Challenge Grant in the amount of \$627,176.34 (down \$4,301.19), and introduced Dick Holtam and Ann Henderson who reported on the Elderhostel program held recently at the White Pines.

Treasurer's
Report:

It was moved by Member Densmore and seconded by Member Simpson that the Board approve the Treasurer's Report as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Bills Payable:

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

Educational Fund	\$149,066.65
Audit Fund	10,250.00
Operations/Building	44,906.44
Medical Insurance	4,815.67
Protection/Health	83,273.50
Liability/Protection	34,674.17
Building Bond	1,903.44

In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Payroll:

It was moved by Member Tyne and seconded by Member Smith that the payroll of October 31 in the amount of \$228,255.43 and the payroll of November 15 in the amount of \$238,552.59 be approved as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Purchasing Policy
Revision:

It was moved by Member Simpson and seconded by Member Groharing that the Board approve the revised Purchasing Policy 305.01 as presented for second reading. In a roll call vote, the following was recorded: Ayes - Members Densmore, Groharing, Simpson, Tyne, Wolf and Yemm. Nays - Member Smith. Motion carried. Student Trustee Squires advisory vote: nay.

Public Hearing
on the 1992
Tax Levy:

Chair Yemm announced that a public hearing would now be held on the proposed tax levy for 1992 and noted that at this time the Board would receive comments or inquiries from any citizen present. Mr. Lee Bardo from Rock Falls then addressed the Board on the proposed tax levy.

Tax Levy: It was moved by Member Groharing and seconded by Member Densmore that the Board approve the 1992 tax levy as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: nay.

FY 92 Audit: John Van Osdol and Dick Wells of the college auditing firm were present at the meeting and reviewed the 1992 Audit Report with the Board. It was moved by Member Wolf and seconded by Member Smith that the Board approve the FY 92 Audit Report as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Enterprise Zone Request: President Behrendt told the Board that the college had received a written request from the Dixon Industrial Development Association for the college to re-consider its position on the Dixon/Lee County Enterprise Zone. Mr. Tim Chase, enterprise zone administrator, made a presentation to the Board and explained in detail what this request would mean to the college. After discussion, it was the consensus of the Board that this matter should be discussed in their Board Retreat scheduled for the middle of February.

Closed Session: At 8:10 p.m. it was moved by Member Tyne and seconded by Member Wolf that the Board adjourn to closed session to discuss the appointment, employment or dismissal of an employee. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Regular Session: The Board returned to regular session at 8:50 p.m.

Administrative Leave of Absence: It was moved by Member Groharing and seconded by Member Simpson that the Board grant Karen Kylen a 4/5ths leave of absence without pay for the three month period of January 4, 1993 through March 25, 1993. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

Fringe Benefits
Policy Revision:

It was moved by Member Groharing and seconded by Member Densmore that the Board approve for second reading the attached revision to Board Policy 419.01 Fringe Benefits on vacation accrual for part-time employees. In a roll call vote, the following was recorded: Ayes - Members Densmore, Groharing, Simpson, Wolf and Yemm. Nays - Members Smith and Tyne. Motion carried. Student Trustee Squires advisory vote: nay.

Reports:

Student Trustee Squires reported on the ICCB Student Advisory Committee meeting he had attended and that the Student Senate would be sponsoring a "Last Blast for 92".

ICCTA Representative Groharing reported on the November ICCTA meeting held in Chicago.

B.J. Wolf updated the Board on the State Relations committee meeting where they discussed the upcoming veto session, the latest on early retirement legislation and possible new legislation at the January 14th session.

Foundation Liaison Tyne reported on the status of the Endowment Challenge Grant, and the new Foundation Director Orientation.

In discussion on a possible Retreat date, the consensus of the Board was that the Retreat will be held on campus from noon to 6 p.m. on Thursday, February 11, 1993.

Since the scheduled business was concluded, it was moved by Member Groharing and seconded by Member Tyne that the Board adjourn. The next regular meeting of the Board of Trustees will be on Monday, December 21, 1992 in the third floor Board Room. In a roll call vote, all voted aye. Motion carried. Student Trustee Squires advisory vote: aye.

The meeting adjourned at 9:10 p.m.

Respectfully submitted:

Thomas Densmore, Secretary

For Board Meeting
of November 23, 1992

Agenda Item F-5

REVISION TO BOARD POLICY 305.01 PURCHASING POLICY

(SECOND READING)

The new law concerning the college purchasing policy and the awarding of bids went into effect in September of this year. We have revised our policy accordingly and it is presented here for second reading. Please note that since the first reading we have added wording as suggested by our board attorney to par. b. on page 309.

RECOMMENDATION: Board approval of the revised Purchasing Policy as presented for second reading.

305.01 Purchasing Policy

A. Introduction

The administration of the purchasing policies and guidelines as set forth herein shall be the responsibility of the Vice President of Business Services. This document shall serve to enable responsible parties to act in the best interests of Sauk Valley Community College. An efficient, well-planned, and organized program of purchasing policies is imperative to protect the public trust relative to the expenditures of public tax monies. Because the success of the purchasing program depends on the ways and means of implementation, management, and administration, it is apparent that this written policy shall govern the purchasing program and its use.

B. Ethics

All administrators acting as purchasing agents for Sauk Valley Community College shall ever be mindful of and practice the following ethics:

1. To regard public service as a sacred trust giving primary consideration to the interest of the school district;
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended;
3. To strive for knowledge of school equipment and supplies in order to recommend items that may either reduce costs or increase the efficiency of the means of education;
4. To insist on and expect honesty in sales representation whether offered verbally or in the sample of product submitted;

5. To give all responsible bidders equal consideration and the assurance of unbiased judgement in determining whether their product meets specifications and the educational needs of the district;

6. To discourage the offer of, and to decline, gifts which in any way might influence the purchase of school equipment and supplies;

7. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions; and

8. To cooperate with educational, governmental, and trade associations in the promotion and development of sound business methods in the procurement of school equipment and supplies.

C. Procedures

The Vice President of Business Services shall have the responsibility of securing for the district its requirements for services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

Supervision and control of all purchases shall be the responsibility of the Vice President of Business Services, or his/her responsible officer.

Supply items common to all departments and which are generally used throughout the college shall be purchased by the Vice President of Business Services. Such items shall be of good quality and shall be purchased in sufficient and adequate quantities so as to assure the lowest possible cost. These supply items shall be located in a central storage room and controlled by dispensing through the Business Office.

The departmental budgets will be charged by journal entry for the value of the merchandise received. All purchases are to be initiated by requisition and shall be approved by the requisitioner's immediate supervisor and/or Vice President as required by the Vice President of Business Services.

D. Policies

- All expenditures for items of services, materials, supplies and equipment which have been budgeted within the operational funds of the College shall be bid and purchased within the following guidelines and policies:

a. Purchases involving an expenditure of less than \$10,000 may be authorized by the Vice President of Business Services without advertising for bids, or requiring formal competitive bidding. The Vice President of Business Services shall determine the type of bidding necessary, the procedure being dependent upon the circumstances pertaining to each particular purchase.

b. Purchases involving an expenditure in excess of \$10,000 shall be let to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement, except contracts which by their nature are not adaptable to competitive bidding such as contracts for:

Added

1. services for individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
2. printing of finance committee reports and departmental reports;
3. printing or engraving of bonds, tax warrants, and other evidences of indebtedness;

Policies (cont'd)

4. 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;
5. maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
6. use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;
7. duplicating machines and supplies;
8. purchase of natural gas when the cost is less than that offered by a public utility and purchases of equipment previously owned by some entity other than the district itself;
9. repair, maintenance, remodeling, renovation, or construction of a single project involving an expenditure not to exceed \$15,000 and not involving a change or increase in the size, type, or extent of an existing facility;
10. goods or services procured from another governmental agency;
11. goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;

Policies (cont'd)

12. where funds are expended in an emergency and such emergency expenditure is approved by 75% of the members of the Board.

c. All competitive bids for contracts involving an expenditure in excess of \$10,000 (\$15,000 for contracts listed in b(9) above) must 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.

e. All request for competitive bids shall be issued through the Office of the Vice President of Business Services.

Non-Budgeted Expenditures - Purchases of services, materials, supplies, and equipment which have not been specifically budgeted for in the operational funds of the College or which ultimately shall be funded through the Site and Construction Fund, shall be purchased according to the policies and guidelines as set forth in Section A, with the exception that responsibility for approval to purchase under this section B, rests with the Board of Trustees.

305.01 Purchasing Policy

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B. Ethics

All administrators acting as purchasing agents for Sauk Valley Community College shall ever be mindful of and practice the following ethics:

1. To regard public service as a sacred trust giving primary consideration to the interest of the school district;

2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended;

3. To strive for knowledge of school equipment and supplies in order to recommend items that may either reduce costs or increase the efficiency of the means of education;

4. To insist on and expect honesty in sales representation whether offered verbally or in the sample of product submitted;
5. To give all responsible bidders equal consideration and the assurance of unbiased judgement in determining whether their product meets specifications and the educational needs of the district;
6. To discourage the offer of, and to decline, gifts which in any way might influence the purchase of school equipment and supplies;
7. To accord a prompt and courteous reception, in ~~in~~ ~~itions~~ permit, to all who call on legitimate business missions; and
8. To cooperate with educational, governmental, and trade associations in the promotion and development of sound business methods in the procurement of school equipment and supplies.

C. Procedures

The Vice President of Business Services shall have the responsibility of securing for the district its requirements for services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

Supervision and control of all purchases shall be the responsibility of the Vice President of Business Services, or his/her responsible officer.

Procedures (cont'd)

Supply items common to all departments and which are generally used throughout the college shall be purchased by the Vice President of Business Services. Such items shall be of good quality and shall be purchased in sufficient and adequate quantities so as to assure the lowest possible cost. These supply items shall be located in a central storage room and controlled by dispensing through the Business Office.

The departmental budgets will be charged by journal entry for the value of the merchandise received. All purchases are to be initiated by requisition and shall be approved by the requisitioner's immediate supervisor and/or Vice President as required by the Vice President of Business Services.

D. Policies

Budgeted Expenditures - All expenditures for items of services, materials, supplies and equipment which have been budgeted within the operational funds of the College shall be bid and purchased within the following guidelines and policies:

a. Purchases involving an expenditure of less than \$5,000 may be authorized by the Vice President of Business Services without advertising for bids, or requiring formal competitive bidding. The Vice President of Business Services shall determine the type of bidding necessary, the procedure being dependent upon the circumstances pertaining to each particular purchase.

Policies (cont'd)

b. Purchases involving an expenditure in excess of \$5,000 shall be let to the lowest responsible bidder after due advertisement, except contracts which by their nature are not adaptable to competitive bidding such as contracts for:

1. Services for individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
2. Printing of finance committee reports and departmental reports;
3. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
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, periodical, pamphlets and reports; and/or

Policies (cont'd)

8. Where funds are expended in an emergency and such emergency expenditure is approved by 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.

e. All request for competitive bids shall be issued through the Office of the Vice President of Business Services.

- Purchases of services,
materials, supplies, and equipment which have not been
specifically budgeted for in the operational funds of the
College or which ultimately shall be funded through the
Site and Construction Fund, shall be purchased according
to the policies and guidelines as set forth in Section A,
with the exception that responsibility for approval to
purchase under this section B, rests with the Board of
Trustees.

For Board Meeting of
November 23, 1992

Agenda Item F-6

PUBLIC HEARING - - 1992 TAX LEVY

We will have a public hearing in reference to our proposed tax levy for 1992. Detailed information is contained in the attached memorandum from Vice President Appuhn.

RECOMMENDATION: Board approval of the 1992 tax levy as presented.



**SAUK VALLEY
COMMUNITY
COLLEGE**

173 IL Rt. 2, Dixon, IL 61021 • 815/288-5511

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Ron Appuhn *Rev*
DATE: November 9, 1992
SUBJECT: 1992 Tax Levy

I have attached the proposed tax levy for 1992 (payable 1993). The levy for the current year totals \$2,834,000 and compares with last year as follows:

	1991 Levy	County Clerk Extension	1992
Education	\$1,740,000	\$1,674,946	\$1,788,000
Operations & Maintenance	214,000	205,095	219,000
Tort Liability & Insurance	230,000	231,758	438,000
Audit	22,000	22,560	24,000
Protection, Health & Safety	357,000	341,826	365,000
	\$2,563,000	\$2,476,185	\$2,834,000

The levy provides for a continuation of the Protection, Health and Safety Fund projects for 1992. The increases in the two operating funds and the Protection, Health and Safety Fund simply protect the institution for its maximum tax rate should adjustments in equalized assessed valuation increase in the forthcoming year. The Audit Fund levy has been increased slightly to reflect actual audit expenditures. The Tort Liability and Insurance Fund levy has been increased to reflect reclassification of equipment insurance and security costs, as well as increases in workmen's compensation, unemployment compensation, and payroll taxes.

Although I have levied for a valuation increase of 8%, I have budgeted based upon a 3% valuation increase. Under the 3% assumption, property tax rates would break down as follows:

Memorandum to Dr. Richard Behrendt
November 9, 1992
Page Two

	<u>1991 Rate</u>	<u>1992 Rate</u>
Education	\$.2450	\$.2450
Operations & Maintenance	.0300	.0300
Tort Liability and Insurance	.0339	.0623
Audit	.0033	.0034
Protection, Health & Safety	<u>.0500</u>	<u>.0500</u>
	\$.3622	.3907
Bond Issue		<u>.0423</u>
		\$.4330

The projected rates would result in a 7.9% increase in the regular levy (19.5% increase with the bond issue included). The estimated increase to the "average" taxpayer with a \$60,000 house (\$20,000 EAV) would be \$5.70 (\$14.16 with the bond issue included).

I recommend that we ask the Board to approve the 1992 Tax Levy as attached.

n
att

CERTIFICATE OF TAX LEVY

Community College District No. 506 County(ies) Lee, Ogle and Whiteside

Community College District Name: Sauk Valley Community College State of Illinois

We hereby certify that we require:

the sum of \$ 1,788,000 to be levied as a tax for educational purposes, and

the sum of \$ 219,000 to be levied as a tax for operations and maintenance purposes, and

the sum of \$ 438,000 to be levied as a special tax for tort liability insurance purposes, for property insurance purposes, for medicare insurance purposes, for worker's compensation and occupational diseases insurance purposes, and for unemployment insurance purposes, and

the sum of \$ 24,000 to be levied as a special tax for financial audit purposes, and

the sum of \$ 365,000 to be levied as a special tax for (specify) Protection, Health and Safety Fund purposes, on the taxable property of our community college district for the year 1992

As requested by Chapter 120 (Paragraph 643, Section 162), our Fiscal Year 1993 budget resolution and the chief fiscal officer's certified estimate of anticipated revenues for Fiscal Year 1993 either are attached to this document or have been submitted to you previously.

Signed this 23rd day of November 1992

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 in 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 Bureau, Carroll, Henry, Lee, Ogle, and Whiteside and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 1992 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 1992 is \$ 297,565.80.

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

County Clerk

Date

County

**For Board Meeting
of November 23, 1992**

Agenda Item F-7

FY 92 AUDIT REPORT

John Van Osdol and/or Dick Wells of our auditing firm will be present to review the 1992 Audit Report and answer any questions from the Board.

RECOMMENDATION: Board approval of the FY 92 Audit Report.



SAUK VALLEY
COMMUNITY
COLLEGE

173 IL Rt. 2, Dixon, IL 61021 • 815/288-5511

MEMORANDUM

To: SVCC Board of Trustees
From: Richard L. Behrend 
Date: November 12, 1992
Subject: Management Letter

CONFIDENTIAL

Attached you will find the management letter from the auditing firm and Ron Appuhn's response to that management letter. Ron worked with me before writing this memo and I agree with his response.

As the management letter indicates in the last sentence, this information is for Board use only and, as such, we have always treated it as a confidential item that should not be discussed in the public Board meeting on Monday. However, if you have questions, please let me know.



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

CERTIFIED PUBLIC ACCOUNTANTS
3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277 TELEFAX (815) 626-9118

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

CONFIDENTIAL

Gentlemen:

In planning and performing our audit of the general purpose financial statements of Sauk Valley Community College District 506 as of and for the year ended June 30, 1992, we considered the internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure. This consideration of the internal control structure was communicated to the Board of Trustees of Sauk Valley Community College District 506 in a separate report dated October 6, 1992.

We also have the following comment and suggestions for your consideration.

Equipment Inventory

During our audit of the equipment inventory, it was noted that the inventory listing had not been updated since June 30, 1991. Because the inventory listing had not been updated, we had no detail report to support the June 30, 1992 balances. However, we were able to ascertain a June 30, 1992 balance by other audit procedures. While we cannot be certain that the total shown in the financial statements will reconcile to the detail inventory, we do believe the differences, if any, are immaterial in relation to the financial statements taken as a whole. Because controls over the equipment inventory have been weak for several years, we offer the following suggestions to help improve those controls:

It has been several years since there has been a physical inventory taken by the College. Accordingly, we suggest that each department be reviewed and updated as soon as possible. This task could be assigned to an individual in each department under the supervision of the business office. To help reduce the time burden on professional staff, the College could consider using work study employees to assist in the physical inventory process. All discrepancies would then be reported to the business office and appropriate adjustments could then be made to the inventory listing. We recommend that this procedure be completed as soon as possible and be reviewed each year thereafter on a departmental basis. We believe this procedure will improve the overall management controls over College assets and will assist in pinpointing missing assets as well as assets in need of repair or replacement.

We also recommend that once a reasonable composite inventory listing is obtained, a good faith effort should be given to keeping it updated. All additions or deletions should be entered on a timely basis. Department heads should be responsible for all equipment that is either added or removed from their department and should notify the business office accordingly.

We realize that the College equipment inventory is very large. As a result, it will be difficult to eliminate all discrepancies. However, we believe that the above suggestions will help to minimize the errors and will improve controls over the equipment inventory.

* * * * *

This report is intended solely for the information and use of the Board of Directors, management, and other authorized individuals within the organization.

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

October 6, 1992



173 IL Rt. 2, Dixon, IL 61021 • 815/288-5511

CONFIDENTIAL

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Ron Appuhn *Ren*
DATE: November 18, 1992
SUBJECT: Response to Management Letter from Auditors

The auditors' comments for FY 92 focus on equipment inventory control. This concern is not new for Sauk, nor is it new for any small college. The concern is accurate--the College does not have the methodology to account for every piece of equipment. However, the College does make a good faith effort to update the existing inventory list on an annual basis.

The challenge here is finding a solution that is practical and affordable. The auditors' suggestions, while well intended, are not workable. To make the list accurate will involve almost starting over from scratch, and an outside firm or new employee(s) will be required to get this done. In addition, every department on campus would have to openly support and prioritize this effort. This will be difficult to accomplish, since many will view this as detracting from Sauk's mission of serving students. Even after the master list is updated, it will take more effort and cooperation between departments to continually update the equipment list.

In my opinion, the monetary cost of a new physical inventory could be paid from the Liability, Protection and Settlement Fund as a risk management expense. How to verify the inventory and keep it updated is subject to much more discussion.

I recommend that we prepare a detailed proposal for discussion with the Board at the February Board workshop.

n

cc: Cindy Watkins

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

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying general purpose financial statements of Sauk Valley Community College District 506 as of June 30, 1992, and for the year then ended. These general purpose financial statements are the responsibility of Sauk Valley Community College District 506 management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Sauk Valley Community College District 506 as of June 30, 1992, and the results of its operations and changes in financial position of its proprietary and similar trust fund types for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund and account group financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of Sauk Valley Community College District 506. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

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

October 6, 1992

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 ALL FUND TYPES AND ACCOUNT GROUPS
 COMBINED BALANCE SHEET
 June 30, 1992

	Governmental Fund Types		
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>
<u>ASSETS</u>			
Cash on hand and in bank	\$ 244,548	\$ 557,020	\$378
Investments - at cost	794,181		550
Due from other funds	758,086	205,228	
Notes receivable - students		2,856	
Accounts receivable:			
Governmental claims		66,244	
Other	23,935	109,985	
Property taxes receivable	846,160	149,205	
Corporate Personal property replacement tax receivable	46,780		
Inventories			
Prepaid insurance		22,470	
Property and equipment			
Construction in progress		188,180	
Amount to be provided for compensated absences			
Accrued interest	2,744	189	1,
Other assets	<u>7,807</u>		
Total assets	<u>\$2,724,241</u>	<u>\$1,301,377</u>	<u>\$929,</u>
<u>LIABILITIES AND FUND EQUITY</u>			
Bank cash overdraft			
Due to other funds	\$1,055,825	\$ 479,251	
Accounts payable	192,194	187,845	
Deferred tuition and fees	175,817	14,199	
Accrued compensated absences			
Total liabilities	<u>1,423,836</u>	<u>681,295</u>	<u>\$</u>
Fund Equity:			
Investment in General Fixed Assets			
Retained earnings - unreserved			
Fund Balances:			
Reserved for special functions and activities			
Fund balances unreserved - undesignated	<u>1,300,405</u>	<u>620,082</u>	<u>929,</u>
Total fund equity	<u>1,300,405</u>	<u>620,082</u>	<u>929,</u>
Total liabilities and fund equity	<u>\$2,724,241</u>	<u>\$1,301,377</u>	<u>\$929,</u>

See Notes to Financial Statements.

<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Account Groups</u>	<u>Total (Memorandum Only)</u>
<u>Enterprise</u>	<u>Trust and Agency Funds</u>	<u>General Fixed Assets</u>	<u>Long-Term Debt</u>
\$138,108			\$ 1,317,878
2,237	\$1,873,381		3,217,562
	775,488		1,741,039
			2,856
18,515	12,777		79,021
	91,300		243,735
			995,365
191,995			46,780
			191,995
			22,470
		\$9,843,951	9,843,951
			188,180
15	5,896		\$176,366
			176,366
			9,869
			7,807
<u>\$350,870</u>	<u>\$2,758,842</u>	<u>\$9,843,951</u>	<u>\$18,084,874</u>
\$188,422	\$ 21,054		\$ 21,054
1,667	17,541		1,741,039
			381,706
			190,016
			176,366
<u>190,089</u>	<u>38,595</u>	<u>\$ -0-</u>	<u>176,366</u>
			2,510,181
160,781		9,843,951	9,843,951
			160,781
	163,023		163,023
	<u>2,557,224</u>		<u>5,406,938</u>
<u>160,781</u>	<u>2,720,247</u>	<u>9,843,951</u>	<u>-0-</u>
			15,574,693
<u>\$350,870</u>	<u>\$2,758,842</u>	<u>\$9,843,951</u>	<u>\$18,084,874</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ALL GOVERNMENTAL FUND TYPES AND
EXPENDABLE TRUST FUNDS
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
For the year ended June 30, 1992

	<u>Governmental Fund Types</u>			<u>Total</u> (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
Revenues:				
Local sources	\$1,831,328	\$ 645,184		\$2,476,512
State sources	2,151,836	244,573		2,396,409
Federal sources	6,819	1,982,798		1,989,617
Student tuition and fees	1,521,513			1,521,513
Other sources	<u>219,174</u>	<u>111,517</u>	<u>\$ 55,512</u>	<u>386,203</u>
Total revenues	<u>5,730,670</u>	<u>2,984,072</u>	<u>55,512</u>	<u>8,770,254</u>
Expenditures:				
Instruction	3,147,252			3,147,252
Academic support	242,991			242,991
Student services and aids	511,069			511,069
Public service	43,432			43,432
Operations and maintenance of plant	923,695			923,695
General administration	374,025			374,025
Institutional support	1,338,961	724,982	3,340	2,067,283
Restricted purposes	<u> </u>	<u>2,412,825</u>	<u> </u>	<u>2,412,825</u>
Total expenditures	<u>6,581,425</u>	<u>3,137,807</u>	<u>3,340</u>	<u>9,722,572</u>
Excess (deficiency) of revenues over expenditures	<u>(850,755)</u>	<u>(153,735)</u>	<u>52,172</u>	<u>(952,318)</u>
Other financing sources -				
Permanent transfers in	<u>327,542</u>	<u>43,860</u>	<u> </u>	<u>371,402</u>
Excess (deficiency) of revenues over expenditures and other financing sources	<u>(523,213)</u>	<u>(109,875)</u>	<u>52,172</u>	<u>(580,916)</u>
Fund balances, beginning of year	<u>1,823,618</u>	<u>729,957</u>	<u>877,055</u>	<u>3,430,630</u>
Fund balances, end of year	<u>\$1,300,405</u>	<u>\$620,082</u>	<u>\$929,227</u>	<u>\$2,849,714</u>

See Notes to Financial Statements.

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, 1992

	General		Variance Favorable (Unfavorable)
	<u>Actual</u>	<u>Budget</u>	
Revenues:			
Local sources	\$1,831,328	\$1,832,000	\$ (67)
State sources	2,151,836	2,231,507	(79,67)
Federal sources	6,819	6,800	1
Student tuition and fees	1,521,513	1,501,300	20,21
Other sources	<u>219,174</u>	<u>158,393</u>	<u>60,78</u>
Total revenues	<u>5,730,670</u>	<u>5,730,000</u>	<u>67</u>
 Expenditures:			
Instruction	3,147,252	3,129,742	(17,51)
Academic support	242,991	253,303	10,31
Student services and aids	511,069	520,436	9,36
Public service	43,432	34,300	(9,13)
Operations and maintenance of plant	923,695	902,741	(20,95)
General administration	374,025	391,186	17,16
Institutional support	1,338,961	1,283,192	(55,76)
Restricted purposes			
Provision for contingencies		<u>5,100</u>	<u>5,100</u>
Total expenditures	<u>6,581,425</u>	<u>6,520,000</u>	<u>(61,42)</u>
 Excess (deficiency) of revenues over expenditures			
	(850,755)	(790,000)	(60,75)
 Other financing sources -			
Permanent transfers in	<u>327,542</u>	<u>375,000</u>	<u>(47,45)</u>
 Excess (deficiency) of revenues over expenditures and other financing sources			
	(523,213)	\$ <u>(415,000)</u>	<u>\$ (108,21)</u>
 Fund balances, beginning of year	<u>1,823,618</u>		
 Fund balances, end of year	<u>\$1,300,405</u>		

See Notes to Financial Statements.

Special Revenue			Capital Projects		
Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)
\$ 645,184	\$ 614,520	\$ 30,664			
244,573	332,068	(87,495)			
1,982,798	1,951,929	30,869			
<u>111,517</u>	<u>75,680</u>	<u>35,837</u>	<u>\$ 55,512</u>	<u>\$ 52,000</u>	<u>\$ 3,512</u>
<u>2,984,072</u>	<u>2,974,197</u>	<u>9,875</u>	<u>55,512</u>	<u>52,000</u>	<u>3,512</u>
724,982	794,544	69,562	3,340	205,000	201,660
2,412,825	2,433,847	21,022			
<u>3,137,807</u>	<u>3,228,391</u>	<u>90,584</u>	<u>3,340</u>	<u>205,000</u>	<u>201,660</u>
(153,735)	(254,194)	100,459	52,172	(153,000)	205,172
<u>43,860</u>	<u>-0-</u>	<u>43,860</u>			
(109,875)	\$ <u>(254,194)</u>	\$ <u>144,319</u>	52,172	\$ <u>(153,000)</u>	\$ <u>205,172</u>
<u>729,957</u>			<u>877,055</u>		
<u>\$ 620,082</u>			<u>\$929,227</u>		

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
PROPRIETARY FUND TYPE AND SIMILAR TRUST FUNDS
COMBINED STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN RETAINED EARNINGS/FUND BALANCES
For the year ended June 30, 1992

	<u>Proprietary Fund Type</u>	<u>Enterprise Fund</u>	<u>Fiduciary Fund Type</u>	<u>Total (Memorandum Only)</u>
	<u>Actual</u>	<u>Actual</u>	<u>Non-Expendable Trust Fund - Working Cash Fund</u>	
Operating revenues:				
Sale of textbooks	\$ 558,937			\$ 558,937
Sale of supplies and other items	105,312			105,312
Sales tax collected	37,748			37,748
Interest income	3,154		\$ 119,651	122,805
Miscellaneous income	1,835			1,835
Total operating revenues	<u>706,986</u>		<u>119,651</u>	<u>826,637</u>
Operating expenses:				
Purchases:				
Textbooks	464,589			464,589
Supplies and other items	78,886			78,886
Freight on purchases	9,627			9,627
Inventory adjustment	(37,282)			(37,282)
Salaries and wages	59,773			59,773
Supplies	5,537			5,537
Travel	3,595			3,595
Equipment	3,145			3,145
Telephone	235			235
Dues and subscriptions	565			565
Sales tax paid	37,307			37,307
Other	3,243			3,243
Employee benefits	2,935			2,935
Total operating expenses	<u>632,155</u>		<u>-0-</u>	<u>632,155</u>
Net income from operations	<u>74,831</u>		<u>119,651</u>	<u>194,482</u>
Other expenses -				
Fund transfer to:				
Educational Fund	194,600		113,627	308,227
Student Activity Fund	43,860		-0-	43,860
Operations and Maintenance Fund	5,400		<u>13,914</u>	<u>19,314</u>
Total other expenses	<u>243,860</u>		<u>127,541</u>	<u>371,401</u>
Net loss	<u>(169,029)</u>		<u>(7,890)</u>	<u>(176,919)</u>
Retained earnings/fund balances, beginning of year	<u>329,810</u>		<u>2,565,114</u>	<u>2,894,924</u>
Retained earnings/fund balances, end of year	<u>\$ 160,781</u>		<u>\$ 2,557,224</u>	<u>\$ 2,718,005</u>

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 PROPRIETARY FUND TYPE AND SIMILAR TRUST FUNDS
 COMBINED STATEMENT OF CASH FLOWS
 For the year ended June 30, 1992

	Proprietary Fund Type <u>Enterprise Fund</u>	Fiduciary Fund Type <u>Non-Expendable Trust Fund - Working Cash Fund</u>	<u>Total</u>
CASH FLOWS FROM OPERATING ACTIVITIES:			
Net income			
	\$ 74,831	\$ 119,651	\$ 194,482
Adjustments to reconcile net earnings to net cash provided (used) by operating activities:			
Bad debt expense	386		386
Change in operating assets and liabilities:			
Decrease in accounts receivable	2,349	1,574	3,923
Increase in inventories	(37,282)		(37,282)
Decrease in accounts payable	(2,705)		(2,705)
Increase in interfund receivables	(2,237)	(572,988)	(575,225)
(Decrease) increase in interfund payables	<u>187,866</u>	<u>(319,459)</u>	<u>(131,593)</u>
Net cash provided (used) by operating activities	<u>223,208</u>	<u>(771,222)</u>	<u>(548,014)</u>
CASH FLOWS FROM NON CAPITAL FINANCING ACTIVITIES:			
Operating transfer out to other funds	<u>(243,860)</u>	<u>(127,541)</u>	<u>(371,401)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:			
Purchase of investment securities		(1,124,001)	(1,124,001)
Proceeds from sale and maturities of investment securities		<u>1,992,689</u>	<u>1,992,689</u>
Net cash provided by financing activities	<u>-0-</u>	<u>868,688</u>	<u>868,688</u>
Net decrease in cash	(20,652)	(30,075)	(50,727)
Cash at beginning of year	<u>158,760</u>	<u>30,075</u>	<u>188,835</u>
Cash at end of year	<u>\$ 138,108</u>	<u>\$ -0-</u>	<u>\$ 138,108</u>

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
June 30, 1992

(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 five generic fund types and three broad fund categories as follows:

Governmental Fund Types:

General Funds - The Educational and Operations 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: Liability, Protection and Settlement; Audit; Protection, Health and Safety; Student Loan; Student Activity; and Restricted Purposes Funds.

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, 1992

(A) Significant Accounting Policies (continued):

Fiduciary Fund Types:

Fiduciary Funds - These 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) - This 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.

The Agency Fund - This fund accounts for assets held by the College as an agent for the students, faculty, and other governmental units. This fund is custodial in nature and does not involve the measurement of the results of operations.

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.

Account Groups:

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.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1992

(A) Significant Accounting Policies (continued):

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 type expenditures or fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group. Accrued compensated absences vacation pay are accounted for in the General Long-Term Debt Account Group.

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. Tuition received for summer school and the fall semester, 1992, and wages paid to summer school instructors prior to June 30, are deferred and recognized as such in the next fiscal year. Expenditures 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.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 NOTES TO FINANCIAL STATEMENTS
 (CONTINUED)
 June 30, 1992

(B) Out-of-District Tuition:

The amount of cost charged for out-of-district students during the year ended June 30, 1992, has been computed using the guidelines provided in the July 1989 edition of the Fiscal Management Manual, prepared by the Illinois Community College Board.

(C) Changes in General Fixed Assets:

	<u>Balance</u> <u>July 1, 1991</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 1992</u>
Land	\$ 162,650			\$ 162,650
Land improvements	739,782			739,782
Buildings	4,461,948	\$360,064		4,822,012
Equipment	<u>3,697,074</u>	<u>430,367</u>	<u>\$7,934</u>	<u>4,119,507</u>
	<u>\$9,061,454</u>	<u>\$790,431</u>	<u>\$7,934</u>	<u>\$9,843,951</u>

The following is a summary of the changes in investment in general fixed assets by Fund for the year ended June 30, 1992:

Educational Fund	\$1,618,469	\$144,458	\$ 3,168	\$1,759,758
Operations and				
Maintenance Fund	215,797	7,359	150	223,007
Building Bond				
Proceeds Fund	5,545,714	3,340	325	5,548,730
Bookstore Fund	20,524	3,145	-0-	23,669
Restricted Purposes				
Fund	723,936	275,405	4,291	995,049
Protection, Health and				
Safety Fund	<u>937,014</u>	<u>356,724</u>	<u>-0-</u>	<u>1,293,738</u>
	<u>\$9,061,454</u>	<u>\$790,431</u>	<u>\$7,934</u>	<u>\$9,843,951</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 NOTES TO FINANCIAL STATEMENTS
 (CONTINUED)
 June 30, 1992

(D) Interfund Receivable and Payable Balances:

At June 30, 1992, interfund receivables and payables consisted of the following:

	Due From <u>Other Funds</u>	Due To <u>Other Funds</u>
Educational:		
Student Activity	\$ 175,817	
Restricted Purposes	208,878	\$ 83,922
Working Cash	15,628	775,488
Liability, Protection and Settlement	5,394	
Operations and Maintenance		196,353
Bookstore	138,267	62
 Operations and Maintenance:		
Educational	196,353	
Protection, Health and Safety	3,585	
Bookstore	5,400	
Restricted Purposes	3,650	
Working Cash	1,914	
Liability, Protection and Settlement	3,200	
 Working Cash:		
Educational	775,488	15,628
Operations and Maintenance		1,914
 Bookstore:		
Student Activity	2,175	43,860
Liability, Protection and Settlement		895
Educational	62	138,267
Operations and Maintenance		5,400
 Student Activity:		
Educational		175,817
Bookstore	43,860	2,175
Restricted Purposes	64,149	10,586
 Restricted Purposes:		
Educational	83,922	208,878
Liability, Protection and Settlement		1,816
Operations and Maintenance		3,650
Student Activity	10,586	64,149
 Liability, Protection and Settlement:		
Bookstore	895	
Restricted Purposes	1,816	
Operations and Maintenance		3,200
Educational		5,394
 Protection, Health and Safety -		
Operations and Maintenance		<u>3,585</u>
	<u>\$1,741,039</u>	<u>\$1,741,039</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1992

(E) Retirement Commitments:

State University Retirement System (SURS):

Sauk Valley Community College District 506 is a participating member of the State University Retirement System of the State of Illinois (SURS). Members of SURS consist of all persons employed for four consecutive months or an academic term, whichever is less. The College's payroll for the year ended June 30, 1992 was \$5,729,527; of this amount \$5,345,605 represents salaries paid to covered employees.

The following is a description of the major provisions of SURS:

SURS is a cost-sharing, multiple-employer public employee retirement system. The System covers the faculty and nonacademic employees of the State Universities and Colleges, Class I Community Colleges, the State Scientific Surveys and other related agencies. Employer contributions to SURS are paid by the State of Illinois on behalf of College employees. The State's share of the cost for all benefits provided by the State Universities Retirement System averages about 9.535% of total earnings of all members covered by the System. This is in addition to the member's cost of 8% of earnings. When employees are paid from federal funds administered by the College, there is a statutory requirement for the district to pay an employer contribution of 9.535 percent of these salaries. For the year ended June 30, 1992 salaries for covered employees totaling \$319,518 were paid from federal funds, which required employer contributions of \$30,466. However, these contributions were reimbursed to the College by the respective Federal grants. The College is also required by statute to make employer contributions for teachers retiring under the early retirement option. These payments vary depending on the age and salary of the teacher. The maximum payment of 100 percent of the employee's salary is required, if the employee is 60 years old with at least 8 years of service or at any age if the employee has 35 or more years of service. For the year ended June 30, 1992, the College incurred expenditures of \$32,217 for employer contributions under the early retirement option.

The pension plan provides retirement benefits, health insurance, and death and disability benefits. A member qualifies for a retirement annuity after attaining one of the following: age 62 with five years of service credit; age 60 with eight years; age 55 with 20 years. If retirement occurs between age 55 and 60 with less than 35 years of service, the annuity will be reduced at the rate of 1/2 percent for each month the member is under age 60. A member age 55 with less than 35 years of service credit may use the early retirement option to avoid a discount for early retirement, if retirement occurs before August 31, 1993 and within six months of the last day of service, requiring contributions and if the member and employer both make a one-time contribution to SURS.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1992

(E) Retirement Commitments (continued):

State University Retirement System (SURS) (continued):

The retirement benefit is determined by the average salary of the four highest consecutive salary rates of creditable service and the percentage of average salary to which the member is entitled. This percentage is determined by the following formula: 1.67 percent for each of the first ten years, plus 1.9 percent for each of the next ten years, plus 2.1 percent for each of the next ten years, plus 2.3 percent for each year over 30. The maximum retirement benefit, 80 percent of average salary, is achieved with 40 years of service. However, a person who becomes a participant after September 14, 1977 is subject to a maximum of 75%. Each annuitant receives an annual 3 percent increase in the original retirement benefit, beginning January 1 following attainment of age 61 or following the first anniversary of retirement, whichever is later.

Member contributions, established by statute, are 8 percent of earnings. Employer contributions made by the State of Illinois are based on annual appropriations which are less than statutory actuarial funding of normal cost and interest on the unfunded pension benefit obligation.

(F) Cash and Investments:

The College's cash and investments throughout the year and at year-end consisted of demand deposit accounts, NOW accounts, savings accounts, certificates of deposit and repurchase agreements. The College classifies these accounts between cash and investments on the combined balance sheet according to liquidity and intended use.

Section 103.47 of the Illinois Public Community College Act and Sections 901-907 of the Investment of the Public Funds Act allow current operating funds, special funds, interest and sinking funds, and other funds belonging to or in the custody of a community college, including restricted and non-restricted funds, to be invested. These college funds may be invested in the following types of securities:

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1992

(F) Cash and Investments (continued):

- a) Bonds, notes, certificates of indebtedness, treasury bills, and other securities issued by the United States.
- b) Interest-bearing savings accounts, certificates of deposit, or time deposits with a bank or any other investment constituting direct obligations of any bank.
- c) Short-term obligations of U.S. corporations with assets exceeding \$500 million, i.e., commercial paper. These obligations must be rated within the three highest classifications established by two or more standard rating services. Additionally, the obligations must mature within 180 days.
- d) Money market mutual funds registered under the Investment Company Act of 1940 provided that the portfolio of such money market mutual fund is limited to type "a" investments and agreements to repurchase such obligations.
- e) Short-term discount obligations issued by the Federal National Mortgage Association.
- f) Shares or other securities issued by savings and loan associations.
- g) Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered in the United States with its principal office located in Illinois if insured by applicable law.
- h) Certificates or securities issued by the Public Treasurers' Investment Pool.
- i) Funds managed, operated, and administered by a bank.
- j) Illinois School District Liquid Asset Fund (authorized by Section 3-47 of the Public Community College act).
- k) Repurchase agreements in which the instrument and the transaction meet the requirements of Sections 901-907 of the Investments of Public Funds Act of the Illinois Revised Statutes.

Deposits (includes all accounts except repurchase agreements):

At year-end the carrying amount of the College's deposits totaled \$4,362,886 and the bank balances totaled \$4,921,932.

Bank Balances

Category 1

Deposits covered by federal depository insurance,
or by collateral held by the College, or its agent,
in the College's name

\$4,881,025

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 NOTES TO FINANCIAL STATEMENTS
 (CONTINUED)
 June 30, 1992

(F) Cash and Investments (continued):

Bank Balances

Category 2

Deposits covered by collateral held by the pledging financial institution's trust department, or by its agent, in the College's name

-0-

Category 3

Deposits covered by collateral held by the pledging financial institution, or its trust department, or its agent but not in the College's name, and deposits which are uninsured and uncollateralized

40,907

Total deposits \$4,921,932

Repurchase agreements:

The College's repurchase agreements are categorized to give an indication of the level of risk assumed by the entity at year-end. Category 1 includes investments that are insured or registered or for which the securities are held by the College or its agent in the College's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust department or agent in the College's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent but not in the College's name.

	Carrying Amount				
	Category			Total	Market Value
	1	2	3		
Repurchase agreements	<u>\$150,000</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$150,000</u>	<u>\$150,000</u>

All of the above deposits and repurchase agreements are permitted investments under Illinois law.

(G) Property Taxes:

Revenue is recorded in the year of the tax levy to the extent that it is expected to be collected within sixty days after June 30, 1992, to be used to pay liabilities of the current period. The portion of the 1991 tax levy that was either collected or accrued as of June 30, 1992 totals \$1,227,700, which is approximately one-half of the 1991 levy.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 NOTES TO FINANCIAL STATEMENTS
 (CONTINUED)
 June 30, 1992

(G) Property Taxes (continued):

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

	<u>1989</u>	<u>1990</u>	<u>1991</u>
Assessed Valuations:			
Whiteside County	\$304,813,958	\$314,296,765	\$335,416,533
Lee County	222,223,845	224,511,279	225,458,716
Ogle County	47,416,321	47,133,988	46,606,949
Henry County	1,760,391	1,638,095	1,509,210
Bureau County	28,626,047	38,736,371	38,315,112
Carroll County	<u>36,687,781</u>	<u>36,021,563</u>	<u>36,345,020</u>
	<u><u>\$641,528,343</u></u>	<u><u>\$662,338,061</u></u>	<u><u>\$683,651,540</u></u>
Tax Rates:			
Educational Fund	.2450	.2450	.2450
Operations and			
Maintenance Fund	.0300	.0300	.0300
Protection, Health and			
Safety Fund	.0500	.0500	.0500
Liability, Protection and			
Settlement Fund	.0359	.0391	.0337
Audit Fund	<u>.0032</u>	<u>.0034</u>	<u>.0033</u>
	<u><u>.3641</u></u>	<u><u>.3675</u></u>	<u><u>.3620</u></u>
Tax Extensions:			
Educational Fund	\$1,571,744	\$1,622,728	\$1,674,946
Operations and			
Maintenance Fund	192,459	198,702	205,095
Protection, Health and			
Safety Fund	320,764	331,169	341,826
Liability, Protection and			
Settlement Fund	230,309	258,974	230,391
Audit Fund	<u>20,529</u>	<u>22,519</u>	<u>22,561</u>
	<u><u>\$2,335,805</u></u>	<u><u>\$2,434,092</u></u>	<u><u>\$2,474,819</u></u>
Tax Collections:			
Educational Fund	\$1,565,240	\$1,598,890	\$ 411,584
Operations and Maintenance			
Fund	191,674	195,787	50,400
Protection, Health and			
Safety Fund	319,426	326,263	84,000
Liability, Protection and			
Settlement Fund	229,358	255,113	56,952
Audit Fund	<u>20,447</u>	<u>22,528</u>	<u>5,543</u>
	<u><u>\$2,326,145</u></u>	<u><u>\$2,398,581</u></u>	<u><u>\$ 608,479</u></u>
Percent of Levy collected	<u><u>99.59%</u></u>	<u><u>98.54%</u></u>	<u><u>24.59%</u></u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NOTES TO FINANCIAL STATEMENTS
(CONTINUED)
June 30, 1992

(H) Legal Debt Margin:

The following is a schedule of the legal debt margin of the College as of June 30, 1992:

Assessed Valuation - 1991	<u>\$683,651,540</u>
Debt limit, 2.875% of assessed valuation	\$ 19,654,981
Less bonded indebtedness	<u>-0-</u>
Legal debt margin, June 30, 1992	<u>\$ 19,654,981</u>

(I) Contingent Liabilities:

The College participates in a number of state and federally assisted grant programs, principal of which are the U.S. Department of Education Pell Grant, College Work Study, SEOG Programs along with several grants through the Illinois State Board of Education. In addition, there are several smaller grants through numerous other grant agencies. These programs are subject to program compliance audits by the grantors or their representatives. The audits of these programs for or including the year ended June 30, 1992 have not yet been conducted. Accordingly, the College's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although the College expects such amounts, if any, to be immaterial.

(K) Property Tax Protest Contingency:

The College is currently involved in a property tax protest with a local manufacturing firm regarding the assessed valuation of certain parcels of property owned by the entity. The protest affects the 1988, 1989, 1990, and 1991 tax years and future tax years; however the outcome is undeterminable at this time. Based on the amount of protested assessed valuation and the College tax rates for the 1988, 1989, 1990 and 1991 tax years, the potential loss could range up to approximately \$109,000. The range of loss for future years, if any, is not determinable at this time.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 GENERAL FUNDS
 COMBINING BALANCE SHEET
 June 30, 1992

<u>ASSETS</u>	<u>Educational Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Total General Funds</u>
Cash on hand and in bank	\$ 125,881	\$118,667	\$ 244,548
Investments - at cost	400,000	394,181	794,181
Due from other funds	543,985	214,101	758,086
Accounts receivable	23,724	211	23,935
Property taxes receivable	794,560	51,600	846,160
Corporate personal property replacement tax receivable	41,662	5,118	46,780
Accrued interest receivable	1,503	1,241	2,744
Other assets	<u>7,807</u>	<u> </u>	<u>7 807</u>
 Total assets	 <u>\$1,939,122</u>	 <u>\$785,119</u>	 <u>\$2,724,241</u>
 <u>LIABILITIES AND FUND BALANCE</u>			
Due to other funds	\$1,055,825	\$1,055,825	\$1,055,825
Accounts payable	140,415	\$ 51,779	192,194
Deferred tuition and fees	<u>175,817</u>	<u> </u>	<u>175,817</u>
 Total liabilities	 <u>1,372,057</u>	 <u>51,779</u>	 <u>1,423,836</u>
Fund balance, unreserved - undesignated	<u>567,065</u>	<u>733,340</u>	<u>1,300,405</u>
 Total liabilities and fund balance	 <u>\$1,939,122</u>	 <u>\$785,119</u>	 <u>\$2,724,241</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
GENERAL FUNDS
COMBINING STATEMENT OF REVENUES AND
EXPENDITURES COMPARED TO BUDGET
AND CHANGES IN FUND BALANCES
For the year ended June 30, 1992

	Educational Fund		
	Actual	Budget	Variance Favorable (Unfavorable)
Revenues:			
Local sources	\$1,632,902	\$1,632,000	\$ 9
State sources	2,130,309	2,208,907	(78,5)
Federal sources	6,819	6,800	19
Student tuition and fees	1,521,513	1,501,300	20,2
Other sources	159,312	123,393	35,9
Total revenues	5,450,855	5,472,400	(21,5)
Expenditures:			
Instruction	3,147,252	3,129,742	(17,5)
Academic support	242,991	253,303	10,1
Student services and aids	511,069	520,436	9,1
Public service	43,432	34,300	(9,1)
Operations and maintenance of plant	439,692	455,991	16,3
General administration	374,025	391,186	17,1
Institutional support	1,338,961	1,283,192	(55,7)
Provision for contingencies		2,850	2,8
Total expenditures	6,097,422	6,071,000	(26,4)
Excess (deficiency) of revenues over expenditures	(646,567)	(598,600)	(47,9)
Other financing sources -			
Permanent transfers in	308,228	350,600	(42,3)
Excess (deficiency) of revenues over expenditures and other financing sources	(338,339)	\$ (248,000)	\$ (90,3)
Fund balances, beginning of year	905,404		
Fund balances, end of year	\$ 567,065		

Operations and Maintenance Fund			Total General Funds		
<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
\$ 198,426 21,527	\$200,000 22,600	\$ (1,574) (1,073)	\$1,831,328 2,151,836 6,819 1,521,513 219,174	\$1,832,000 2,231,507 6,800 1,501,300 158,393	\$ (672) (79,671) 19 20,213 60,781
<u>59,862</u>	<u>35,000</u>	<u>24,862</u>	<u>5,730,670</u>	<u>5,730,000</u>	<u>670</u>
<u>279,815</u>	<u>257,600</u>	<u>22,215</u>			
			3,147,252 242,991 511,069 43,432	3,129,742 253,303 520,436 34,300	(17,510) 10,312 9,367 (9,132)
484,003	446,750	(37,253)	923,695 374,025 1,338,961	902,741 391,186 1,283,192	(20,954) 17,161 (55,769)
<u> </u>	<u>2,250</u>	<u>2,250</u>	<u> </u>	<u>5,100</u>	<u>5,100</u>
<u>484,003</u>	<u>449,000</u>	<u>(35,003)</u>	<u>6,581,425</u>	<u>6,520,000</u>	<u>(61,425)</u>
(204,188)	(191,400)	(12,788)	(850,755)	(790,000)	(60,755)
<u>19,314</u>	<u>24,400</u>	<u>(5,086)</u>	<u>327,542</u>	<u>375,000</u>	<u>(47,458)</u>
(184,874)	<u>\$(167,000)</u>	<u>\$(17,874)</u>	(523,213)	<u>\$(415,000)</u>	<u>\$(108,213)</u>
<u>918,214</u>			<u>1,823,618</u>		
<u> \$ 733,340</u>			<u> \$1,300,405</u>		

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE FUNDS
COMBINING BALANCE SHEET
June 30, 1992

	Liability, Protection						
	and Settlement Fund	Audit Fund	Student Activity Fund	Protection, Health and Safety Fund	Student Loan Fund	Restricted Purposes Fund	Total Special Revenue Funds
ASSETS							
Cash on hand and in bank	\$317,076	\$30,765	\$ 40,827	\$ 30,036	\$ 8,826	\$129,490	\$ 557,020
Due from other funds	2,711		108,009			94,508	205,228
Notes receivable - students					2,856		2,856
Accounts receivable:							
Governmental claims			58,311			7,933	66,244
Other			24,857			85,128	109,985
Property taxes receivable	57,548	5,657		86,000			149,205
Prepaid insurance	22,470						22,470
Construction in progress				188,180			188,180
Accrued interest receivable	—	—	189	—	—	—	189
Total assets	\$399,805	\$36,422	\$232,193	\$304,216	\$11,682	\$317,059	\$1,301,377
LIABILITIES AND FUND BALANCE							
Due to other funds	\$ 8,595		\$188,578	\$ 3,585		\$278,493	\$ 479,251
Accounts payable	4,218	\$ 500	33,210	119,191		30,726	187,845
Deferred tuition and fees	—	—	9,641	—	—	4,558	14,199
Total liabilities	12,813	500	231,429	122,776	\$ -0-	313,777	681,295
Fund balance							
unreserved - undesignated	<u>386,992</u>	<u>35,922</u>	<u>764</u>	<u>181,440</u>	<u>11,682</u>	<u>3,282</u>	<u>620,082</u>
Total liabilities and fund balance	\$399,805	\$36,422	\$232,193	\$304,216	\$11,682	\$317,059	\$1,301,377

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET AND CHANGES IN FUND BALANCES
For the year ended June 30, 1992

	<u>Liability, Protection and Settlement Fund</u>	<u>Audi Fun</u>
Revenues:		
Local sources	\$240,132	\$22,7
State sources		
Federal sources		
Other sources	<u>19,208</u>	<u>1,1</u>
Total revenues	<u>259,340</u>	<u>23,7</u>
 Expenditures:		
Institutional support	342,715	24,7
Restricted purposes		
Total expenditures	<u>342,715</u>	<u>24,7</u>
 Excess (deficiency) of revenues over expenditures	(83,375)	(t)
 Other financing sources -		
Operating transfers in -		
Permanent transfer in		
Excess of revenues over expenditures and other financing sources	(83,375)	(t)
 Fund balances, beginning of year	470,367	36,5
 Fund balances, end of year	<u>\$386,992</u>	<u>\$35,9</u>

<u>Student Activity Fund</u>	<u>Protection, Health and Safety Fund</u>	<u>Student Loan Fund</u>	<u>Restricted Purposes Fund</u>	<u>Total Special Revenue Funds</u>	
				<u>Actual</u>	<u>Budget</u>
	\$330,684		\$ 51,898 244,573 1,982,798	\$ 645,184 244,573 1,982,798 111,517	\$ 614,520 332,068 1,951,929 75,680
<u>\$ 82,263</u>	<u>7,935</u>	<u>\$ 806</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>82,263</u>	<u>338,619</u>	<u>806</u>	<u>2,279,269</u>	<u>2,984,072</u>	<u>2,974,197</u>
<u>127,799</u>	<u>356,723</u>	<u>1,119</u>	<u>2,285,026</u>	<u>724,982</u> <u>2,412,825</u>	<u>794,544</u> <u>2,433,847</u>
<u>127,799</u>	<u>356,723</u>	<u>1,119</u>	<u>2,285,026</u>	<u>3,137,807</u>	<u>3,228,391</u>
(45,536)	(18,104)	(313)	(5,757)	(153,735)	(254,194)
<u>43,860</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>43,860</u>	<u>-0-</u>
(1,676)	(18,104)	(313)	(5,757)	(109,875)	\$ <u>(254,194)</u>
<u>2,440</u>	<u>199,544</u>	<u>11,995</u>	<u>9,039</u>	<u>729,957</u>	
<u>\$ 764</u>	<u>\$181,440</u>	<u>\$11,682</u>	<u>\$ 3,282</u>	<u>\$ 620,082</u>	

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE - LIABILITY,
PROTECTION, AND SETTLEMENT FUND
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET
For the year ended June 30, 1992

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
			<u>Favorable</u> <u>(Unfavorable)</u>
Revenues:			
Local sources:			
1990 taxes	\$125,546	\$130,000	\$ (4,454)
1991 taxes	114,500	115,000	(500)
In lieu of taxes	79	-0-	79
Back taxes	7	-0-	7
	<u>240,132</u>	<u>245,000</u>	<u>(4,868)</u>
Other sources -			
Interest on investments	19,208	7,000	12,208
Total revenues	<u>\$259,340</u>	<u>\$252,000</u>	<u>\$ 7,340</u>
 Expenditures -			
Institutional support:			
Salaries	\$ 66,344	\$ 67,000	\$ 656
Employee benefits	88,359	98,000	9,641
Contractual services	11,227	12,000	773
Fixed charges	<u>176,785</u>	<u>60,000</u>	<u>(116,785)</u>
Total expenditures	<u>\$342,715</u>	<u>\$237,000</u>	<u>\$(105,715)</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, 1992

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
			<u>Favorable</u> <u>(Unfavorable)</u>
Revenues:			
Local sources:			
1990 taxes	\$11,262	\$11,260	\$ 2
1991 taxes	11,200	11,260	(60)
Back taxes	1	-0-	1
In lieu of taxes	7	-0-	7
	<u>22,470</u>	<u>22,520</u>	<u>(50)</u>
Other sources -			
Interest on investments	<u>1,305</u>	<u>1,480</u>	<u>(175)</u>
Total revenues	<u>\$23,775</u>	<u>\$24,000</u>	<u>\$(225)</u>
Expenditures -			
Institutional support -			
Audit costs	<u>\$24,425</u>	<u>\$24,000</u>	<u>\$(425)</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, 1992

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
			<u>Favorable</u> <u>(Unfavorable)</u>
Revenues -			
Other sources:			
Comprehensive fees	\$ 51,141	\$ 49,000	\$ 2,141
Athletic events	2,710	-0-	2,710
Cultural events	2,015	-0-	2,015
Student activities	2,574	17,200	(14,626)
Sauk Talk	798	-0-	798
Other	<u>23,025</u>	<u>-0-</u>	<u>23,025</u>
Total revenues	<u>\$ 82,263</u>	<u>\$ 66,200</u>	<u>\$ 16,063</u>
Expenditures -			
Restricted purposes:			
Athletic expenses	\$ 48,814	\$ 50,787	\$ 1,973
Cheerleaders and pom pon squad	4,548	4,500	(48)
Speech activities and readers' theater	3,577	5,500	1,923
Drama	5,503	6,000	497
Music	2,350	3,750	1,400
Associated student board	2,116	2,000	(116)
Student activities	14,700	15,500	800
Women's intercollegiate activities	37,381	40,013	2,632
Sauk Talk	8,683	7,000	(1,683)
Clubs	<u>127</u>	<u>800</u>	<u>673</u>
Total expenditures	<u>\$127,799</u>	<u>\$135,850</u>	<u>\$ 8,051</u>
Other financing sources -			
Operating transfers in -			
Permanent transfer from Enterprise (Bookstore) Fund	<u>\$ 43,860</u>	<u>\$ -0-</u>	<u>\$ 43,860</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 SPECIAL REVENUE - PROTECTION, HEALTH AND SAFETY FUND
 STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
 For the year ended June 30, 1992

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Revenues:			
Local sources:			
1990 taxes	\$160,574	\$165,000	\$ (4,426)
1991 taxes	170,000	168,000	2,000
In lieu of taxes	101	-0-	101
Back taxes	9	-0-	9
	<u>330,684</u>	<u>333,000</u>	<u>(2,316)</u>
Other sources -			
Interest on investments	<u>7,935</u>	<u>1,000</u>	<u>6,935</u>
Total revenues	<u>\$338,619</u>	<u>\$334,000</u>	<u>\$ 4,619</u>
 Expenditures -			
Institutional support -			
Building improvements	<u>\$356,723</u>	<u>\$533,544</u>	<u>\$176,821</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE - STUDENT LOAN FUND
STATEMENT OF REVENUES AND EXPENDITURES
For the year ended June 30, 1992

Revenues -

Other sources:

Interest on student loans	\$ 436
Bad debt repayments	<u>370</u>
 Total revenues	 <u>\$ 806</u>

Expenditures -

Institutional support -

Uncollectible loans	<u>\$1,119</u>
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SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL REVENUE - RESTRICTED PURPOSES FUND
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET
For the year ended June 30, 1992

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Revenues:			
Local sources -			
Economic Development grant	\$ 51,898	\$ 14,000	\$37,898
State sources:			
Advanced Technology Equipment grant	43,674		
Economic Development grant	54,124		
Special Population grant	48,475		
HITS grant	1,428		
Retirees Health Insurance grant	27,508		
Small Business Development Center grant	24,243		
V.I.T.A.L. Literacy grant	<u>45,121</u>		
	<u>244,573</u>	<u>332,068</u>	(87,495)
Federal sources:			
Student Support Services	126,214		
Title III	508,776		
Perkins grant	108,729		
Tech Prep planning grant	28,877		
Work study program	171,837		
Supplemental Education Opportunity grant	64,459		
Pell grants	<u>973,906</u>		
	<u>1,982,798</u>	<u>1,951,929</u>	30,869
Total revenues	<u>\$2,279,269</u>	<u>\$2,297,997</u>	<u>\$(18,728)</u>
Expenditures -			
Restricted purposes:			
Advanced Technology Equipment grant	\$ 43,674		
Economic Development grant	111,779		
Special Population grant	48,475		
Perkins grant	108,729		
HITS grant	1,428		
V.I.T.A.L. Literacy grant	45,121		
Small Business Development Center grant	24,243		
Student Support Services	126,214		
Title III	508,776		
Retirees Health Insurance grant	27,508		
Tech Prep planning grant	28,877		
College Work study program	171,837		
Supplemental Education Opportunity grant	64,459		
Pell grants	<u>973,906</u>		
Total expenditures	<u>\$2,285,026</u>	<u>\$2,297,997</u>	<u>\$ 12,971</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, 1992

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Revenues -			
Other sources -			
Interest on investments	<u>\$55,512</u>	<u>\$52,000</u>	<u>\$ 3,512</u>
 Expenditures -			
Institutional support -			
Capital outlay	<u>\$ 3,340</u>	<u>\$205,000</u>	<u>\$201,660</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 PROPRIETARY FUND TYPE - ENTERPRISE FUND (BOOKSTORE)
 STATEMENT OF REVENUES AND EXPENSES
 COMPARED TO BUDGET AND CHANGES IN RETAINED EARNINGS
 For the year ended June 30, 1992

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
Operating revenues:			
Sale of textbooks	\$558,937		
Sale of supplies and other items	105,312		
Sales tax collected	37,748		
Interest income	3,154		
Miscellaneous income	<u>1,835</u>		
 Total operating revenues	<u>706,986</u>	<u>\$667,000</u>	<u>\$ 39,986</u>
 Operating expenses:			
Purchases:			
Textbooks	464,589		
Supplies and other items	78,886		
Freight on purchases	9,627		
Inventory adjustment	(37,282)		
Salaries and wages	59,773		
Supplies	5,537		
Travel	3,595		
Equipment	3,145		
Telephone	235		
Dues and subscriptions	565		
Sales tax paid	37,307		
Other	3,243		
Employee benefits	<u>2,935</u>		
 Total operating expenses	<u>632,155</u>	<u>612,000</u>	<u>(20,155)</u>
 Net income from operations	<u>74,831</u>	<u>55,000</u>	<u>19,831</u>
 Other expenses -			
Permanent transfers to:			
Educational Fund	194,600	194,600	-0-
Student Activity Fund	43,860	-0-	43,860
Operations and Maintenance Fund	<u>5,400</u>	<u>5,400</u>	<u>-0-</u>
 Total other expenses	<u>243,860</u>	<u>200,000</u>	<u>43,860</u>
 Net income	(169,029)	\$(<u>145,000</u>)	\$ <u>24,029</u>
 Retained earnings, beginning of year	<u>329,810</u>		
 Retained earnings, end of year	\$ <u>160,781</u>		

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 FIDUCIARY FUNDS
 COMBINING BALANCE SHEET
 June 30, 1992

<u>ASSETS</u>	<u>Non-Expendable Trust Fund Working Cash</u>	<u>Agency Funds</u>	<u>Total Fiduciary Funds</u>
Investments - at cost	\$1,793,381	\$ 80,000	\$1,873,381
Due from other funds	775,488		775,488
Accounts receivable:			
Governmental claims	12,777		12,777
Other	91,300		91,300
Accrued interest receivable	<u>5,896</u>		<u>5,896</u>
 Total assets	 <u>\$2,574,765</u>	 <u>\$184,077</u>	 <u>\$2,758,842</u>
 <u>LIABILITIES AND FUND BALANCE</u>			
Cash overdraft	\$ 21,054	\$ 21,054	
Due to other funds	<u>17,541</u>		<u>17,541</u>
 Total liabilities	 17,541	 21,054	 38,595
Fund balance -			
Unreserved - undesignated	<u>2,557,224</u>	<u>163,023</u>	<u>2,720,247</u>
 Total liabilities and fund equity	 <u>\$2,574,765</u>	 <u>\$184,077</u>	 <u>\$2,758,842</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
NON-EXPENDABLE TRUST FUND - WORKING CASH FUND
STATEMENT OF REVENUES AND EXPENSES COMPARED TO BUDGET
AND CHANGES IN FUND BALANCES
For the year ended June 30, 1992

	<u>Actual</u>		Variance
			Favorable
Operating revenue -			
Interest on investments	\$ 119,651	\$175,000	\$(55,439)
 Operating expense	 -0-	 -0-	 -0-
 Net income from operations			
 Other financing sources (uses):			
Transfer to Educational Fund	113,627	156,000	42,373
Transfer to Operations and Maintenance Fund	127	_____	
 Net income (loss)	 (7,890)	 \$ -0-	 \$
 Fund balance, beginning of year			
 Fund balance, end of year			

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
AGENCY FUNDS
SCHEDULE OF YEARLY ACTIVITY BY INDIVIDUAL ACCOUNT
For the year ended June 30, 1992

	<u>Balance</u> <u>6/30/91</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Balance</u> <u>6/30/92</u>
Recreation room	\$ 2,906	\$ 1,485	\$ 3,040	\$ 1,351
Student locker fund	1,002	-0-	1,002	-0-
Child care operations	(4,248)	23,865	24,282	(4,665)
Vocational information program and career planning program	342	1,100	1,542	(100)
Parking	7,122	6,288	1,398	12,012
LPN supplies	527	-0-	-0-	527
Community service	37,943	56,401	43,867	50,477
Collegiate choir	346	75	39	382
Sauk Valley College Foundation	-0-	61,029	61,029	-0-
Dixon Correctional Center	(53,047)	527,087	474,040	-0-
Nursing uniforms	-0-	2,725	2,725	-0-
Clearing account	-0-	45,640	45,640	-0-
Student clubs	2,055	4,456	4,390	2,121
Adult learning book charges	3,025	-0-	2,081	944
Northwest Passage	(123)	3,000	2,877	-0-
College van	5,283	5,994	3,977	7,300
Student activity - special projects	103,166	6,058	21,905	87,319
Illinois Interpretation Workshop	248	-0-	-0-	248
Sauk Valley Athletic Booster Club	4,496	7,412	7,279	4,629
Anna Johnson Estate	271	-0-	-0-	271
Illinois personal services withholding	-0-	60	60	-0-
DCC sales	-0-	4,284	4,284	-0-
Anne Norton award	-0-	207	-0-	207

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 AGENCY FUND - CHILD CARE CENTER
 SCHEDULE OF RECEIPTS AND DISBURSEMENTS COMPARED TO BUDGET
 For the year ended June 30, 1992

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues:			
Child care fees	\$23,400	—	—
Insurance	<u>465</u>	—	—
Total revenues	<u>23,865</u>	<u>\$22,200</u>	<u>\$ 1,665</u>
 Expenditures:			
Salaries	20,719	—	—
Insurance	465	—	—
Supplies	2,490	—	—
Travel	72	—	—
Refunds	<u>536</u>	—	—
Total expenditures	<u>24,282</u>	<u>22,200</u>	<u>(2,082)</u>
Excess of revenues over expenditures	<u>\$ (417)</u>	<u>\$ -0-</u>	<u>\$ (417)</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

BALANCE SHEET - ALL FUNDS

June 30, 1992

	<u>Educational Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Protection, Health and Safety Fund</u>	<u>Building Bond Proceeds Fund</u>
<u>ASSETS</u>				
Cash on hand and in bank	\$ 125,881	\$118,667	\$ 30,036	\$378,202
Investments - at cost	400,000	394,181		550,000
Due from other funds	543,985	214,101		
Notes receivable - students				
Accounts receivable:				
Governmental claims				
Other	23,724	211		
Property taxes receivable	794,560	51,600	86,000	
Corporate personal property replacement				
tax receivable	41,662	5,118		
Inventories				
Prepaid insurance				
Construction in progress			188,180	
Accrued interest receivable	1,503	1,241		1,025
Other assets	<u>7,807</u>			
Total assets	\$1,939,122	\$785,119	\$304,216	\$929,227
<u>LIABILITIES AND FUND BALANCE</u>				
Cash overdraft				
Due to other funds	\$1,055,825		\$ 3,585	
Accounts payable	140,415	\$ 51,779	119,191	
Deferred tuition and fees	<u>175,817</u>			
Total liabilities	1,372,057	51,779	122,776	\$ -0-
Fund balance	<u>567,065</u>	<u>733,340</u>	<u>181,440</u>	<u>929,227</u>
Total liabilities and fund balance	<u>\$1,939,122</u>	<u>\$785,119</u>	<u>\$304,216</u>	<u>\$929,227</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - ALL FUNDS
For the year ended June 30, 1992

	Educational Fund	Operations and Maintenance Fund	Protection, Health and Safety Fund	Building Bond Proceeds Fund
Revenues:				
Local sources	\$1,632,902	\$ 198,426	\$330,684	
State sources	2,130,309	21,527		
Federal sources	6,819			
Student tuition and fees	1,521,513			
Other sources	<u>159,312</u>	<u>59,862</u>	<u>7,935</u>	<u>\$ 55,512</u>
 Total revenues	 <u>5,450,855</u>	 <u>279,815</u>	 <u>338,619</u>	 <u>55,512</u>
 Expenditures:				
Instruction	3,147,252			
Academic support	242,991			
Student services and aids	511,069			
Public service	43,432			
Operations and maintenance of plant	439,692	484,003		
General administration	374,025			
Institutional support	1,338,961		356,723	3,340
Restricted purposes				
 Total expenditures	 <u>6,097,422</u>	 <u>484,003</u>	 <u>356,723</u>	 <u>3,340</u>
 Excess (deficiency) of revenues over expenditures	 (646,567)	 (204,188)	 (18,104)	 52,172
 Other financing sources (uses):				
Permanent transfers in	308,228	19,314		
Permanent transfers (out)				
 Excess (deficiency) of revenues over expenditures and other financing sources (uses)	 (338,339)	 (184,874)	 (18,104)	 52,172
 Fund balances, beginning of year	 <u>905,404</u>	 <u>918,214</u>	 <u>199,544</u>	 <u>877,055</u>
 Fund balances, end of year	 <u>\$ 567,065</u>	 <u>\$ 733,340</u>	 <u>\$181,440</u>	 <u>\$929,227</u>

Working Cash Fund	Student Loan Fund		Liability, Protection and Settlement Fund		Audit Fund	Student Activity Fund	Restricted Purposes Fund	Agency Fund
	Bookstore Fund	Fund						
			\$240,132		\$22,470		\$ 51,898 244,573 1,982,798	
\$ 119,651	\$ 806	\$ 706,986	19,208		1,305	\$ 82,263	_____	\$757,166
119,651	806	706,986	259,340		23,775	82,263	2,279,269	757,166
	1,119	632,155	342,715	24,425		127,799	2,285,026	705,457
—0—	1,119	632,155	342,715	24,425		127,799	2,285,026	705,457
119,651	(313)	74,831	(83,375)	(650)		(45,536)	(5,757)	51,709
(127,541)	—	(243,860)	—	—		43,860	—	—
(7,890)	(313)	(169,029)	(83,375)	(650)		(1,676)	(5,757)	51,709
2,565,114	11,995	329,810	470,367	36,572		2,440	9,039	111,314
2,557,224	\$11,682	\$160,781	\$386,992	\$35,922		\$ 764	\$ 3,282	\$163,023

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
UNIFORM FINANCIAL STATEMENT
For the year ended June 30, 1992

	<u>Educational Fund</u>	<u>Operations and Maintenance Fund</u>
Fund balances, July 1, 1991	\$ 905,404	\$918,214
Total revenues	5,450,855	279,815
Total expenditures	6,097,422	484,003
Transfers in	<u>308,228</u>	<u>19,314</u>
 Fund balances, June 30, 1992	 <u>\$ 567,065</u>	 <u>\$733,340</u>

	<u>Building Bond Proceeds Fund</u>	<u>Protection, Health and Safety Fund</u>	<u>Restricted Purposes Fund</u>	<u>Auxiliary Enterprise Fund</u>
Fund balances, July 1, 1991	\$877,055	\$199,544	\$ 9,039	\$329,810
Total revenues	55,512	338,619	2,279,269	706,986
Total expenditures	3,340	356,723	2,285,026	632,155
Transfer out	<u> </u>	<u> </u>	<u> </u>	<u>243,860</u>
 Fund balances, June 30, 1992	 <u>\$929,227</u>	 <u>\$181,440</u>	 <u>\$ 3,282</u>	 <u>\$160,781</u>

	<u>Audit Fund</u>	<u>Liability, Protection, and Settlement Fund</u>
Fund balances, July 1, 1991	\$36,572	\$470,367
Total revenues	23,775	259,340
Total expenditures	<u>24,425</u>	<u>342,715</u>
 Fund balances, June 30, 1992	 <u>\$35,922</u>	 <u>\$386,992</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 UNIFORM FINANCIAL STATEMENT
 (CONTINUED)
 For the year ended June 30, 1992

	Educational Fund	Operations and Maintenance Fund	Total Operating Funds
Operating Revenues by Source:			
Local Government:			
Current taxes	\$1,622,671	\$198,361	\$1,821,032
Back taxes	537	65	602
Chargeback revenue - Non-college territory	<u>9,694</u>	<u> </u>	<u>9 694</u>
Total local government	<u>1,632,902</u>	<u>198,426</u>	<u>1,831,328</u>
State Government:			
ICCB credit hour grants	1,391,538		1,391,538
ICCB equalization grants	508,898		508,898
Corporate personal property replacement tax	175,244	21,527	196,771
DAVTE - regular reimbursement	<u>54,629</u>	<u> </u>	<u>54,629</u>
Total state government	<u>2,130,309</u>	<u>21,527</u>	<u>2,151,836</u>
Federal Government -			
Other - miscellaneous	<u>6,819</u>	<u>-0-</u>	<u>6,819</u>
Student Tuition and Fees:			
Tuition	1,431,860		1,431,860
Fees	46,221		46,221
Other - public service	<u>43,432</u>	<u> </u>	<u>43,432</u>
Total tuition and fees	<u>1,521,513</u>	<u>-0-</u>	<u>1,521,513</u>
Other Sources:			
Interest on investments	47,232	45,210	92,442
Other - miscellaneous	112,080	14,652	126,731
Transfer from other funds	<u>308,228</u>	<u>19,314</u>	<u>327,542</u>
Total other sources	<u>467,540</u>	<u>79,176</u>	<u>546,715</u>
Total fiscal year 1992 revenue	5,759,083	299,129	6,058,211
Less non-operating items* -			
Tuition chargeback revenue	<u>28,098</u>	<u>-0-</u>	<u>28,098</u>
Adjusted revenue	<u>\$5,730,985</u>	<u>\$299,129</u>	<u>\$6,030,113</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, 1992

	<u>Educational Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Total Operating Funds</u>
Operating Expenditures (modified accrual basis):			
By Program:			
Instruction	\$3,147,252		\$3,147,252
Academic Support	242,991		242,991
Student Services	511,069		511,069
Public Service	43,432		43,432
Operation and Maintenance of Plant	439,692	\$484,003	923,695
General Administration	374,025		374,025
Institutional Support	<u>1,338,961</u>		<u>1,338,961</u>
Total expenditures by program (modified accrual basis)	6,097,422	484,003	6,581,425
Less non-operating items* -			
Tuition chargeback	<u>28,098</u>		<u>28,098</u>
Adjusted expenditures	<u>\$6,069,324</u>	<u>\$484,003</u>	<u>\$6,553,327</u>
By Object:			
Salaries	\$4,503,106		\$4,503,106
Employee benefits	605,278		605,278
Contractual services	204,029	\$ 79,689	283,718
General materials and supplies	449,315	67,527	516,842
Conference and meeting expenses	108,264	4,739	113,003
Utilities	72,667	324,688	397,355
Capital outlay	77,050	7,360	84,410
Other	28,098		28,098
Projects	<u>49,615</u>		<u>49,615</u>
Total expenditures by object (modified accrual basis)	6,097,422	484,003	6,581,425
Less non-operating items* -			
Tuition chargeback	<u>28,098</u>	<u>-0-</u>	<u>28,098</u>
Adjusted expenditures	<u>\$6,069,324</u>	<u>\$484,003</u>	<u>\$6,553,327</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, 1992

Restricted Purposes Fund Revenues by Source:

Local Government -	
Economic Development grant	\$ <u>51,898</u>
State Government:	
Special Population grant	48,475
Economic Development grant	54,124
Advanced Technology Equipment grant	43,674
HITS grant	1,428
Retirees Health Insurance grant	27,508
Small Business Development Center grant	24,243
V.I.T.A.L. Literacy grant	<u>45,121</u>
Total state government	<u>244,573</u>
Federal Government:	
Title III	508,776
Special service for disadvantaged students	126,214
Perkins grant	108,729
Tech prep planning grant	28,877
Work study program	171,837
Supplemental Education Opportunity grant	64,459
Pell grants	<u>973,906</u>
Total federal government	<u>1,982,798</u>
Total Restricted Purposes Fund revenue by source	<u>\$2,279,269</u>

Restricted Purpose Fund Expenditures -

By Program:	
Instruction	\$1,192,215
Student services	203,566
Public service	137,450
Institutional support	724,287
General administration	<u>27,508</u>
Total Restricted Purposes Fund expenditures by program	<u>\$2,285,026</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 CERTIFICATE OF CHARGEBACK REIMBURSEMENT
 For the year ended June 30, 1992

All non-capital audited expenditures for the past fiscal year from all revenue sources:

Educational Fund	\$5,924,866
Operations and Maintenance Fund	476,643
Restricted Purposes Fund	2,009,621
Audit Fund	24,425
Liability, Protection, and Settlement Fund	<u>342,715</u>
	 8,778,270

Plus:

Depreciation for equipment paid from non-state and non-federal monies	125,169
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Plus:

Depreciation on buildings and fixed equipment paid from non-state and non-federal monies	<u>112,189</u>
Total qualified expenditures	9,015,628

Less:

All fiscal year 1992 state and federal operating grants for non-capital expenditures, except ICCB grants	<u>2,257,180</u>
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Adjusted qualified expenditures	<u>\$6,758,448</u>
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Total semester credit hours	<u>56,191</u>
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Adjusted qualified expenditures for fiscal year 1992	\$6,758,448
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Divided by total credit hours for fiscal year 1992	<u>56,191</u>
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Equals cost per semester credit hour	<u>\$ 120.28</u>
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Cost per semester credit hour	\$ 120.28
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Less each district's average grant rate for fiscal year 1993	33.31
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Less each district's student tuition per semester credit hour for fiscal year 1993	<u>37.00</u>
--	--------------

Chargeback reimbursement per semester credit hour	<u>\$ 49.97</u>
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SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
CERTIFICATE OF CHARGEBACK REIMBURSEMENT
(CONTINUED)
For the year ended June 30, 1992

Per-capita cost per semester credit hour is calculated
as follows:

Total expenditures	\$ 9,015,628
Divided by total semester apportionment credit hours	<u>56,191</u>
Per capita cost per semester credit hour	\$ <u>160.45</u>

Summary:

Amount to be charged back per semester credit hour	\$ <u>49.97</u>
Per capita cost per semester credit hour	\$ <u>160.45</u>

Approved: _____
Chief Fiscal Officer

Date

Approved: _____
President

Date



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

CERTIFIED PUBLIC ACCOUNTANTS

3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277 TELEFAX (815) 626-9118

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH STATE REQUIREMENTS FOR ADVANCED TECHNOLOGY EQUIPMENT GRANT, SPECIAL POPULATIONS GRANT, ECONOMIC DEVELOPMENT GRANT AND RETIREES HEALTH INSURANCE GRANT

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

We have audited the balance sheets of the advanced technology equipment grant, special populations grant, economic development grant, and retirees health insurance grant programs of Sauk Valley Community College District 506 as of June 30, 1992, and the related statements of revenues, expenditures, and change in fund balance - budget and actual for the year then ended. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the guidelines of the Illinois Community College Board's Fiscal Management Manual. Those standards and guidelines require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Our audit also included a review of compliance with the provisions of the agreement between Sauk Valley Community College District 506 and the Illinois Community College Board. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, such financial statements referred to above present fairly, in all material respects, the financial position of the advanced technology equipment grants, special populations grant, economic development grant, and the retirees health insurance grant programs of Sauk Valley Community College District 506 at June 30, 1992, and the results of their operations for the year then ended in conformity with generally accepted accounting principles.

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

October 6, 1992

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ADVANCED TECHNOLOGY EQUIPMENT GRANT PROGRAM
BALANCE SHEET
June 30, 1992

A S S E T S

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

LIABILITIES AND FUND BALANCE

Liabilities	\$ -0-
Fund balance	-0-
Total liabilities and fund balance	\$ -0-

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 ADVANCED TECHNOLOGY EQUIPMENT GRANT PROGRAM
 STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
 AND CHANGES IN FUND BALANCE
 For the year ended June 30, 1992

	<u>Actual</u>	<u>Budget</u>	Variance Favorable (Unfavorable)
*Revenues -			
State sources	\$43,674	\$48,527	\$(4,853)
Expenditures -			
Capital outlay	<u>43,674</u>	<u>48,527</u>	<u>4,853</u>
Excess of revenues over expenditures	-0-	\$ <u>-0-</u>	\$ <u>-0-</u>
Fund balance, July 1, 1991	<u>-0-</u>		
Fund balance, June 30, 1992	<u>\$ -0-</u>		

* Revenues include only ICCB grant funds.

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL POPULATION GRANT PROGRAM
BALANCE SHEET
June 30, 1992

A S S E T S

Cash	\$ <u>-0-</u>
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LIABILITIES AND FUND BALANCE

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

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
SPECIAL POPULATION GRANT PROGRAM
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET AND CHANGES IN FUND BALANCE
For the year ended June 30, 1992

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
*Revenues -			
State sources	<u>\$48,475</u>	<u>\$51,026</u>	<u>\$(2,551)</u>
Expenditures:			
Salaries and employee benefits	46,552	48,204	1,652
Materials and supplies	1,583	2,022	439
Other expenditures	<u>340</u>	<u>800</u>	<u>460</u>
Total expenditures	<u>48,475</u>	<u>51,026</u>	<u>2,551</u>
Excess of revenues over expenditures	-0-	\$ <u>-0-</u>	\$ <u>-0-</u>
Fund balance, July 1, 1991	<u>-0-</u>		
Fund balance, June 30, 1992	\$ <u>-0-</u>		

* Revenues include only ICCB grant funds.

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ECONOMIC DEVELOPMENT GRANT PROGRAM
BALANCE SHEET
June 30, 1992

ASSETS

Cash	§ <u>-0-</u>
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LIABILITIES AND FUND BALANCE

Liabilities	§ -0-
Fund balance	-0-
Total liabilities and fund balance	§ -0-

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ECONOMIC DEVELOPMENT GRANT PROGRAM
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET AND CHANGES IN FUND BALANCE
For the year ended June 30, 1992

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
*Revenues -			
State sources	<u>\$ 54,124</u>	<u>\$60,138</u>	<u>\$(6,014)</u>
 Expenditures:			
Salaries and employee benefits	58,787	57,913	(874)
Travel	1,264	1,350	86
Other	277	7,000	6,723
Contractual services	403	315	(88)
Utilities	1,217	1,000	(217)
Supplies	<u>2,743</u>	<u>3,925</u>	<u>1,182</u>
 Total expenditures	<u>64,691</u>	<u>71,503</u>	<u>6,812</u>
 Excess (deficiency) of revenues			
over expenditures	(10,567)	(11,365)	798
 Other financing sources -			
Transfer in from local program	<u>10,567</u>	<u>11,365</u>	<u>(798)</u>
 Excess (deficiency) of revenues over			
expenditures and other financing			
sources	-0-	\$ -0-	\$ -0-
 Fund balance, July 1, 1991	<u>-0-</u>		
 Fund balance, June 30, 1992	<u>\$ -0-</u>		

* Revenues include only ICCB grant funds.

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
RETIREES HEALTH INSURANCE GRANT PROGRAM
BALANCE SHEET
June 30, 1992

A S S E T S

Cash	\$ <u>0</u>
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LIABILITIES AND FUND BALANCE

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

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
RETIREES HEALTH INSURANCE GRANT PROGRAM
STATEMENT OF REVENUES AND EXPENDITURES
COMPARED TO BUDGET AND CHANGES IN FUND BALANCE
For the year ended June 30, 1992

	<u>Actual</u>	<u>Budget</u>	Variance
			Favorable
			(Unfavorable)
*Revenues -			
State sources	\$27,508	\$30,565	\$(3,057)
Expenditures -			
Retiree benefits	<u>27,508</u>	<u>30,565</u>	<u>3,057</u>
Excess of revenues over expenditures	<u>-0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>
Fund balance July 1, 1991	<u>-0-</u>		
Fund balance, June 30, 1992	<u>\$ -0-</u>		

* Revenues include only ICCB grant funds.

See Notes to Financial Statements.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
ICCB STATE GRANT FINANCIAL - COMPLIANCE SECTION
NOTES TO FINANCIAL STATEMENTS
June 30, 1992

(A) Summary of Significant Accounting Policies:

General - The accompanying statements include only those transactions resulting from the Illinois Community College Board (ICCB) Advanced Technology Equipment Grant, Special Populations Grant, Economic Development Grant, and Retirees Health Insurance Grant programs. These transactions have been accounted for in the Restricted Purposes Fund.

Basis of Accounting - The statements have been prepared on the modified accrual basis. Expenditures include all accounts payable representing liabilities for goods and services actually received as of June 30, 1992. Funds obligated for goods prior to June 30 for which the goods are received prior to September 30 are recorded as encumbrances. Unexpended funds are reflected as a reduction to fund balance and a liability due to the ICCB by October 15.

Fixed Assets - Fixed asset purchases are recorded as capital outlay and not capitalized.

(B) Payments of Prior Year's Encumbrances:

Payments of prior year's encumbrances for goods received prior to September 30 are reflected as expenditures during the current fiscal year.



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INDEPENDENT AUDITOR'S REPORT ON ENROLLMENT DATA AND OTHER BASES UPON WHICH CLAIMS ARE FILED

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

We have audited the Schedule of Enrollment Data and Other Bases Upon Which Claims Are Filed of Sauk Valley Community College District 506 for the year ended June 30, 1992. These schedules are the responsibility of the District's management. Our responsibility is to express an opinion on compliance with those requirements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the guidelines of the Illinois Community College Board Fiscal Management Manual. Those standards and the guidelines require that we plan and perform the audit to obtain reasonable assurance about whether the schedules are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the claims in the schedules. An audit also includes such tests of the accounting records and such procedures prescribed by the Fiscal Management Manual for verification of student enrollments and other bases upon which claims were filed with the Illinois Community College Board.

In our opinion, the schedule of enrollment data referred to above presents fairly the student enrollment and other bases 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 Osadol & Co., Ltd.

October 6, 1992

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 SCHEDULE OF ENROLLMENT DATA AND OTHER BASES UPON
 WHICH CLAIMS ARE FILED
 For the year ended June 30, 1992

<u>Categories</u>	Apportionment Semester Credit Hours by Term			
	<u>Summer 1991</u>	<u>Fall 1991</u>	<u>Spring 1992</u>	<u>Total Hours</u>
Baccalaureate	4,165	14,617	14,116	32,898
Business Occupational	379	2,563	2,369	5,311
Technical Occupational	1,126	3,600	3,612	8,338
Health Occupational	483	1,574	1,705	3,762
Remedial Development	528	2,377	1,706	4,611
Adult Basic Education/ Adult Secondary Education	<u>172</u>	<u>512</u>	<u>587</u>	<u>1,271</u>
Total credit hours verified	<u>6,853</u>	<u>25,243</u>	<u>24,095</u>	<u>56,191</u>

Recap of Apportionment Semester Hours
by Terms:

Sauk Valley Community College	4,853	23,681	22,654	51,188
Dixon Correctional Center	<u>2,000</u>	<u>1,562</u>	<u>1,441</u>	<u>5,003</u>
	<u>6,853</u>	<u>25,243</u>	<u>24,095</u>	<u>56,191</u>

	<u>Attending In-District</u>	<u>Attending Out-of-District on Chargeback or Contractual Agreement</u>	<u>Total</u>
Semester credit hours	<u>49,573</u>	<u>214</u>	<u>49,787</u>
District 1991 equalized assessed valuation			<u>\$683,651,540</u>
Mandatory calendar year 1992 allocation of corporate personal property replacement taxes for debt retirement			<u>\$ -0-</u>

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
BACKGROUND INFORMATION ON STATE GRANT ACTIVITY
June 30, 1992

Advanced Technology Equipment Grant - Provides funding to assist in updating curricula that have been significantly impacted by advanced technology.

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 1990. There are no special restrictions on the use of these funds.

Special Populations

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 course.

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.

Equalization Grant - Equalization grants attempt to reduce the disparity in ~~local~~ funds available per student among districts. Equalized assessed valuations, full-time equivalent students, corporate personal property replacement tax revenue, fixed costs, and the district's program mix are considered in the equalization calculations.

Retirees Health Insurance Grant - This grant provides funding to defray at least a portion of the cost for a community college of providing health insurance to community college retirees.



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INDEPENDENT AUDITOR'S REPORT ON SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

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

We have audited the general purpose financial statements of Sauk Valley Community College District 506 for the year ended June 30, 1992, and have issued our report thereon dated October 6, 1992. These general purpose financial statements are the responsibility of Sauk Valley Community College District 506's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations". Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements of Sauk Valley Community College District 506 taken as a whole. The accompanying schedule of federal financial assistance is presented for purposes of additional analysis and is not a required part of the general purpose financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

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

October 6, 1992

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
 SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE
 For the year ended June 30, 1992

	<u>Federal CFDA Number</u>	<u>Grant Number</u>	<u>Program or Award Amount</u>	<u>Fund Balance 7/1/91</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Fund Balance 6/30/92</u>
<u>Federal Grantor/Pass-Through Grantor/Program Title:</u>							
U.S. Department of Education:							
Supplemental Educational Opportunity Grant FY 92	84.007	P007A112 75	\$ 64,459	\$ -0-	\$ 64,459	\$ 64,459	\$ -0-
College Work Study Program FY 92	84.033	P033A112 75	171,837	-0-	171,837	171,837	-0-
Pell Grant Program FY 92	84.063	2E002800	973,906	-0-	973,906	973,906	-0-
Pell Grant Program Administrative Allowance FY 92	84.063	2E002801	2,820	-0-	2,820	2,820	-0-
Title III Grant 1991	84.031A	P031A006 00-91	458,509	-0-	348,493	348,493	-0-
Title III Grant 1990	84.031A	P031A006 00	455,017	-0-	160,283	160,283	-0-
Student Support Services FY 91	84.042	P042A00313 -91	219,629	-0-	126,214	126,214	-0-
VE - Title IIC Post/Adult FY 92	84.048A	UM00031 KLBA18A	112,896	-0-	108,729	108,729	-0-
Tech Prep Planning grant Grant FY 91	84.243A	JMAAI80	47,500	-0-	28,877	28,877	-0-
Federal Adult Education FY 92	84.007	E20063A	6,500	-0-	<u>5,635</u>	<u>5,635</u>	-0-
Total Federal Grant Activity				\$ -0-	\$ 1,991,253	\$ 1,991,253	\$ -0-

Guaranteed Student Loans:

uring the fiscal year ended June 30, 1992, the College made Guaranteed Student Loans to eligible students totalling \$549,742 under the following programs:

Stafford Loan Program	\$508,883
Parents Loans for Undergraduate Students (Plus)	15,400
Supplemental Loans for Students (SLS)	<u>25,459</u>
	<u>\$549,742</u>



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
LAWS AND REGULATIONS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

To the Board of Trustees
Sauk Valley Community College
District 506
Dixon, IL 61021

We have audited the financial statements of Sauk Valley Community College District 506 as of and for the year ended June 30, 1992, and have issued our report thereon dated October 6, 1992.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to Sauk Valley Community College District 506, is the responsibility of the College's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of Sauk Valley Community College District 506's compliance with certain provisions of laws, regulations, contracts, and grants. However, our objective was not to provide an opinion on overall compliance with such provisions.

The results of our tests indicate that, with respect to the items tested, Sauk Valley Community College District 506 complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that Sauk Valley Community College District 506 had not complied, in all material respects, with those provisions.

This report is intended for the information of the Board of Trustees, management, and the Illinois Community College Board. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

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

October 6, 1992



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

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH SPECIFIC REQUIREMENTS APPLICABLE TO MAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAMS

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

We have audited Sauk Valley Community College District 506's compliance with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs, which are identified in the accompanying schedule of federal financial assistance, for the year ended June 30, 1992. The management of the Sauk Valley Community College District 506 is responsible for the College's compliance with those requirements. Our responsibility is to express an opinion on compliance with those requirements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and OMB Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations." Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the College's compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

The results of our audit procedures did not disclose any immaterial instances of noncompliance with the requirements referred to above.

In our opinion, Sauk Valley Community College District 506 complied, in all material respects, with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs for the year ended June 30, 1992.

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

October 6, 1992



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

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE GENERAL REQUIREMENTS APPLICABLE TO MAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAMS

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

We have applied procedures to test Sauk Valley Community College District 506's, compliance with the following requirements applicable to each of its major federal financial assistance programs, which are identified in the schedule of federal financial assistance, for the year ended June 30, 1992.

Political Activity
Davis-Bacon Act
Civil Rights
Cash Management
Federal Financial Reports

Our procedures were limited to the applicable procedures described in the Office of Management and Budget's "Compliance Supplement for Single Audits of Educational Institutions and Other Non-Profit Organizations". Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on Sauk Valley Community College District 506's compliance with the requirements listed in the preceding paragraph. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the first paragraph of this report. With respect to items not tested, nothing came to our attention that caused us to believe that Sauk Valley Community College District 506, had not complied, in all material respects, with those requirements. Also, the results of our procedures did not disclose any immaterial instances of non-compliance with those requirements.

This report is intended for the information of the Board of Trustees, management and the Illinois Community College Board. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

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

October 6, 1992



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

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO NONMAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAM TRANSACTIONS

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

In connection with our audit of the June 30, 1992 general purpose financial statements of Sauk Valley Community College District 506, and with our study and evaluation of Sauk Valley Community College District 506's internal control systems used to administer federal financial assistance programs, as required by Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations", we selected certain transactions applicable to certain nonmajor federal financial assistance programs for the year ended June 30, 1992.

As required by OMB Circular A-133, we have performed auditing procedures to test compliance with the requirements governing types of services allowed or unallowed and eligibility. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on Sauk Valley Community College District 506's compliance with these requirements. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that Sauk Valley Community College District 506 had not complied, in all material respects, with those requirements. Also, the results of our procedures did not disclose any immaterial instances of noncompliance with those requirements.

This report is intended for the information of the Board of Trustees, management, and the Illinois Community College Board. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Lindgren, Callihan, Van Osadol & Co., Ltd

October 6, 1992



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

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL
CONTROL STRUCTURE RELATED MATTERS NOTED IN A
FINANCIAL STATEMENT AUDIT CONDUCTED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS

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

We have audited the financial statements of Sauk Valley Community College District 506 for the year ended June 30, 1992, and have issued our report thereon dated October 6, 1992.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of Sauk Valley Community College District No. 506 for the year ended June 30, 1992, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Sauk Valley Community College District No. 506 is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure 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 internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories:

General
Bank Accounts
Cash Receipts
Cash Disbursements
Property and Equipment
Revenue and Receivables
Expenditures and Payables
Payrolls

For all of the internal control structure categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of the Board of Trustees, management, and the officials of applicable federal and state grantor agencies. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Sundgren, Callahan, Van Osdal & Co., Ltd.

October 6, 1992



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

CERTIFIED PUBLIC ACCOUNTANTS

3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277 TELEFAX (815) 626-9118

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROLS STRUCTURE REQUIRED BY OMB CIRCULAR A-133

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

We have audited the financial statements of Sauk Valley Community College District 506 for the year ended June 30, 1992, and have issued our report thereon dated October 6, 1992.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and Office of Management and Budget (OMB) Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit of the financial statements of Sauk Valley Community College District 506 for the year ended June 30, 1992, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

During the year ended June 30, 1992, Sauk Valley Community College District 506 expended 98 percent of its total federal financial assistance under major federal financial assistance programs. As required by OMB Circular A-133, our consideration of the internal control structure also included:

- 1) Tests of controls to evaluate the effectiveness of the design and operation of internal control structure policies and procedures that we considered relevant to preventing or detecting material noncompliance with specific requirements, general requirements, and requirements governing claims for advances and reimbursements and amounts claimed or used for matching that are applicable to each of the College's major federal financial assistance programs, which are identified in the accompanying schedule of federal awards. Our procedures were less in scope than would be necessary to render an opinion on these internal control structure policies and procedures. Accordingly, we do not express such an opinion.
- 2) Obtaining an understanding of (a) the design of internal control structure policies and procedures that we consider relevant to preventing or detecting material noncompliance with specific requirements, general

requirements, and requirements governing claims for advances and reimbursements and amounts claimed or used for matching that are applicable to the College's nonmajor federal financial assistance programs and (b) whether they have been placed in operation.

The management of Sauk Valley Community College District 506 is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, 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, and that federal financial assistance programs are managed in compliance with applicable laws and regulations. Because of inherent limitations in any internal control structure, errors, irregularities, or instances of noncompliance may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purposes of this report, we have classified the significant internal control structure policies and procedures in the following categories:

<u>Accounting Applications</u>	<u>General Requirements</u>	<u>Specific Requirements</u>
General Ledger	Political Activity	Types of Services
Cash Management	Davis-Bacon Act	Eligibility
Bank Accounts	Civil Rights	Matching, Level of Effort, or Earmarking
Cash Receipts	Cash Management	Reporting
Cash Disbursements	Federal Financial Reports	Cost Allocation
Revenue and Receivables	Allowable Costs/Cost Principles	
Expenditures and Payables	Drug-Free Workplace	
Property and Equipment	Administrative Requirements	
Payrolls		

For all of the internal control structure categories listed above, we obtained an understanding of the design of relevant policies and procedures and determined whether they have been placed in operation, and we assessed control risk.

Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements or to administer federal financial assistance programs in accordance with applicable laws and regulations.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above.

This report is intended for the information of the Board of Trustees, management, and the officials of applicable federal and state grantor agencies. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Lindgren, Callahan, VanOsdol & Co., Ltd.

October 6, 1992

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
Rural Route #5,
Dixon, Illinois 61021
General Audit Information
June 30, 1992

LEAD AUDITOR: John A. Van Osdol
FIRM'S NAME: LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.
ADDRESS: 3319 East Lincolnway, Sterling, IL 61081
LICENSE NUMBER: 60-002388
TELEPHONE NUMBER: (815) 626-1277

INFORMATION ABOUT THE AUDIT REPORT

	<u>Award Year</u>	<u>Award Year</u>
Audited Award Years:	1989-90	1990-91
Withdrawal rates	<u>5.1</u> %	<u>7.1</u> %
Cohort default rates	<u>10</u> %	<u>10</u> %
Institution's current assets/ current liabilities ratio (audited or unaudited)	<u>5.3</u>	<u>6.1</u>

REPORT FILLING STATUS: (Check one)

- Original submission
- Original submission since change of school name/ownership
Prior school name _____
- Revised report (show audit control no. of rejected report)
- Closeout audit for closed school
- Current mailing address of closed school:

The facilities considered as part of this institution are as follows:

<u>Location</u>	<u>Description of facility</u> (admin. or SFA offices, main campuses, etc.)	<u>Dates Visited</u>
Rural Route #5 Dixon, Illinois	Business office and Student Financial Aid Office located on the main campus	August 24, 1992- October 6, 1992

Institution's accrediting organization: North Central Association of Colleges
and Schools - Commission on
Institutions of Higher Education

The institution does not utilize an SFA Consultant/Servicer

Records for the accounting and administration of the SFA programs are located
at the Business Office and Student Financial Aid Office located on the main
campus, Rural Route #5, Dixon, Illinois.

The most recent annual credited financial statements were for the fiscal year
ended June 30, 1992. An unqualified opinion was rendered.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
AUDITOR'S REPORT HIGHLIGHTS
Fiscal year ended June 30, 1992

Fund Balances:

The fund balance of the Educational Fund decreased from \$905,404 to \$567,065 while the fund balance of the Operations and Maintenance Fund also decreased from \$918,214 to \$733,340. The fund balances of the Building Bond Proceeds Fund and the Agency Fund increased, while all other fund balances decreased from the prior year. Details of the changes in fund balances appear on page 35 of the audit report.

Operating Results Compared to Budget:

The Educational Fund fell short of budgeted revenue by \$63,918, while expenses came in over budget by \$26,422. Instead of a budgeted operating deficit of \$248,000, the fund closed with an operating deficit of \$338,339, after receiving permanent transfers of \$113,628 from the Working Cash Fund and \$194,600 from the Bookstore Fund. Details are included in the operating budget analysis handout and in summary form on page 19.

The Operations and Maintenance Fund revenues exceeded the budget by \$17,129, while the expenses came in over budget by \$35,003. Instead of a budgeted deficit of \$167,000, the fund closed with an operating deficit of \$184,874, after receiving permanent transfers of \$13,914 from the Working Cash Fund and \$5,400 from the Bookstore Fund. Details are included in the operating budget analysis handout and in summary form on page 19.

Assessed Valuation:

Assessed valuation continued its upward trend, increasing about three percent from 1991 to 1992. Details of the past three years are on page 16.

Credit Hours:

Credit hours increased about 8% from 1991 to 1992, after increasing 9% the prior year.

Cost Per Credit Hour:

Total cost per credit hour decreased by about one percent from 1991 to 1992, while the cost has grown 13% over the last five years. However, over the past three years, the cost has stayed approximately the same.

SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506
AUDITOR'S REPORT HIGHLIGHTS
(CONTINUED)
Fiscal year ended June 30, 1992

Investment Collateralization:

Total cash in bank and investments at June 30, 1992, amounted to \$4,512,886. All but \$40,907 was fully collateralized with the highest classification of collateral. Details are on pages 14 and 15.

Corporate Personal Property Tax

During the year ended June 30, 1992, the corporate personal property replacement tax revenues amounting to \$175,244 were recorded in the Educational Fund. During the year ended June 30, 1991, those revenues totalling \$203,283 were recorded in the Operations and Maintenance Fund.

Financial Aid Funds

During the year ended June 30, 1992, the College Treasurer elected to account for the financial aid funds in the Restricted Purposes Fund. In prior years the financial aid funds were accounted for in a separate fund and were reported as Expendable Trust Funds in last year's audit report.

HISTORICAL DATA

UNIFORM FINANCIAL STATEMENT DATA

REVENUES:	1984	1985	1986	1987	1988	1989	1990	1991	1992
CURRENT TAXES	1,157,524	1,568,825	1,959,639	1,903,145	1,859,333	1,807,211	1,760,097	1,779,301	1,821,032
PAID IN LIEU OF TAXES	2,933	1,134	615	668		601	1,080	550	602
CHARGEBACK	12,334	7,540	15,803	15,513	17,593	18,403	17,460	4,486	9,694
LOCAL	1,172,791	1,577,499	1,976,057	1,919,326	1,876,926	1,826,215	1,778,637	1,784,337	1,831,328
ICCB-CREDIT HOUR	1,282,721	1,375,540	1,489,804	1,389,037	1,260,990	1,322,649	1,554,727	1,506,835	1,391,538
ICCB-EQUAL			49,857		152,250	54,720	348,111	568,986	508,898
CPPRT	99,237	121,421	161,609	198,055	222,959	223,495	228,857	203,283	196,771
DAVTE			138,344	116,421	81,102	83,157	56,770	76,999	54,629
ISBE	131,222	120,568							
STATE	1,513,180	1,617,529	1,839,614	1,703,513	1,717,301	1,684,021	2,188,465	2,356,103	2,151,836
WORK STUDY	173,825	173,731	164,026	180,671	170,658	160,421	183,350	172,198	0
OTHER	6,088	9,083	6,710	3,376	8,863	25,607	38,512	35,117	6,819
FEDERAL	179,913	182,814	170,736	184,047	179,521	186,028	221,862	207,315	6,819
TUITION FEES	1,255,759	1,161,324	1,086,955	1,184,519	1,198,777	1,210,436	1,282,805	1,341,135	1,431,860
	20,822	55,674	51,928	54,573	55,086	59,829	78,939	79,856	89,653
TUITION AND FEES	1,276,581	1,216,998	1,138,883	1,239,092	1,253,863	1,270,265	1,361,744	1,420,991	1,521,513
INTEREST	96,600	77,210	49,479	40,508	48,644	62,018	87,472	84,743	92,442
OTHER	145,489	85,768	72,975	166,910	124,400	90,617	59,748	132,006	126,731
TRANSFER FROM OTHER FUNDS						167,000	419,000	187,000	327,542
OTHER	242,089	162,978	122,454	207,418	173,044	319,635	566,220	403,749	546,715
TOTAL	4,384,554	4,757,818	5,247,744	5,253,396	5,200,655	5,286,164	6,116,928	6,172,495	6,058,211

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OPERATING EXPENDITURES:	1984	1985	1986	1987	1988	1989	1990	1991	1992
BY PROGRAM:									
INSTRUCTION	2,466,454	2,290,955	2,463,589	2,548,420	2,726,805	2,653,237	2,680,590	2,996,386	3,147,252
ACADEMIC SUPPORT	171,712	168,697	186,029	205,358	219,059	220,669	235,018	251,291	242,991
STUDENT SERVICES	334,086	360,463	379,375	410,738	448,962	464,511	498,044	577,397	511,069
PUBLIC SERVICES	18,480	16,300	15,233	21,000	17,070	18,282	38,177	36,121	43,432
PLANT	872,029	837,519	888,147	873,826	897,902	941,747	1,026,772	1,053,900	923,695
GENERAL ADMIN.	234,576	233,637	260,852	268,884	315,633	338,200	341,343	340,158	374,025
INST. SUPPORT	606,337	606,369	648,279	639,112	705,391	799,319	821,330	893,531	1,338,961
4,703,674	4,513,940	4,841,504	4,967,338	5,330,822	5,435,965	5,641,274	6,148,784	6,581,425	

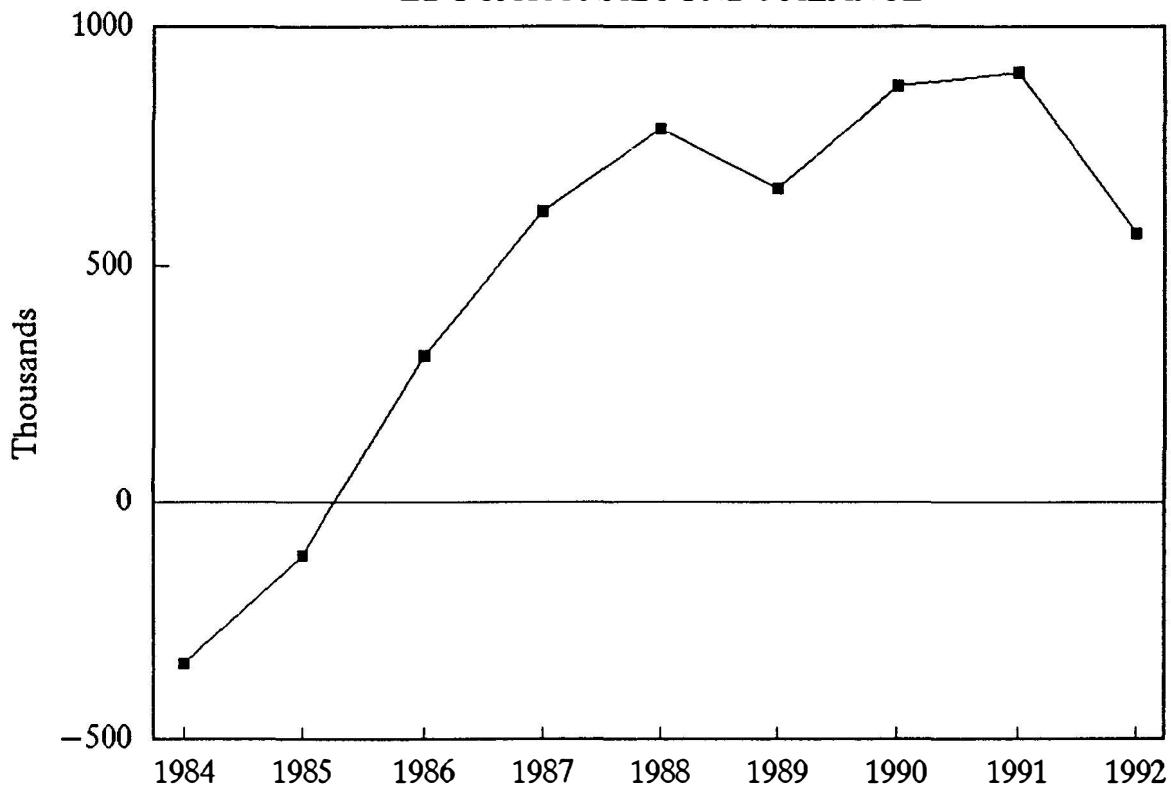
HISTORICAL DATA

OPERATING EXPENDITURES:	1984	1985	1986	1987	1988	1989	1990	1991	1992
BY OBJECT:									
SALARIES	3,354,273	3,161,153	3,338,664	3,516,005	3,720,245	3,813,558	3,941,506	4,288,474	4,503,106
BENEFITS	245,815	230,660	224,613	253,850	283,381	350,569	361,135	414,270	605,278
CONTRACTUAL SERVICES	175,330	180,279	221,763	279,087	283,354	260,116	256,704	227,517	283,718
GENERAL MATERIALS	251,468	240,604	323,597	321,023	356,103	307,744	338,081	360,361	516,842
CONFERENCES	32,134	31,871	42,334	43,779	47,691	55,543	65,669	66,536	113,003
FIXED CHARGES	16,935	13,595	35,817						
UTILITIES	347,104	342,846	342,529	351,389	351,150	368,351	389,234	372,280	397,355
CAPITAL OUTLAY	109,358	124,550	172,609	104,866	183,468	117,194	109,922	238,023	84,410
OTHER	171,257	188,382	139,578	97,339	105,430	162,890	179,023	181,323	28,098
PROJECT									49,615
	4,703,674	4,513,940	4,841,504	4,967,338	5,330,822	5,435,965	5,641,274	6,148,784	6,581,425
	1984	1985	1986	1987	1988	1989	1990	1991	1992
OTHER DATA:									
EDUCATIONAL FUND BALANCE	(341,764)	(112,664)	315,148	613,648	787,820	662,296	877,536	905,404	567,065
OPERATIONS AND MAINTENANCE									
FUND BALANCE	78,373	93,151	71,579	696,803	528,464	504,187	764,601	918,214	733,340
CREDIT HOURS-SVCC ONLY	54,592	46,019	43,422	43,713	45,297	45,443	43,784	47,529	51,188
ASSESSED VALUATION	761,315,484	726,547,351	692,312,492	686,491,279	663,708,612	645,197,290	641,528,343	662,338,061	683,651,540
COSTS PER CREDIT HOUR:									
INSTRUCTION	45.18	49.78	56.74	58.30	60.20	58.39	61.22	63.04	61.48
ACADEMIC SUPPORT	3.15	3.67	4.28	4.70	4.84	4.86	5.37	5.29	4.75
STUDENT SERVICES	6.12	7.83	8.74	9.40	9.91	10.22	11.38	12.15	9.98
PUBLIC SERVICES	0.34	0.35	0.35	0.48	0.38	0.40	0.87	0.76	0.85
OPERATION OF PLANT	15.97	18.20	20.45	19.99	19.82	20.72	23.45	22.17	18.05
GENERAL ADMINISTRATION	4.30	5.08	6.01	6.15	6.97	7.44	7.80	7.16	7.31
INSTITUTIONAL SUPPORT	11.11	13.18	14.93	14.62	15.57	17.59	18.76	18.80	26.16
	86.16	98.09	111.50	113.64	117.69	119.62	128.84	129.37	128.57

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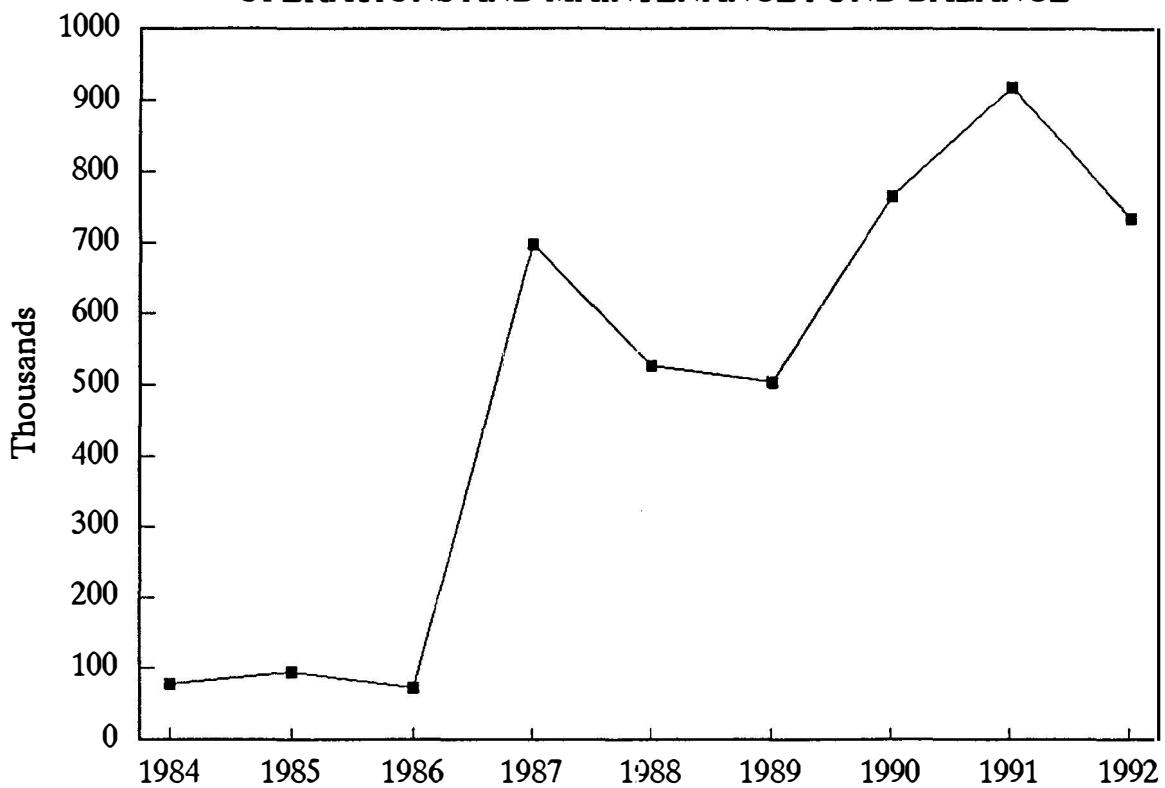
SAUK VALLEY COMMUNITY COLLEGE

EDUCATIONAL FUND BALANCE



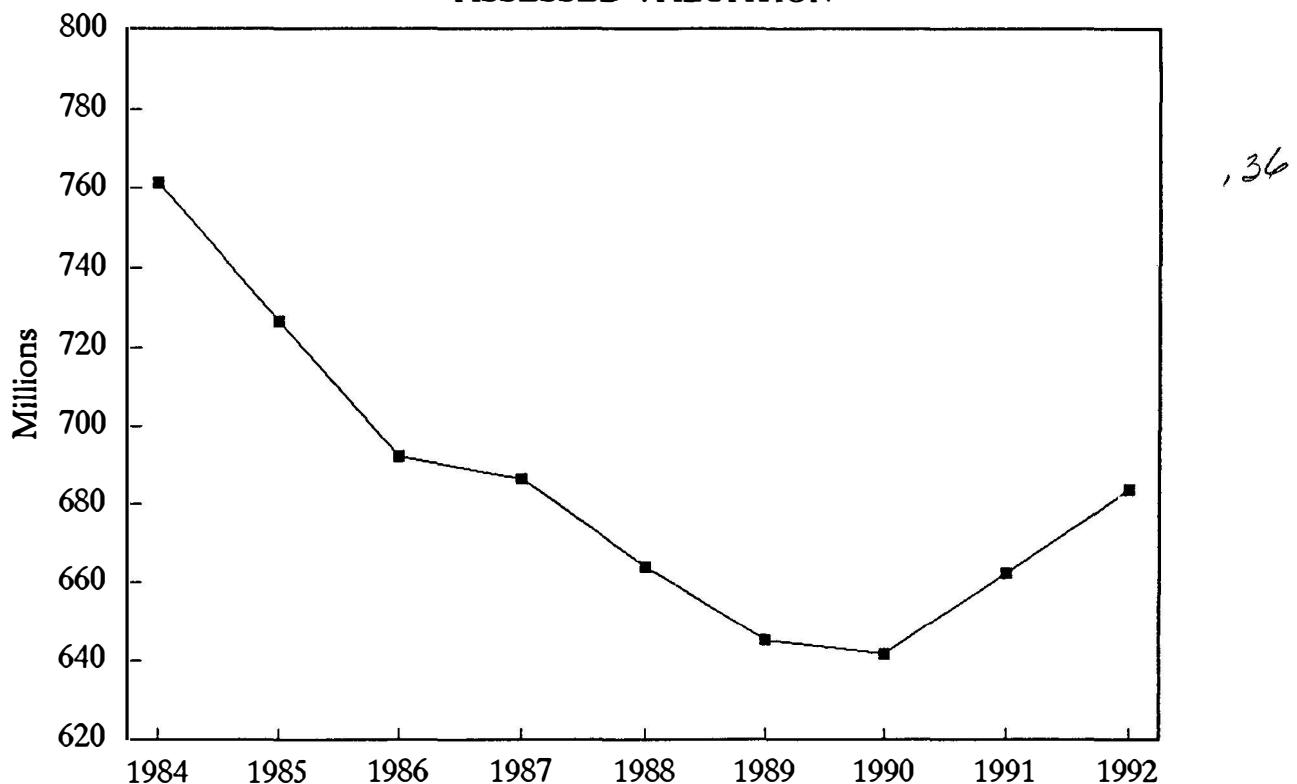
SAUK VALLEY COMMUNITY COLLEGE

OPERATIONS AND MAINTENANCE FUND BALANCE



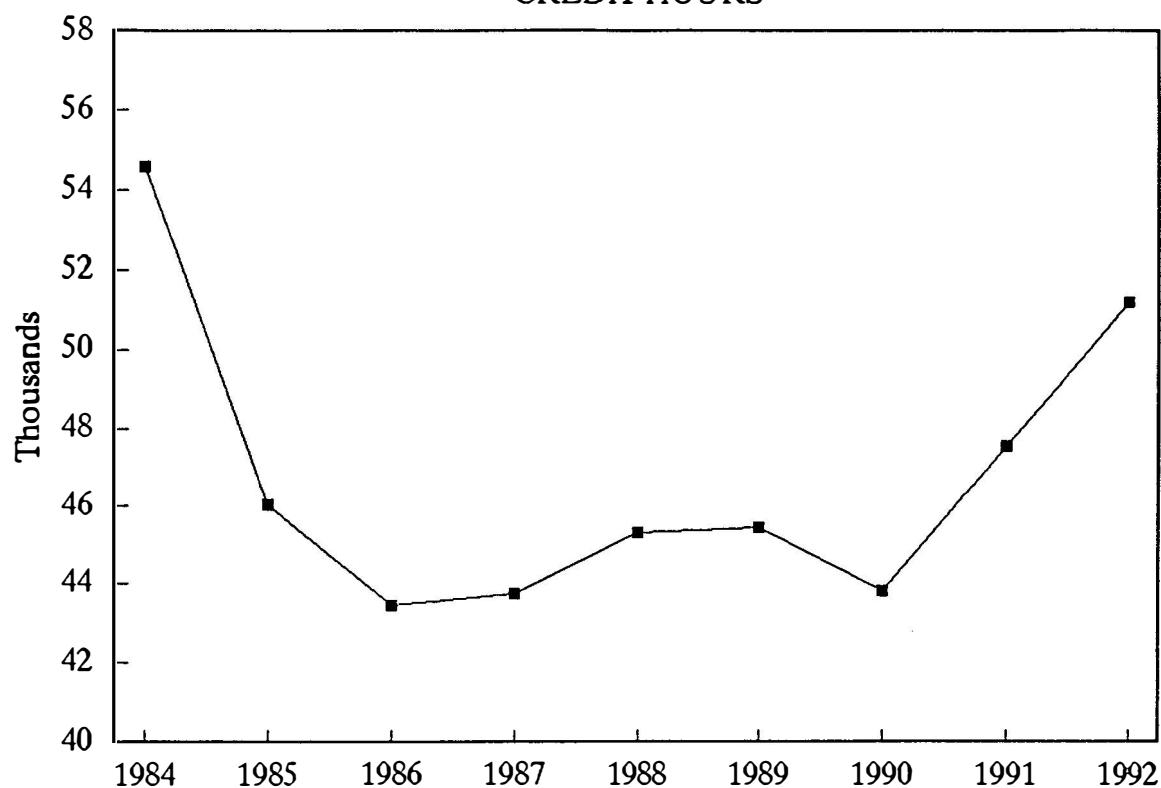
SAUK VALLEY COMMUNITY COLLEGE

ASSESSED VALUATION



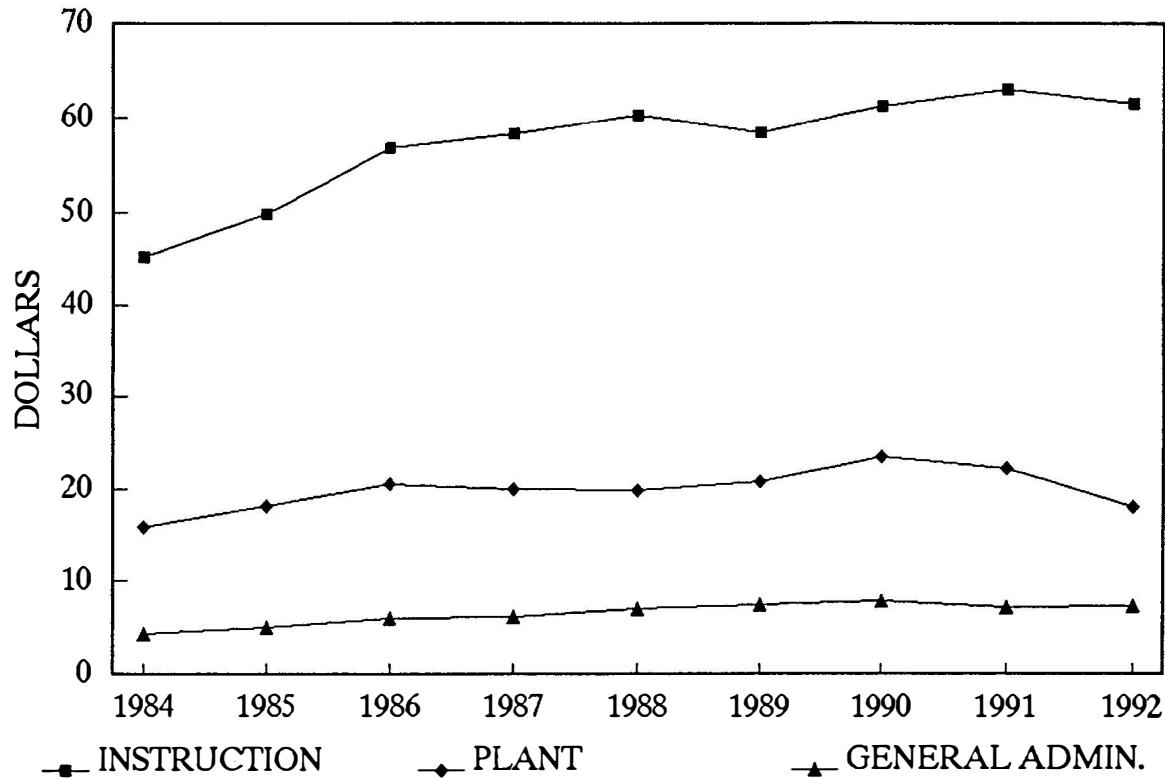
SAUK VALLEY COMMUNITY COLLEGE

CREDIT HOURS



SAUK VALLEY COMMUNITY COLLEGE

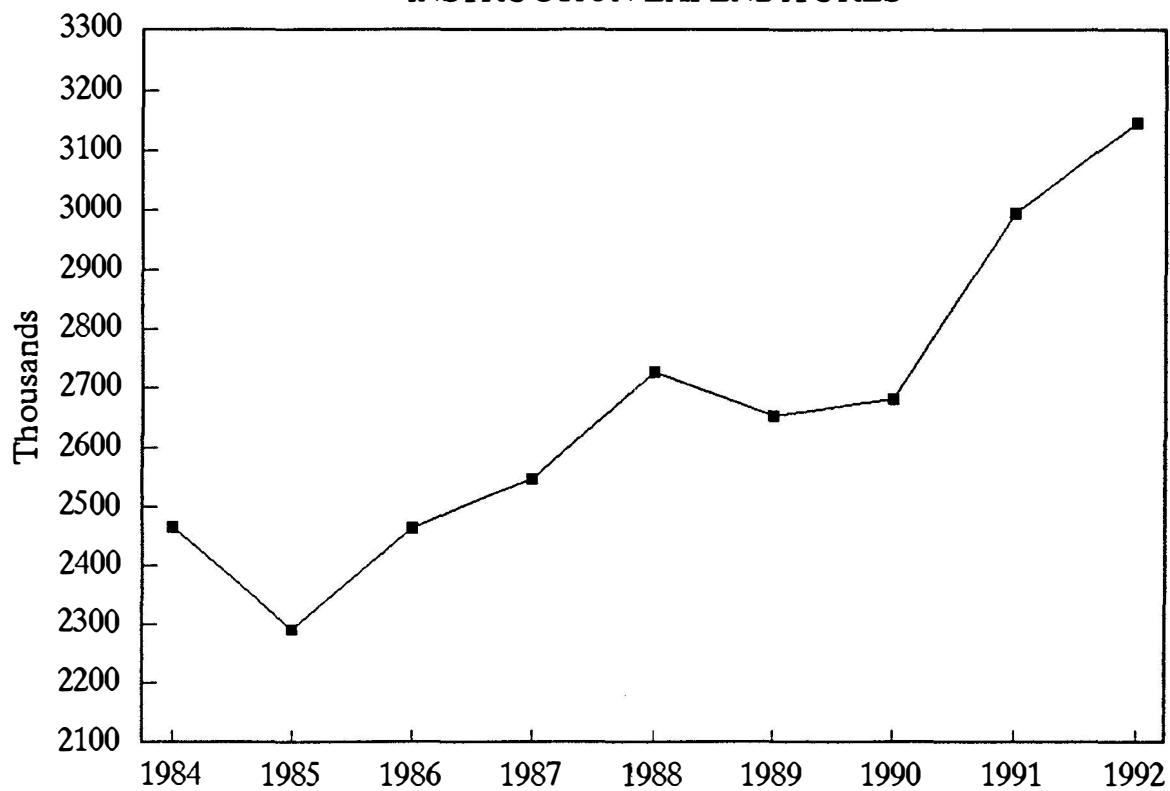
COSTS PER CREDIT HOUR



7.14
7.21

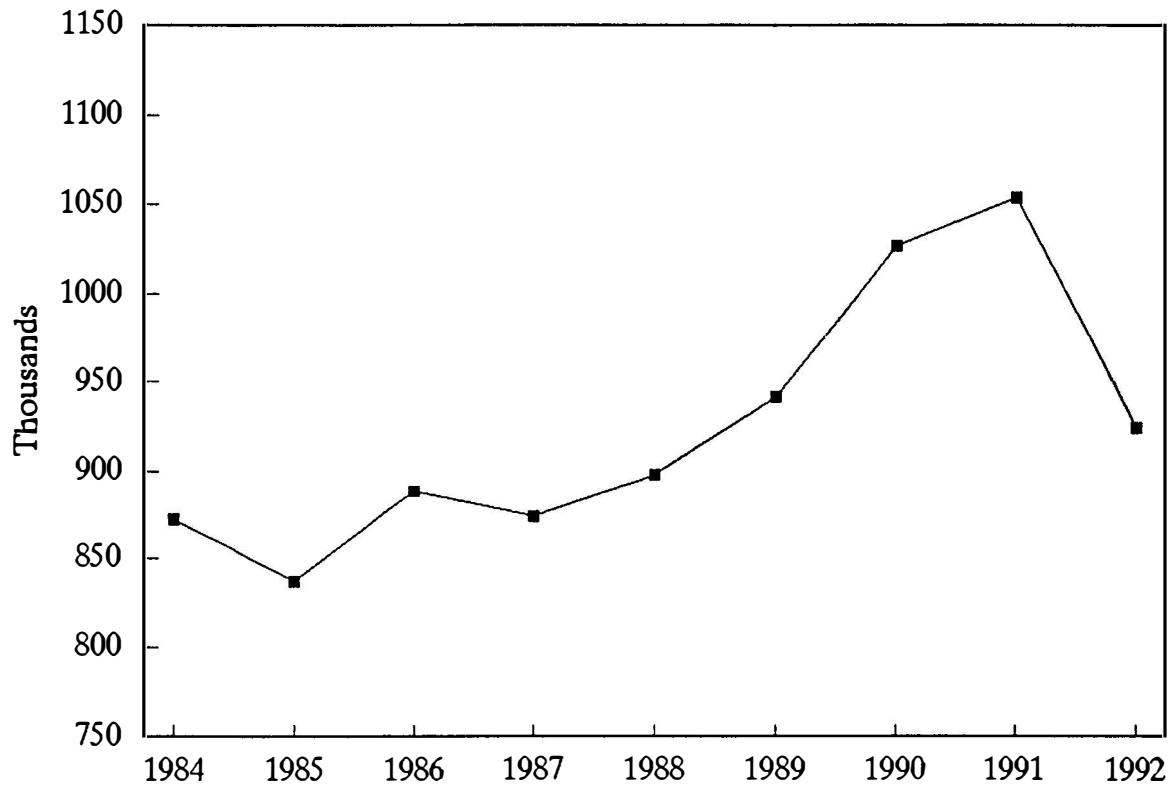
SAUK VALLEY COMMUNITY COLLEGE

INSTRUCTION EXPENDITURES



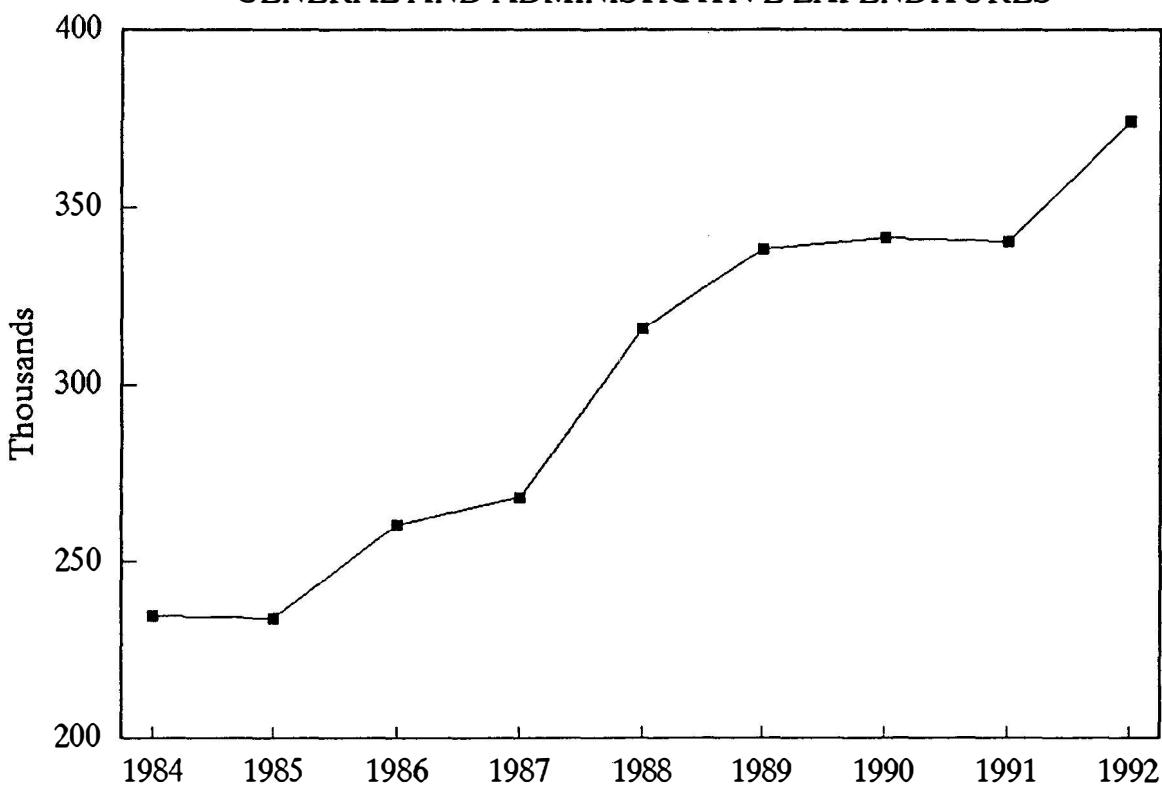
SAUK VALLEY COMMUNITY COLLEGE

PLANT EXPENDITURES



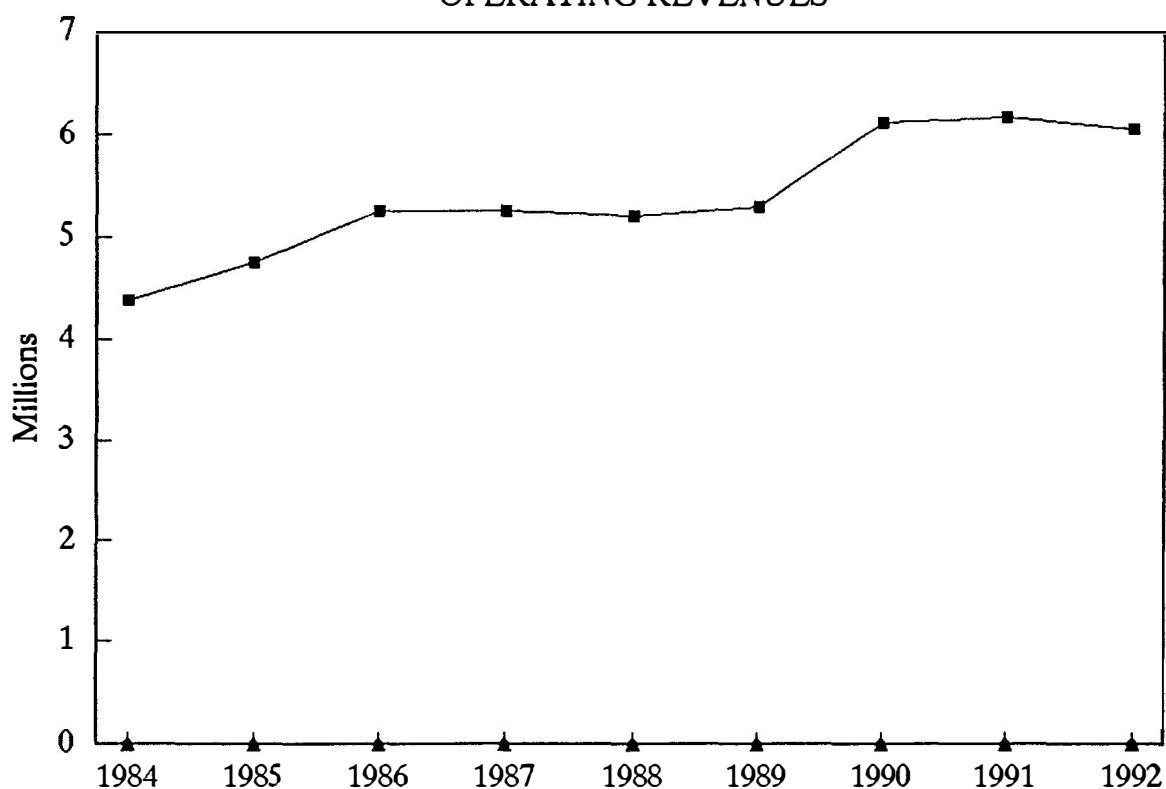
SAUK VALLEY COMMUNITY COLLEGE

GENERAL AND ADMINISTRATIVE EXPENDITURES



SAUK VALLEY COMMUNITY COLLEGE

OPERATING REVENUES



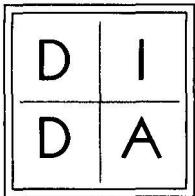
For Board Meeting of
November 23, 1992

Agenda Item F-8

DIXON/LEE COUNTY ENTERPRISE ZONE REQUEST

We have received a written request from the Dixon Industrial Development Association in regard to re-considering our position on the Dixon/Lee County Enterprise Zone. Tim Chase, enterprise zone administrator, will be at the meeting to make a presentation and explain in detail what this request would mean to the college.

RECOMMENDATION: Appropriate action.



DIXON INDUSTRIAL DEVELOPMENT ASSOCIATION

- *designated enterprise zone*
- *tax increment finance district*

October 22, 1992

Commerce Towers
87 Crawford Avenue
P.O. Box 913
Dixon, IL 61021
Phone 815-288-2154

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

Dear Dr. Behrendt:

As Administrator for the Dixon/Lee County Enterprise Zone, the DIDA would like to ask the Sauk Valley Community College Board of Trustees to reconsider their position on Property Tax Abatements within our Zone. Back in 1986 you were asked to join with six other taxing bodies to abate your portion of the property tax in an effort to stimulate greater economic wealth in Dixon and Lee County. After careful consideration, the Board of Trustees decided not to adopt the resolution.

As part of our recent efforts to expand the boundaries of the Zone, we are asking the South Dixon Township and Sauk Valley District #506 to reconsider their earlier vote and adopt a resolution to abate property taxes as outlined in the original Zone ordinance.

Allied Locke Industries and Continental Colloids are both working on major expansions. They asked the DIDA to provide a package of incentives for their review and to help them make decisions on the timing, extent, and location of their projects. The City of Amboy has actively been working on recruiting new job creative investment to their community. Fantasy Flavors in Amboy has also asked the DIDA and Amboy to outline incentives available for their anticipated expansions.

We are hoping that Fantasy Flavors will choose their Amboy location to expand operations in the next 18 to 36 months. If Amboy is the chosen site, it would not only mean more jobs, but Amboy has several businesses which would benefit from the sale of materials to be used in the construction and remodeling phase.

Dr. Richard Behrendt
Page 2
October 22, 1992

After reading Sauk Valley's Abatement Policy, it is apparent that the Board of Trustees have given property tax abatements a great deal of thought. Enterprise Zones around the state can grant up to 100% property tax abatement for 10 years. When Lee County and Dixon applied for and received a zone status, they agreed that the maximum allowable abatement was too great and established the following more conservative program.

1st year	100%
2	80%
3	60%
4	40%
5	20%

This scaled program enables the taxing units to receive revenue in the second year and gradually build up to the full amount allowing the greatest benefit to the business early when they are in the most need.

You may find it of interest that the South Dixon Township has changed their original decision and will begin abating taxes, and that all of the taxing units in the expanded areas have agreed to abate.

At your next meeting on October 26th, Tim Chase, the Enterprise Zone Administrator, would like the opportunity to make a presentation and explain in detail what adopting the Resolution to Abate would mean to the Sauk Valley Community College.

Thank you for your continuing efforts to support economic development in Lee County.

Sincerely,



Donald R. Lovett
President

DRL/jjl

For Board Meeting of
November 23, 1992

Agenda Item H

ADMINISTRATIVE LEAVE REQUEST

We have received an administrative leave request which will be discussed in closed session.

RECOMMENDATION: Appropriate action.



Sauk Valley
Community
College

November 4, 1992

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

Dear Richard:

I have been a student in the doctoral program in Higher Education Administration at the University of Iowa since 1987. I completed my course work and passed my comprehensive examinations in 1989. The dissertation is the final requirement for the Ph.D.

The College has been most supportive of my participation in the doctoral program. I believe that the College has also benefitted in that my administrative skills and knowledge have been strengthened.

I am requesting a leave of absence for a period of three months in order to develop my dissertation proposal and begin to conduct the dissertation research. Based on the preliminary work I have already done, I believe I can make substantial progress during this period of time.

I would prefer that this leave begin on January 4, 1993 and extend through March 26. My professors at the University of Iowa will be most accessible during this period. In terms of my responsibilities at the College, it is important for me to be here during April for the completion of preparations for the ICCB recognition visit on May 6, and for the FY 1994 budget process. The ground work for the completion of the Endowment Challenge fund drive is in place with some calls in Sterling and Morrison remaining. However, I would consider a later start date for the leave if it is absolutely necessary.

I will appreciate your favorable consideration of this request. Thank you.

Sincerely,
Karen
Karen K. Kylen
Vice President of College
Advancement

CONFIDENTIAL

November 6, 1992

TO: Dr. Behrendt

FROM: Curt Devan *C. Devan 11/6*

SUBJECT: Request to examine benefits for an Administrative position for a Leave of Absence

On 041145 Nov 92, Dr. Behrendt requested that I examine the benefits for an individual that has requested a three month leave of absence without pay, and determine if there are any circumstances that the College should be aware of from a human resource perspective.

Karen Kylen, Vice President of College Advancement, has requested a three-month leave of absence without pay to finish her doctorate at the University of Iowa. The inclusive dates will be from January through March of 1993.

Benefits provided:

* **health insurance:** will be required to pay the monthly premium for three months, as well as, deductible and co-payment.

* **life insurance:** will be required to pay the monthly premium.

* **tuition reimbursement:** assume that a portion may be used for the tuition expenses during the leave of absence. Reimbursement is limited to nine hours per year with exceptions based upon the approval of a developmental plan.

* **sick leave:** no sick leave will be accrued for this three month period.

* **vacation:** no vacation days will be accrued during this three month period.

* **retirement:** SURS will be notified of the leave of absence. member will not lose service credit for the absence.

For Board Meeting of
November 23, 1992

Agenda Item I

**REVISION TO BOARD POLICY 419.01 FRINGE BENEFITS
(SECOND READING)**

As was discussed in our last meeting, our current Board policy on fringe benefits enables some part-time employees to earn vacation pay. Due to budget restrictions, we are recommending that this policy be revised with the understanding that current part-time employees will be protected through a grandfather clause. We are presenting it again at this time for second reading.

RECOMMENDATION: Board approval for second reading of the attached revision to Board Policy 419.01 Fringe Benefits on vacation accrual for part-time employees.



SAUK VALLEY
COMMUNITY
COLLEGE

173 IL Rt. 2, Dixon, IL 61021 * 815/288-5511

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Ron Appuhn *Ron*
DATE: October 14, 1992
SUBJECT: Vacation Policy for Part-time Employees

Current Board policy enables some part-time employees to earn vacation pay. Eliminating this provision for new part-time employees would provide budget savings over time. I have attached a policy to eliminate vacation accrual for new part-time staff, while protecting current employees through a grandfather clause.

I recommend we seek Board approval of the revised Board policy 419.01 Fringe Benefits - Vacations as attached.

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att

Fringe Benefits (cont'd)

All vacations must be taken by the employee within 18 months (December 31st) following the close of the fiscal year during which the vacation time will have accrued.

CURRENT

Regular employees working less than full-time will earn comparable vacation time on a pro-rata basis. This pro-ration will be earned on the same ratio as their regular employment bears to a comparable full-time work schedule.

RECOMMENDED

Regular employees that have a date of hire of 09/01/92 or earlier and working less than full-time will earn comparable vacation time on a pro-rata basis. This pro-ration will be earned on the same ratio as their regular employment bears to a comparable full-time work schedule. Employees working less than full-time and hired after 09/01/92 will not be authorized vacation time.

IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE BEING EARNED. However, should any employee find it necessary to take vacation in advance of the time earned, it should be allowed only with prior written approval by a supervisor or Vice President. Should their employment with the college be later severed, any excess time will be deducted from their final salary payment. Earned vacation upon separation from employment will be paid the employee at the pay rate then in effect. The fiscal year will become the anniversary date of this policy for all employees. It is the policy of the college to encourage employees to use vacation days rather than allow them to accumulate. Upon separation from employment at the college, staff members will be paid for their accumulated vacation time to a maximum of one fiscal year's accumulation.

November 15, 1992

To Board of Trustees
From Richard Groharing *RG*
Subject November ICCTA Meeting, Chicago, IL

Friday evening I attended the Excellence/Trusteeship Committee meeting. We first discussed how well the Saturday morning Roundtable's were being received. The facilitators of the discussions will be urged not to make a presentation, but to set the stage and try to draw out comments from each of the participants. It was also decided to change the format of the annual Faculty Awards ceremony to give each person honored a little more exposure. At the January 15/16, 1993 meeting in Bloomington there will be seminars on President/Board Chair Teamwork, (presented by Jim Tatum), and Teamwork: A Key to Building Better Boards, (by Joan Isenberg). I have heard both of them make presentations, and they are very good. Tatum is a nationally known Trustee from Missouri, and Isenberg, who is on the staff of the IASB is an expert in conflict resolution. The Saturday morning roundtable will focus on the do's and don'ts of assessing and dropping programs.

There were several "Principals" and "Governors", from Great Britain in attendance at the meetings. Great Britain is in the process of establishing a community college system, and the group has been in Illinois for several weeks looking at our system, which they consider to be the best model for them to adopt.

You will all be receiving the "Board Letter" from ICCTA giving a summary of the Board of Representatives meeting on Saturday morning. A highlight of the meeting for me, however, was the honoring of Donna Grove, who will be retiring the first of the year after serving the ICCTA as Executive Assistant for 17 years. She did an incredible job, and will be missed by all who worked with her.

OFFICE OF BUSINESS SERVICES
SAUK VALLEY COMMUNITY COLLEGE

BUDGET SUMMARY REPORT

11/30/92

	BEGNING FY 92	REVENUE			EXPENDITURES		
		BALANCE (DEFICIT)	BUDGET	TO DATE	%	BUDGET	TO DATE
GENERAL FUNDS							
Education Fund	\$465,000		\$5,919,300	\$1,727,041	29.2%	\$5,961,300	\$1,836,677
Operations, Building & Maintenance Fund	750,000		285,700	98,543	34.5%	433,700	185,072
TOTAL OPERATING FUND	\$1,215,000		\$6,205,000	\$1,825,584	29.4%	\$6,395,000	\$2,021,749
SPECIAL REVENUE FUNDS							
Liability, Protection & Settlement Fund (Insurance)	\$392,387		\$348,000	\$99,631	28.6%	\$386,000	\$222,774
Audit Fund	\$36,572		\$24,400	\$9,713	39.8%	\$24,400	\$20,199
Operations & Maintenance (Restricted) Fund (Protection, Health and Safety Fund)	\$181,000		\$1,547,000	\$141,697	9.2%	\$1,728,000	\$388,311
PROPRIETARY FUNDS							
Bookstore Fund	\$270,000		\$700,000	\$303,269	43.3%	\$645,000	\$264,566
OTHERS							
Working Cash Fund	\$2,557,224		\$110,000	\$24,117		\$110,000	\$0
Building Bond Proceeds Fund (Site and Construction)	\$929,226		\$40,000	\$11,813		\$65,000	\$1,903

FISCAL YEAR 1993

EDUCATION FUND

Ending October 31, 1992
4/12 = 33.33%

EXPENDITURES		BUDGET	PREVIOUS EXPENDITURES	THIS MONTH	TOTAL EXPENDITURES	%
110-000-000	INSTRUCTION					
110-100-000	BUSINESS EDUCATION					
	Salaries - Full Time	\$307,790.00	\$56,695.98	\$28,347.98	\$85,043.96	27.63%
	Salaries - Part-Time	\$50,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Salaries - Overload	\$35,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Salaries - Summer School	\$22,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Contractual Services	\$1,100.00	\$109.15	\$58.80	\$167.95	15.27%
	Supplies - Business	\$2,500.00	\$3,595.38	\$1,339.12	\$4,934.50	197.38%
	Supplies - Data Processing	\$9,200.00	\$0.00	\$0.00	\$0.00	0.00%
	Supplies - OAS Lab	\$3,800.00	\$0.00	\$0.00	\$0.00	0.00%
	Conference & Meeting Expense	\$1,600.00	\$66.09	\$0.00	\$66.09	4.13%
110-117-000	FOOD SERVICES	\$432,990.00	\$60,466.60	\$29,745.90	\$90,212.50	20.83%
	Salaries - Part-Time	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Contractual	\$3,500.00	\$0.00	\$0.00	\$0.00	0.00%
	General Materials & Supplies	\$800.00	\$42.65	\$144.68	\$187.33	23.42%
	Conference & Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
110-200-000	AGRICULTURE	\$7,300.00	\$42.65	\$144.68	\$187.33	2.57%
	Salaries - Part-Time	\$2,700.00	\$0.00	\$0.00	\$0.00	0.00%
	General Materials & Supplies	\$500.00	\$111.20	\$98.25	\$209.45	41.89%
110-300-000	INDUSTRIAL EDUCATION	\$3,200.00	\$111.20	\$98.25	\$209.45	6.55%
	Salaries - Full Time	\$188,725.00	\$35,111.73	\$17,555.86	\$52,667.59	27.91%
	Salaries - Part-Time	\$29,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Salaries - Overload	\$20,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Salaries - Summer School	\$1,200.00	\$0.00	\$0.00	\$0.00	0.00%
	Contractual Services	\$3,000.00	\$289.00	\$0.00	\$289.00	9.63%
	Supplies - Electronics	\$7,500.00	\$3,841.84	\$3,590.27	\$7,432.11	99.09%
	Supplies - HRS	\$2,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Supplies - Mechanical Design	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%
	Supplies Machine Tool	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%
	Conference & Meeting Expense	\$1,000.00	\$300.00	\$333.14	\$633.14	63.31%
110-312-000	LEARNING ASSISTANCE CENTER	\$257,425.00	\$39,542.57	\$21,479.27	\$61,021.84	23.70%
	Salaries - Full Time	\$27,739.00	\$5,839.80	\$2,919.90	\$8,759.70	31.58%
	Salaries - Summer School	\$2,800.00	\$2,800.00	\$0.00	\$2,800.00	100.00%
	Salary-Secretarial-Part-time	\$6,150.00	\$1,624.40	\$545.60	\$2,170.00	35.28%
	General Materials & Supplies	\$50.00	\$60.35	(\$37.35)	\$23.00	46.00%
	Conference & Meeting Expense	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
110-316-000	HUMAN SERVICES	\$36,939.00	\$10,324.55	\$3,428.15	\$13,752.70	37.23%
	Salaries - Part -Time	\$13,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	General Materials & Supplies	\$600.00	\$65.31	\$5.69	\$71.00	11.83%
	Conference & Meeting Expense	\$0.00	\$14.28	(\$14.28)	\$0.00	0.00%

110-400-000	SOCIAL SCIENCE				
	Salaries - Full Time	\$157,831.00	\$29,843.60	\$14,921.80	\$44,765.40 28.36%
	Salaries - Part-Time	\$9,800.00	\$0.00	\$0.00	\$0.00 0.00%
	Salaries - Overload	\$9,000.00	\$0.00	\$0.00	\$0.00 0.00%
	General Materials & Supplies	\$4,320.00	\$688.39	\$317.81	\$1,006.20 23.29%
	Conference & Meeting Expense	\$800.00	\$670.00	\$216.18	\$886.18 110.77%
		<hr/>	<hr/>	<hr/>	<hr/>
110-410-000	E.M.T.				
	Contractual Services	\$1,500.00	\$0.00	\$0.00	\$0.00 0.00%
	General Materials & Supplies	\$300.00	\$0.00	\$0.00	\$0.00 0.00%
	Conference & Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
110-418-000	CRIMINAL JUSTICE				
	Salaries - Full Time	\$30,099.00	\$5,016.49	\$2,508.24	\$7,524.73 25.00%
	Salaries - Part-Time	\$6,400.00	\$0.00	\$0.00	\$0.00 0.00%
	Salaries - Overload	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
	General Materials & Supplies	\$1,000.00	\$287.28	(\$4.21)	\$283.07 28.31%
	Conference & Meeting Expense	\$200.00	\$0.00	\$0.00	\$0.00 0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
110-500-000	HUMANITIES				
	Salaries-Full Time	\$311,213.00	\$58,840.33	\$29,420.16	\$88,260.49 28.36%
	Salaries - Part-Time	\$45,000.00	\$0.00	\$0.00	\$0.00 0.00%
	Salaries - Overload	\$9,000.00	\$0.00	\$0.00	\$0.00 0.00%
	General Materials & Supplies	\$5,800.00	\$1,728.03	\$816.20	\$2,544.23 43.87%
	Conference & Meeting Expense	\$2,000.00	\$214.50	\$7.10	\$221.60 11.08%
		<hr/>	<hr/>	<hr/>	<hr/>
110-511-000	ART				
	Salaries-Full Time	\$40,685.00	\$8,565.28	\$4,282.64	\$12,847.92 31.58%
	Contractual Services	\$400.00	\$0.00	\$0.00	\$0.00 0.00%
	General Materials & Supplies	\$600.00	\$111.33	\$96.85	\$208.18 34.70%
	Conference & Meeting Expense	\$200.00	(\$120.00)	\$214.50	\$94.50 47.25%
		<hr/>	<hr/>	<hr/>	<hr/>
110-512-000	MUSIC				
	Salaries-Full Time	\$78,874.00	\$13,145.68	\$6,572.84	\$19,718.52 25.00%
	Contractual Services	\$1,000.00	\$0.00	\$320.00	\$320.00 32.00%
	General Materials & Supplies	\$3,168.00	\$1,958.99	\$165.37	\$2,124.36 67.06%
	Conference & Meeting Expense (Music)	\$700.00	\$0.00	\$0.00	\$0.00 0.00%
		<hr/>	<hr/>	<hr/>	<hr/>
		\$83,742.00	\$15,104.67	\$7,058.21	\$22,162.88 26.47%

110-600-000 MATH SCIENCE

Salary - Lab Assistant	\$19,000.00	\$5,464.97	\$1,561.42	\$7,026.39	36.98%
Salaries - Full Time	\$305,607.00	\$59,839.53	\$29,919.76	\$89,759.29	29.37%
Salaries - Part-Time	\$4,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overload	\$17,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Summer School	\$19,000.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
Supplies - Biology	\$7,000.00	\$5,766.57	\$361.59	\$6,128.16	87.55%
Supplies - Chemistry	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
Supplies - Physics	\$1,200.00	\$0.00	\$0.00	\$0.00	0.00%
Supplies - Astronomy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Supplies - Math	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
Conference & Meeting Expense	\$1,800.00	\$62.21	\$258.84	\$321.05	17.84%
	\$382,107.00	\$71,133.28	\$32,101.61	\$103,234.89	27.02%

110-711-000 MED. LAB. TECHNOLOGY

Salaries - Full Time	\$27,851.00	\$4,641.84	\$2,320.92	\$6,962.76	25.00%
Salaries - Part-Time	\$7,600.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overload	\$4,500.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Summer School	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$4,365.00	\$866.32	\$0.00	\$866.32	19.85%
General Materials & Supplies	\$10,270.00	\$5,520.23	\$795.02	\$6,315.25	61.49%
Conference & Meeting Expense	\$1,200.00	\$251.88	\$70.00	\$321.88	26.82%
	\$58,286.00	\$11,280.27	\$3,185.94	\$14,466.21	24.82%

110-712-000 A.D. NURSING

Salaries - Full Time	\$125,975.00	\$20,995.84	\$10,497.92	\$31,493.76	25.00%
Contractual Services	\$350.00	\$100.00	\$100.00	\$200.00	57.14%
General Materials & Supplies	\$6,853.00	\$1,802.26	\$383.15	\$2,185.41	31.89%
General Supplies - Title III	\$0.00	\$550.00	\$0.00	\$550.00	0.00%
Conference & Meeting Expense	\$1,400.00	\$90.00	\$322.34	\$412.34	29.45%

110-713-000 L.P. NURSING

Salaries - Full Time	\$68,048.00	\$11,344.65	\$5,672.32	\$17,016.97	25.00%
Contractual Services	\$350.00	\$0.00	\$122.70	\$122.70	35.06%
General Materials & Supplies	\$3,947.00	\$2,117.76	\$374.28	\$2,492.04	63.14%
Conference & Meeting Expense	\$800.00	\$7.84	\$142.30	\$150.14	18.77%

110-714-000 RADIOLOGIC TECHNOLOGY

Salaries - Full Time	\$76,823.00	\$17,903.46	\$6,401.92	\$24,305.38	31.64%
Salaries - Part-Time	\$1,700.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Clinical Asst. (Part-Time)	\$12,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overload	\$6,600.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Summer School	\$7,150.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$5,960.00	\$30.80	\$3,420.26	\$3,451.06	57.90%
General Materials & Supplies	\$3,950.00	\$1,601.48	\$275.66	\$1,877.14	47.52%
Conference & Meeting Expense	\$5,350.00	\$895.52	\$896.04	\$1,791.56	33.49%
	\$119,533.00	\$20,431.26	\$10,993.88	\$31,425.14	26.29%

110-715-000 PHYSICAL EDUCATION

Salaries - Full Time	\$68,275.00	\$13,343.36	\$6,671.68	\$20,015.04	29.32%
Salaries - Part-Time	\$900.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overload	\$4,500.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$2,200.00	\$78.51	(\$18.51)	\$60.00	2.73%
General Materials & Supplies	\$1,400.00	\$3.00	\$70.18	\$73.18	5.23%
Conference & Meeting Expense	\$400.00	\$0.00	\$0.00	\$0.00	0.00%

110-716-000 NURSING ASSISTANT

Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$1,650.00	\$441.09	\$244.34	\$685.43	41.54%
Conference & Meeting Expense	\$200.00	\$0.00	\$0.00	\$0.00	0.00%

110-800-000 FACULTY OFFICE

Salaries - Secretarial	\$42,143.00	\$17,821.16	\$5,091.76	\$22,912.92	54.37%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Supplies (Faculty Office)	\$600.00	\$34.43	\$28.73	\$63.16	10.53%
General Supplies (Institutional Comm.)	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
Conference & Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

110-811-000 DEAN OF ARTS, SOCIAL SCIENCES AND PHYSICAL EDUCATION

Salaries - Administrative	\$53,272.00	\$15,537.69	\$4,439.34	\$19,977.03	37.50%
Salaries - Instructional (Part-Time)	\$0.00	\$23,000.45	\$22,923.97	\$45,924.42	0.00%
Night Premiums/Substitutions	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Instructional (Summer)	\$53,000.00	\$51,991.77	\$0.00	\$51,991.77	98.10%
Salaries - Secretarial	\$20,226.00	\$5,517.85	\$1,685.50	\$7,203.35	35.61%
Contractual Services	\$850.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$1,200.00	\$201.16	\$95.75	\$296.91	24.74%
Conference & Meeting Expense	\$2,500.00	\$307.46	\$159.57	\$467.03	18.68%

110-812-000 DEAN OF BUSINESS, TECHNOLOGY AND NATURAL SCIENCES

Salaries - Administrative	\$57,793.00	\$16,856.28	\$4,816.08	\$21,672.36	37.50%
Salaries - Instructional (Part-Time)	\$0.00	\$7,790.68	\$10,689.64	\$18,480.32	0.00%
Night Premiums/Substitutions	\$1,500.00	\$700.00	\$0.00	\$700.00	46.67%
Salaries - Instructional (Summer)	\$0.00	\$46,943.53	(\$1,611.98)	\$45,331.55	0.00%
Salaries Secretarial	\$15,052.00	\$3,775.85	\$1,326.74	\$5,102.59	33.90%
General Materials & Supplies	\$1,200.00	\$61.37	\$136.28	\$197.65	16.47%
Conference & Meeting Expense	\$3,000.00	\$604.78	\$100.88	\$705.66	23.52%

	\$78,545.00	\$76,732.49	\$15,457.64	\$92,190.13	117.37%
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110-813-000 DEAN OF HEALTH & COMMUNITY SERVICES

Salaries - Administrative	\$51,404.00	\$14,992.81	\$4,283.66	\$19,276.47	37.50%
Instructional Salaries/Part-Time	\$25,000.00	\$1,484.00	\$2,784.00	\$4,268.00	17.07%
Night Premiums/Substitutions	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%
Community Service Coordinators	\$6,500.00	\$0.00	(\$900.00)	(\$900.00)	13.85%
Salaries - Secretarial	\$16,122.00	\$4,702.25	\$1,343.50	\$6,045.75	37.50%
Contractual Services	\$5,900.00	\$849.45	\$500.00	\$1,349.45	22.87%
General Materials & Supplies	\$3,500.00	\$674.19	\$413.68	\$1,087.87	31.08%
Conference & Meeting Expense	\$2,250.00	\$218.36	\$429.94	\$648.30	28.81%

	\$113,176.00	\$22,921.06	\$8,854.78	\$31,775.84	28.08%
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110-814-000 NURSING EDUCATION

Salaries - Administrative	\$38,572.00	\$11,250.19	\$3,214.34	\$14,464.53	37.50%
Salaries - Part-time	\$17,500.00	\$6,491.94	\$5,009.90	\$11,501.84	65.72%
Salaries - Overload	\$7,800.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Summer	\$7,100.00	\$14,285.72	\$0.00	\$14,285.72	201.21%
Salaries - Secretarial	\$19,364.00	\$5,647.81	\$1,613.66	\$7,261.47	37.50%
Salaries - Lab Assistant (Title III)	\$4,800.00	\$0.00	\$828.09	\$828.09	17.25%
Contractual Services	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$1,440.00	\$717.03	\$38.71	\$755.74	52.48%
Conference & Meeting Expense	\$1,300.00	\$0.00	\$474.80	\$474.80	36.52%

	\$98,076.00	\$38,392.69	\$11,179.50	\$49,572.19	50.54%
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110-815-000 ACADEMIC SKILLS CENTER

Salaries - Full Time	\$78,338.00	\$13,056.32	\$6,528.16	\$19,584.48	25.00%
Salaries - Part-Time (Adult Education)	\$20,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Part-Time (Academic Skills)	\$26,000.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overload	\$2,000.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$6,050.00	\$2,165.86	(\$104.96)	\$2,060.90	34.06%
Conference & Meeting Expense	\$400.00	\$17.50	\$226.76	\$244.26	61.07%

	\$132,788.00	\$15,239.68	\$6,649.96	\$21,889.64	16.48%
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110-816-000 HONORS PROGRAM

Salaries - Coordinator Stipend	\$6,850.00	\$750.00	\$0.00	\$750.00	10.95%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$350.00	\$2.55	\$6.45	\$9.00	2.57%
Conference & Meeting Expense	\$200.00	\$0.00	\$0.00	\$0.00	0.00%

	\$7,400.00	\$752.55	\$6.45	\$759.00	10.26%
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110-818-000 VICE PRESIDENT OF INSTRUCTIONAL SERVICES

Salaries - Administrative	\$65,944.00	\$19,233.69	\$5,495.34	\$24,729.03	37.50%
Salaries - Secretarial	\$25,656.00	\$7,514.62	\$2,138.00	\$9,652.62	37.62%
Student Tutors	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$1,140.00	\$0.00	\$306.00	\$306.00	26.84%
General Materials & Supplies	\$1,600.00	\$330.95	\$94.81	\$425.76	26.61%
Conference & Meeting Expense	\$2,300.00	\$280.60	\$167.54	\$448.14	19.48%

	\$96,640.00	\$27,359.86	\$8,201.69	\$35,561.55	36.80%
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TOTAL INSTRUCTION

	\$3,019,654.00	\$681,046.48	\$270,581.91	\$951,428.39	31.51%
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ACADEMIC SUPPORT

120-000-000	LEARNING RESOURCE CENTER					
	Salaries - Instructional (Summer)	\$2,906.00	\$2,625.00	\$0.00	\$2,625.00	90.33%
	Salaries - Professional	\$124,711.00	\$26,561.74	\$10,392.60	\$36,954.34	29.63%
	Salaries - Secretarial	\$37,947.00	\$11,067.84	\$3,162.24	\$14,230.08	37.50%
	Salaries - Secretarial- Part-time	\$7,160.00	\$1,786.20	\$549.60	\$2,335.80	32.62%
	Contractual Services	\$13,575.00	\$2,616.25	\$2,858.69	\$5,474.94	40.33%
	Xerox Supplies	\$0.00	(\$1,952.03)	(\$411.35)	(\$2,363.38)	0.00%
	Library Supplies	\$19,635.00	\$14,476.65	\$76.95	\$14,553.60	74.12%
	Audio Visual Supplies	\$9,000.00	(\$835.64)	\$221.06	(\$614.58)	-6.83%
	Library Books	\$41,000.00	\$6,238.12	\$8,046.18	\$14,284.30	34.84%
	Conference & Meeting Expense	\$2,150.00	\$367.64	\$240.73	\$608.37	28.30%
		\$258,084.00	\$62,951.77	\$25,136.70	\$88,088.47	34.13%
	TOTAL ACADEMIC SUPPORT	\$258,084.00	\$62,951.77	\$25,136.70	\$88,088.47	34.13%

STUDENT SERVICES

131-000-000	ADMISSIONS AND RECORDS					
	Salaries - Administrative	\$39,270.00	\$11,453.75	\$3,272.50	\$14,726.25	37.50%
	Salaries - Secretarial	\$73,305.00	\$24,154.87	\$6,635.26	\$30,790.13	42.00%
	Salaries - Part-Time	\$7,717.00	\$0.00	\$0.00	\$0.00	0.00%
	Contractual Services	\$2,820.00	\$0.00	\$62.00	\$62.00	2.20%
	General Materials & Supplies	\$15,000.00	\$1,300.62	\$975.61	\$2,276.23	15.17%
	Conference & Meeting Expense	\$2,500.00	\$218.38	\$239.96	\$458.34	18.33%
		\$140,612.00	\$37,127.62	\$11,185.33	\$48,312.95	34.36%
132-000-000	COUNSELING AND TESTING					
	Salaries - Professional	\$97,265.00	\$32,591.61	\$8,105.42	\$40,697.03	41.84%
	Salaries - Secretarial	\$16,374.00	\$7,191.11	\$1,867.70	\$9,058.81	55.32%
	Salaries - Profess. Part-Time	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Salaries - Secr. Part-Time	\$4,680.00	\$0.00	\$0.00	\$0.00	0.00%
		\$123,319.00	\$39,782.72	\$9,973.12	\$49,755.84	40.35%

133-000-541.01 HEALTH SERVICES

General Materials & Supplies	\$100.00	\$96.95	\$0.00	\$96.95	96.95%
	\$100.00	\$96.95	\$0.00	\$96.95	96.95%

134-000-000	FINANCIAL AI					
	Salaries - Administrative	\$51,531.00	\$15,029.91	\$4,294.26	\$19,324.17	37.50%
	Salaries - Secretarial	\$38,022.00	\$11,681.11	\$3,168.50	\$14,849.61	39.06%
		\$89,553.00	\$26,711.02	\$7,462.76	\$34,173.78	38.16%

138-000-000 VICE PRESIDENT OF STUDENT SERVICES

Salaries - Administrative	\$62,616.00	\$18,263.00	\$5,218.00	\$23,481.00	37.50%
Student Activities Coord.	\$17,310.00	\$3,462.00	\$1,731.00	\$5,193.00	30.00%
Salaries - Secretarial	\$19,867.00	\$5,794.53	\$1,655.58	\$7,450.11	37.50%
Other Salaries (Coaching)	\$42,758.00	\$7,023.73	\$5,243.04	\$12,266.77	28.69%
Contractual Services	\$0.00	\$0.00	\$96.00	\$96.00	0.00%
General Materials & Supplies	\$19,210.00	\$8,914.84	\$1,823.10	\$10,737.94	55.90%
Commencement	\$7,000.00	\$1,440.03	\$0.00	\$1,440.03	20.57%
Conference & Meeting Expense	\$7,000.00	\$1,198.06	\$604.79	\$1,802.85	25.76%
Student Recruitment	\$4,000.00	\$1,845.05	\$775.29	\$2,620.34	65.51%
	\$179,761.00	\$47,941.24	\$17,146.80	\$65,088.04	36.21%
TOTAL STUDENT SERVICES	\$533,345.00	\$151,659.55	\$45,768.01	\$197,427.56	37.02%

140-000-000 PUBLIC SERVICES

Salaries	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL PUBLIC SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

170-000-000 OPERATION & MAINTENANCE OF PLANT

Salaries - Administrative	\$40,420.00	\$11,789.19	\$3,368.34	\$15,157.53	37.50%
Salaries - Maintenance	\$94,823.00	\$97,001.23	\$23,875.69	\$120,876.92	127.48%
Salaries - Classified	\$26,232.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Cust. & Gro. Part-Time	\$25,389.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Custodial & Grounds	\$179,414.00	\$0.00	\$0.00	\$0.00	0.00%
Salaries - Overtime	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
Telephone	\$65,200.00	\$10,633.02	\$2,699.10	\$13,332.12	20.45%
	\$436,478.00	\$119,423.44	\$29,943.13	\$149,366.57	34.22%
TOTAL OPERATIONS & MAINTENANCE OF PLANT	\$436,478.00	\$119,423.44	\$29,943.13	\$149,366.57	34.22%

181-000-000 GENERAL ADMINISTRATION

181-000-000 PRESIDENT'S OFFICE

Salaries - Administrative	\$90,384.00	\$26,362.00	\$7,532.00	\$33,894.00	37.50%
Salaries - Secretarial	\$28,432.00	\$8,292.69	\$2,369.34	\$10,662.03	37.50%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$1,800.00	\$1,177.57	\$142.66	\$1,320.23	73.35%
Conference & Meeting Expense	\$4,900.00	\$762.78	\$234.92	\$997.70	20.36%
Special Affairs	\$1,500.00	\$409.28	\$400.00	\$809.28	53.95%
Other Conf. & Meeting Expense	\$8,450.00	\$2,887.25	\$112.00	\$2,999.25	35.49%
	\$135,466.00	\$39,891.57	\$10,790.92	\$50,682.49	37.41%

182-000-000 BUSINESS SERVICES

Salaries - Administrative	\$102,918.00	\$30,017.75	\$8,576.50	\$38,594.25	37.50%
Salaries - Professional	\$31,167.00	\$7,083.30	\$2,833.32	\$9,916.62	31.82%
Salaries - Secretarial	\$101,955.00	\$29,230.33	\$7,141.84	\$36,372.17	35.67%
Contractual Services	\$2,040.00	\$1,445.20	\$1,318.87	\$2,764.07	135.49%
General Materials & Supplies	\$6,500.00	\$4,464.25	(\$101.72)	\$4,362.53	67.12%
Conference & Meeting Expense	\$3,400.00	\$1,061.55	\$338.59	\$1,400.14	41.18%
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	\$247,980.00	\$73,302.38	\$20,107.40	\$93,409.78	37.67%
TOTAL GENERAL ADMINISTRATION	\$383,446.00	\$113,193.95	\$30,898.32	\$144,092.27	37.58%

190-000-000 INSTITUTIONAL SUPPORT

PRINT SHOP					
Salaries - Secretarial	\$18,958.00	\$0.00	\$0.00	\$0.00	0.00%
Contractual Services	\$0.00	\$326.00	\$0.00	\$326.00	0.00%
General Materials & Supplies	\$0.00	(\$857.98)	(\$971.48)	(\$1,829.46)	0.00%
Conference & Meeting Expense	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
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MARKETING & PUBLIC RELATIONS	\$19,058.00	(\$531.98)	(\$971.48)	(\$1,503.46)	-7.89%
Salaries - Administrative	\$35,708.00	\$10,414.81	\$2,975.66	\$13,390.47	37.50%
Salaries - Secretarial	\$19,330.00	\$5,637.94	\$1,610.84	\$7,248.78	37.50%
General Materials & Supplies	\$10,000.00	\$8,998.98	\$609.11	\$9,608.09	96.08%
Publications	\$50,600.00	\$0.00	\$0.00	\$0.00	0.00%
Advertising	\$26,750.00	\$7,513.98	\$3,436.54	\$10,950.52	40.94%
Conference & Meeting Expense	\$1,600.00	\$677.50	\$286.66	\$964.16	60.26%
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191-000-000 BOARD OF TRUSTEES

Salaries - Secretarial	\$950.00	\$164.00	\$164.08	\$328.08	34.53%
Contractual Legal	\$7,000.00	\$653.41	\$694.30	\$1,347.71	19.25%
Other General Supplies	\$900.00	\$170.94	\$65.42	\$236.36	26.26%
Conference & Meeting Expense	\$4,900.00	\$1,080.54	\$183.29	\$1,263.83	25.79%
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192-000-000 INSTITUTIONAL SUPPORT EXPENSES

Salaries - Secretarial	\$19,213.00	\$6,140.57	\$1,950.24	\$8,090.81	42.11%
Student Employees	\$55,329.00	\$0.00	\$5,297.75	\$5,297.75	9.57%
Group Medical & Life Insurance	\$477,000.00	\$20,759.09	(\$9,727.42)	\$11,031.67	2.31%
Medical Examination Fee	\$0.00	\$1,578.08	\$0.00	\$1,578.08	0.00%
Tuition Reimbursement	\$9,800.00	\$3,493.00	\$0.00	\$3,493.00	35.64%
Retirement Benefits	\$32,615.00	\$5,093.80	\$0.00	\$5,093.80	15.62%
Curriculum Development	\$700.00	\$0.00	\$0.00	\$0.00	0.00%
UNALLOCATED Contractual	\$700.00	\$0.00	\$0.00	\$0.00	0.00%
In-Service Training	\$2,000.00	\$567.50	\$0.00	\$567.50	28.38%
Supplies (Faculty Association)	\$200.00	\$15.12	\$19.05	\$34.17	17.09%
Postage	\$47,700.00	\$21,110.09	\$3,524.29	\$24,634.38	51.64%
Institutional Supplies	0.00	3.93	17.53	\$21.46	ERR
Publications/Dues	\$9,500.00	\$6,336.94	\$73.51	\$6,410.45	67.48%
Advertising	\$2,000.00	\$123.69	\$27.30	\$150.99	7.55%
Recruitment	\$10,000.00	\$8,837.22	\$802.69	\$9,639.91	96.40%
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	\$666,757.00	\$74,059.03	\$1,984.94	\$76,043.97	11.41%

192-000-580 CAPITAL OUTLAY

Equipment	\$51,140.00	\$13,315.00	\$35,950.00	\$49,265.00	96.33%
Projects	\$4,000.00	\$879.08	\$0.00	\$879.08	0.00%
Equipment - DAVTE	\$8,000.00	\$0.00	\$0.00	\$0.00	0.00%
Equipment - Carryover	\$9,500.00	\$0.00	\$0.00	\$0.00	0.00%

193-000-000 AFFIRMATIVE ACTION

Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$500.00	\$404.63	\$0.00	\$404.63	80.93%
Conference & Meeting Expense	\$300.00	\$0.00	\$0.00	\$0.00	0.00%

194-000-000 INSTITUTIONAL RESEARCH

Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$500.00	\$0.00	\$0.00	\$0.00	0.00%

195-000-000 INFORMATION SYSTEMS

Salaries - Administrative	\$51,531.00	\$15,029.91	\$4,294.26	\$19,324.17	37.50%
Salaries - Professional	\$42,400.00	\$14,866.69	\$3,533.34	\$18,400.03	43.40%
Salaries - Office Staff	\$24,934.00	\$9,352.70	\$1,590.92	\$10,943.62	43.89%
Salaries - Classified (Title III)	\$6,543.00	\$0.00	\$1,090.56	\$1,090.56	16.67%
Contractual Services - Admin.	\$115,000.00	\$33,007.53	\$4,780.74	\$37,788.27	32.86%
Contractual Services - Educ.	\$21,450.00	\$0.00	\$900.00	\$900.00	4.20%
General Supplies - Admin.	\$16,900.00	\$3,538.10	\$606.89	\$4,144.99	24.53%
General Supplies - Educ.	\$11,125.00	\$282.73	\$2,506.39	\$2,789.12	25.07%
Conference & Meeting Expense	\$4,400.00	\$166.82	\$0.00	\$166.82	3.79%

	\$294,283.00	\$76,244.48	\$19,303.10	\$95,547.58	32.47%
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196-000-000 VICE PRESIDENT OF COLLEGE ADVANCEMENT

Salaries - Administrative	\$59,812.00	\$17,445.19	\$4,984.34	\$22,429.53	37.50%
Salaries - Secretarial	\$20,746.00	\$6,050.94	\$1,728.84	\$7,779.78	37.50%
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Materials & Supplies	\$2,500.00	\$279.64	\$182.64	\$462.28	18.49%
Conference & Meeting Expense	\$2,900.00	\$0.00	\$50.00	\$50.00	1.72%

	\$85,958.00	\$23,775.77	\$6,945.82	\$30,721.59	35.74%
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197-000-593 TUITION CHARGE-BACK

	\$27,000.00	\$2,044.02	\$7,533.45	\$9,577.47	35.47%
	\$27,000.00	\$2,044.02	\$7,533.45	\$9,577.47	35.47%

199-000-600 PROVISION FOR CONTINGENCIES

	\$5,459.00	\$0.00	\$0.00	\$0.00	0.00%
	\$5,459.00	\$0.00	\$0.00	\$0.00	0.00%

TOTAL INSTITUTIONAL SUPPORT	\$1,330,293.00	\$225,502.13	\$80,771.73	\$306,273.86	23.02%
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TOTAL EDUCATIONAL FUND EXPENDITURES

	\$5,961,300.00	\$1,353,777.32	\$482,899.80	\$1,836,677.12	30.81%
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FUND: OPERATION & MAINTENANCE OF PLANT

270-000-000 OPERATIONS & MAINTENANCE FUND

Contractual Services	\$62,000.00	\$22,599.12	\$2,363.48	\$24,962.60	40.26%
Contractual - Power Generation	\$6,000.00	\$0.00	\$0.00		0.00%
General Materials & Supplies	\$62,000.00	\$19,076.88	\$12,620.32	\$31,697.20	51.12%
Conference & Meeting Expense	\$2,200.00	\$1,601.89	\$72.98	\$1,674.87	76.13%
Gas	\$90,000.00	\$27,857.12	\$4,665.15	\$32,522.27	36.14%
Electricity	\$211,000.00	\$68,679.06	\$25,536.34	\$94,215.40	44.65%
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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290-000-000 INSTITUTIONAL SUPPORT	\$433,200.00	\$139,814.07	\$45,258.27	\$185,072.34	42.72%
Provision for Contingencies	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
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TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$433,700.00	\$139,814.07	\$45,258.27	\$185,072.34	42.67%
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TOTAL OPERATING FUND EXPENDITURES	\$6,395,000.00	\$1,493,591.39	\$528,158.07	\$2,021,749.46	73.48%
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EXPENDITURES	BUDGET	PREVIOUS EXPENDITURES	THIS MONTH	TOTAL EXPENDITURES	%
LIABILITY, PROTECTION & SETTLEMENT FUND					
1292-000-000 Institutional Support					
1292-000-517 - Salaries	\$103,000.00	\$22,062.13	\$6,225.46	\$28,287.59	27.46%
1292-000-521 - Federal Work Study	\$0.00	\$499.51	\$582.95	\$1,082.46	ERR
1292-000-521 - Health & Life Insurance	\$18,000.00	\$3,644.19	\$1,214.73	\$4,858.92	26.99%
1292-000-523 - Worker's Compensation	\$32,000.00	\$33,751.17	(\$168.85)	\$33,582.32	104.94%
1292-000-526 - Unemployment Insurance	\$15,000.00	\$827.52	(\$76.47)	\$751.05	5.01%
1292-000-527 - Medicare	\$26,000.00	\$6,790.01	\$2,453.44	\$9,243.45	35.55%
1292-000-529 - FICA Insurance	\$22,000.00	\$490.58	\$349.69	\$860.27	3.82%
1292-000-535 - Legal Controls	\$14,000.00	\$5,532.15	\$1,083.00	\$6,615.15	47.25%
1292-000-565 - Tort Liability Insurance	\$156,000.00	\$117,479.20	\$20,033.19	\$137,512.39	88.15%
TOTAL LIABILITY, PROTECTION & SETTLEMENT EXPENDITURES	\$386,000.00	\$191,076.46	\$31,697.14	\$222,773.60	57.71%
AUDIT FUND					
1192-000-531 - Contractual Services	\$24,400.00	\$9,949.00	\$10,250.00	\$20,199.00	82.78%
TOTAL AUDIT FUND EXPENDITURES	\$24,400.00	\$9,949.00	\$10,250.00	\$20,199.00	82.78%
WORKING CASH FUND					
700-000-711 - Transfer to Educational Fund	\$98,000.00	\$0.00	\$0.00	\$0.00	0.00%
700-000-711.01 - Transfer to Operations and Maintenance Fund	\$12,000.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL WORKING CASH FUND EXPENDITURES	\$110,000.00	\$0.00	\$0.00	\$0.00	0.00%
CAPITAL PROJECTS					
BUILDING BOND PROCEEDS FUND					
1390-000-000 Institutional Support					
1390-000-589 Other Capital Outlay	\$65,000.00	\$0.00	\$1,903.44	\$1,903.44	2.93%
TOTAL BUILDING BOND PROCEEDS FUND EXPENDITURES	\$65,000.00	\$0.00	\$1,903.44	\$1,903.44	2.93%
OPERATIONS AND MAINTENANCE (RESTRICTED) FUND					
0390-000-584 Capital (Protection, Health and Safety)	\$1,728,000.00	\$305,037.75	\$83,273.50	\$388,311.25	22.47%
TOTAL OPERATIONS AND MAINTENANCE (RESTRICTED) FUND	\$1,728,000.00	\$305,037.75	\$83,273.50	\$388,311.25	22.47%
PROPRIETARY FUNDS					
Bookstore Expenditures					
Bookstore Expenditures	\$645,000.00	\$271,266.70	(\$6,700.26)	\$264,566.44	41.02%
TOTAL PROPRIETARY FUNDS EXPENDITURES	\$645,000.00	\$271,266.70	(\$6,700.26)	\$264,566.44	41.02%

REVENUE

100-000-400 EDUCATIONAL FUND

100-000-410 Local Governmental Sources

	BUDGET	PREVIOUS RECEIPTS	THIS MONTH	TOTAL RECEIPTS	%
100-000-411.01 - 1/2 1991 Taxes	\$830,000.00	\$479,878.93	\$217,263.60	\$697,142.53	83.99%
100-000-411.02 - 1/2 1992 Taxes	\$855,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-414 - Chargeback Revenue Back Taxes	\$5,000.00	\$563.68	\$0.00	\$563.68	11.27%
	\$0.00	\$0.00	\$160.84	\$160.84	
TOTAL LOCAL GOVERNMENT REVENUE	\$1,690,000.00	\$480,442.61	\$217,424.44	\$697,867.05	41.29%

100-000-420 State Governmental Sources

100-000-421 - ICCB Credit Hour Grants	\$1,424,768.00	\$90,573.00	\$265,619.00	\$356,192.00	25.00%
100-000-421.02 - State Equalization Grants	\$426,845.00	\$106,711.25	\$0.00	\$106,711.25	25.00%
100-000-423 - Vocational Technical Education	\$75,000.00	\$0.00	\$47,924.22	\$47,924.22	63.90%
100-000-423.01.1 - Regular Reimbursement					
100-000-427 - Corporate Personal Property Replacement Tax	\$174,687.00	\$5,510.78	\$28,031.40	\$33,542.18	19.20%
TOTAL STATE GOVERNMENT REVENUE	\$2,101,300.00	\$202,795.03	\$341,574.62	\$544,369.65	25.91%

100-000-430 Federal Governmental Sources

100-000-439 - Other Federal	\$7,000.00	\$1,010.00	\$0.00	\$1,010.00	14.43%
TOTAL FEDERAL GOVERNMENT REVENUE	\$7,000.00	\$1,010.00	\$0.00	\$1,010.00	14.43%

100-000-440 Student Tuition and Fees

100-000-441.01 - Summer	\$182,000.00	\$157,452.28	\$0.00	\$157,452.28	86.51%
100-000-441.02 - Fall	\$850,000.00	\$301,560.96	\$52.04	\$301,613.00	35.48%
100-000-441.03 - Spring	\$812,000.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL TUITION	\$1,844,000.00	\$459,013.24	\$52.04	\$459,065.28	24.90%
100-000-442.01 - Graduation Fees	\$6,000.00	\$660.00	\$60.00	\$720.00	12.00%
100-000-442.04 - Transcript Fees	\$2,000.00	\$1,364.00	\$258.00	\$1,622.00	81.10%
100-000-442.05 - Lab Fees	\$59,000.00	\$5,843.60	\$0.00	\$5,843.60	9.90%
100-000-442 Total Fees	\$67,000.00	\$7,867.60	\$318.00	\$8,185.60	12.22%
100-000-442.09 - Public Service Income	\$0.00	\$0.00	\$0.00	\$0.00	ERR
TOTAL TUITION AND FEES REVENUE	\$1,911,000.00	\$466,880.84	\$370.04	\$467,250.88	24.45%

	Other Facilities Rental	\$0.00	\$0.00	\$0.00	\$0.00	
100-000-470	- Investment Interest Revenue	\$35,000.00	\$9,030.06	\$3,595.04	\$12,625.10	36.07%
100-000-499	- Miscellaneous Revenue	\$39,000.00	\$2,988.69	\$929.98	\$3,918.67	10.05%
100-000-721	- Transfer from Working Cash	\$98,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-721.01	- Transfer from Auxiliary Fund	\$38,000.00	\$0.00	\$0.00	\$0.00	0.00%
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TOTAL OTHER SOURCES REVENUE		\$210,000.00	\$12,018.75	\$4,525.02	\$16,543.77	7.88%
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TOTAL EDUCATIONAL FUND REVENUE		\$5,919,300.00	\$1,163,147.23	\$563,894.12	\$1,727,041.35	29.18%

200-000-400 OPERATIONS AND MAINTENANCE FUND

200-000-410 Local Governmental Sources

200-000-411.01 - 1991 Taxes	\$102,000.00	\$58,393.89	\$26,602.61	\$84,996.50	83.33%
200-000-411.02 - 1992 Taxes	\$105,000.00	\$0.00	\$0.00	\$0.00	0.00%
- Back Taxes	\$0.00	— .. \$0.00	\$19.70	\$19.70 0.00%
Total Local Government	\$207,000.00	\$58,393.89	\$26,622.31	\$85,016.20	41.07%

200-000-420 State Governmental Sources

200-000-427 - Replacement of Corp

FEDERAL PROPERTY, NET		\$1,700.00	\$0.00	\$0,000.00	\$0,000.00	100.00%
-000-469	Facilities Revenue	\$5,000.00	\$1,028.50	\$574.29	\$1,602.79	0.00%
-000-470	Investment Interest Revenue	\$40,000.00	\$4,874.73	\$1,859.98	\$6,734.71	16.84%
	Other Revenue	\$0.00	\$1,282.00	\$425.00	\$1,707.00	\$0.00
-000-721	Transfer from Working Cash Fund	\$12,000.00	\$0.00	\$0.00	\$0.00	0.00%
-000-721.01	Transfer from Auxiliary Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL OPERATIONS AND MAINTENANCE FUND REVENUE		\$285,700.00	\$65,579.12	\$32,963.84	\$98,542.96	34.49%

TOTAL OPERATING BUDGETED REVENUE

\$6,205,000.00 \$1,228,726.35 \$596,857.96 \$1,825,584.31 29.42%

SPECIAL REVENUE

LIABILITY, PROTECTION, AND SETTLEMENT FUND

1200-000-410 Local Governmental Sources

1200-000-411.01 - 1991 Taxes	\$115,000.00	\$66,438.44	\$29,885.28	\$96,323.72	83.76%
1200-000-411.02 - 1992 Taxes	\$219,000.00	\$0.00	\$0.00	\$0.00	0.00%
Back Taxes	\$0.00	\$0.00	\$22.45	\$22.45	0.00%
1200-000-470 - Interest Income	\$14,000.00	\$2,266.97	\$1,017.82	\$3,284.79	23.46%
TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND REVENUE	\$348,000.00	\$68,705.41	\$30,925.55	\$99,630.96	28.63%

AUDIT FUND

1100-000-410 Local Governmental Sources

1100-000-411.01 - 1991 Taxes	\$11,200.00	\$6,444.66	\$2,927.64	\$9,372.30	83.68%
1100-000-411.02 - 1992 Taxes	\$12,000.00	\$0.00	\$0.00	\$0.00	0.00%
Back Taxes	\$0.00	\$0.00	\$2.17	\$2.17	0.00%
1100-000-470 - Interest Income	\$1,200.00	\$234.29	\$104.63	\$338.92	28.24%
TOTAL AUDIT FUND REVENUE	\$24,400.00	\$6,678.95	\$3,034.44	\$9,713.39	39.81%

DEBT SERVICES

WORKING CASH FUND

700-000-470 Other Sources

700-000-470 - Interest Income	\$110,000.00	\$17,145.98	\$6,970.96	\$24,116.94	21.92%
TOTAL WORKING CASH FUND REVENUE	\$110,000.00	\$17,145.98	\$6,970.96	\$24,116.94	21.92%

CAPITAL PROJECTS

BUILDING BOND PROCEEDS FUND

1300-000-470 Other Sources

1300-000-470 Interest Income

\$40,000.00	\$8,753.40	\$3,059.95	\$11,813.35	29.53%
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
\$40,000.00	\$8,753.40	\$3,059.95	\$11,813.35	29.53%

TOTAL BUILDING BOND PROCEEDS FUND REVENUE

PROTECTION, HEALTH, AND SAFETY FUND

0300-000-410 Local Governmental Sources

0300-000-411.01 - 1991 Taxes

\$170,000.00	\$97,325.22	\$44,338.75	\$141,663.97	83.33%
\$175,000.00	\$0.00	\$0.00	\$0.00	0.00%
\$0.00	\$0.00	\$32.82	\$32.82	0.00%
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0300-000-411.02 - 1992 Taxes

Back Taxes

Total Local Government Sources

\$345,000.00	\$97,325.22	\$44,371.57	\$141,696.79	41.07%
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0300-000-470 - Bond Issue

0300-000-470 - Interest Income

\$1,200,000.00	\$0.00	\$0.00	\$0.00	\$0.00
\$2,000.00	\$0.00	\$0.00	\$0.00	0.00%
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\$1,202,000.00	\$0.00	\$0.00	\$0.00	\$0.00

TOTAL PROTECTION, HEALTH, AND SAFETY FUND REVENUE

\$1,547,000.00	\$97,325.22	\$44,371.57	\$141,696.79	9.16%
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PROPRIETARY FUNDS

BOOKSTORE

\$700,000.00	\$277,671.63	\$25,597.70	\$303,269.33	43.32%
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TOTAL REVENUE

\$8,974,400.00	\$1,705,006.94	\$710,818.13	\$2,415,825.07	26.92%
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SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

William B. Young

PRESIDENT

Debra L. Hamm

SECRETARY

DATE

BILLS PAYABLE

November 23, 1992

EDUCATION FUND

110-812-550	ZOLLIE W. HALL	Travel	3652	\$ 31.08
110-711-550	ASTPHLD	Workshop	3653	70.00
192-000-544.02	POSTMASTER	Stamps	3654	31.32
	VOID CHECK		3655	
110-712-550	JEANNINE TUFTY	Travel	3656	218.74
138-000-550	JOHN SAGMOE	Travel	3657	178.78
181-000-550	ILL. COMMUNITY COLLEGE SYSTEM FOUNDATION	Conf. reg.	3658	50.00
110-818-550	CHAMBER OF COMMERCE	Annual dinner	3659	16.00
138-000-541.01	I.A.C.D.	Membership	3660	40.00
	VOID CHECK		3661	
192-000-521	PROFESSIONAL BENEFIT ADMINISTRATORS	Ins. claims	3662	9,535.23
110-811-550	ILL. COMM. COLLEGE SYSTEM FOUNDATION	Conf. reg.	3663	100.00
182-000-550	ILL. COMM. COLLEGE SYSTEM FOUNDATION	Conf. reg.	3664	50.00
192-000-544.02	POSTMASTER	Stamps	3665	17.40
138-000-541.01	AAP STUDENT SERVICE	Booklets	3666	4.25
110-810-550	ROBERTA J. MCBRIDE	Travel	3667	286.66
100-000-256	SVCC RESTRICTED & FEDERAL FUNDS	Retiree Health Grant	3668	17,293.50
192-000-544.02	UNITED PARCEL SERVICE	Service	3671	40.23
191-000-550	JACK SQUIRES	Travel	3697	43.23
120-000-544.02	BETTY HALGREN	Supplies	3698	16.67
176-000-575	SPRINT	Service	3699	1,718.74
120-000-550	ROBERT THOMAS	Travel	3743	35.78
131-000-550	STEVE ULLRICK	Travel	3744	239.96
110-300-541.02	MEI/Micro Center	Supplies	3745	89.89
192-000-521	CHARLES PATERSON	Ins. reimbursement	3746	410.61
138-000-550	I.C.C.C.A.	Conf. fee	3747	75.00
110-818-550	I.C.C.C.A.	Conf. fee	3748	75.00
138-000-541.01	COLLEGE ADMINISTRATION PUBLICATIONS	Subscr.	3749	52.50
110-300-550	SENCORE	Reg. fees	3750	100.00
110-300-550	I.A.E.E.E.	Reg. fees	3751	160.00
196-000-550	ILL. COMM. COLLEGE SYSTEM FOUNDATION	Conf. reg.	3752	50.00
110-714-550	A.E.R.S.	Conf. reg.	3753	630.00
110-713-550	LEONA GROSSMAN	Travel	3754	142.30
110-712-534	KATHY ANDERSON	Honorarium	3755	25.00
110-712-534	JOE SANDSCHAFER	Honorarium	3756	25.00
191-000-550	GUEST QUARTERS HOTEL	Meeting	3757	98.81
100-000-256	SVCC RESTRICTED & FEDERAL FUNDS	Workforce Prep Grant	3758	5,821.50
110-815-550	JUDY WILLIAMSON	Travel	3759	186.76
110-300-550	CHARLES OSTER	Travel	3760	73.14
182-000-534.01	NCR CORPORATION	Service	3761	1,232.20
138-000-541.01	ONCADI	Subscription	3762	20.00
110-712-534	EDITH POKLAND	Honorarium	3763	25.00
110-712-534	AL QUICK	Honorarium	3764	25.00

20-000-550	I.C.C.C.A.	Conf. reg.	3772	9.95
110-600-550	MARY WELLER	Travel	3773	146.84
110-600-550	BRADLEY W. SMITH	Travel	3774	112.00
120-000-550	NATL LEARNING RESOURCES CONFERENCE	Reg. fee	3779	195.00
110-711-550	PEGGY WHITE	Travel	3780	62.72
110-712-550	JEANINE TUFTY	Travel	3781	103.60
100-000-555	PROFESSIONAL BENEFIT ADMINISTRATORS	Ins. claims	3818	685.77
192-000-544.02	POSTMASTER	Grants mailing	3819	204.45
110-500-550	DEBI HILL	Travel	3820	221.60
110-400-550	CARL GATES	Travel	3821	98.40
120-000-545	VIDEO VILLAGE	Videos	3822	68.00
110-811-513.02	TATYANA V. ANISIMOVA	HUM 213	3823	277.24
182-000-550	RONALD APPUHN	Travel	3824	120.27
192-000-544.02	UNITED PARCEL SERVICE	Service	3825	114.55
138-000-550	JOHN SAGMOE	Travel	3826	48.43
192-000-554	MICHAEL FERRANTO	Interview exp.	3827	530.14
181-000-550	RICHLAND COMMUNITY COLLEGE	Pres. council dinner	3828	15.35
181-000-550	RICHARD L. BEHRENDT	Rotary lunches	3829	18.00
110-818-550	VIRGINIA THOMPSON	Travel	3830	28.79
110-813-550	RICHARD HOLTAM	Travel	3831	33.88
110-711-550	PEGGY WHITE	Travel	3832	57.12
192-000-544.02	POSTMASTER	Postage meter	3835	2,000.00
	VOID CHECK		3839	
110-117-541.02	CONSOLIDATED MANAGEMENT	Supplies	3840	133.00
181-000-550	RICHARD BEHRENDT	Chamber recep-25.00		
181-000-559	x x x	Gyro Club - 12.00	3841	37.00
110-818-550	MICHAEL SEGUIN	Travel	3842	42.96
110-814-550	ROSEMARY JOHNSON	Travel	3843	24.80
110-714-550	STANLEY SHIPPERT	Travel	3851	259.04
138-000-550	JOHN SAGMOE	Travel	3852	80.18
110-714-550	BEVERLY KIELE	Travel	3853	7.00
138-000-550	JOAN KERBER	Travel	3854	51.40
192-000-544.02	UNITED PARCEL SERVICE	Service	3855	49.51
110-814-550	NATL. COUNCIL OF STATE BOARDS OF NURSING	Registrations	3856	450.00
182-000-550	NANCY BREED	Travel	3857	42.50
110-813-550	RICHARD HOLTAM	Travel	3898	237.16
182-000-550	RONALD APPUHN	Travel	3899	93.68
133-000-541.01	VOID CK. #2840 written September			(96.95)
133-541.01	REMARKABLE PRODUCTS	Supplies	3900	96.95
191-000-535	DIXON PUBLIC SCHOOL DIST.	Legal fees	3901	4.10
100-000-155	- PROFESSIONAL BENEFITS ADMINISTRATORS	Medical Ins.-7680.36		
192-000-521.09	x x x	Life ins. - 1578.08	3902	9,258.44
182-000-550	CYNTHIA WATKINS	Travel	3903	21.84
192-000-544.02	POSTMASTER	Postage meter	3904	2,000.00
181-000-541.01	FRAMING BY LYNN	Supplies	3905	19.50
192-000-554	BRIAN HAMILTON	Interview exp.	3906	100.80
100-000-155	PROFESSIONAL BENEFITS ADMINISTRATORS	Claims	3908	1,924.33

\$59,324.62

			\$ (87.45)
000-541.01	VOID CHECK #19940 written October		\$ (87.45)
800.5 42.00	AM MULTIGRAPHICS	SUPPLIES	20,007 581.47
000.5 44.01	ACTIVISION ELECTRIC	SUPPLIES	20,008 236.69
300.5 41.02	AIDEX CORPORATION	SUPPLIES	20,009 2,073.00
010.5 47.00	THE AMBOY NEWS	PUB RELA	20,010 13.50
000.5 41.01	A C T PROGRAM INC	SUPPLIES	20,011 50.00
100.5 41.02	ANNMARC INC	SUPPLIES	20,012 358.00
000.5 41.02	ASSOCIATED BOOK PUBLISHERS	SUPPLIES	20,013 21.85
300.5 41.02	B L B INC	SUPPLIES	20,014 72.02
000.5 45.00	BAKER & TAYLOR	BOOKS	20,015 2,506.02
000.5 45.00	BAKER & TAYLOR	BOOKS	20,016 3,252.53
012.5 41.02	BALDWIN COOKE CO	SUPPLIES	22.34
010.5 41.02	X X		22.34
000.5 41.01	X X		15.21
000.5 34.01	BELL ATLANTIC	SERVICE	20,017 59.89
000.5 54.00	BRANDYWINE RESTAURANT	INTERVIEW EXP	20,018 4,748.74
000.5 54.00	BESTWESTERN BRANDYWINE LODGE	CANDIDATE EXP	20,019 6.91
800.5 42.00	BUTLER PAPER CO	SUPPLIES	20,020 100.28
712.5 41.02	CGH HOME HEALTH CENTER	SUPPLIES	20,021 148.16
710.5 41.02	CGH MEDICAL CENTER	SUPPLIES	20,022 240.00
600.5 41.02	COOTYC	MEMBERSHIP	20,023 55.00
600.5 41.02	CAROLINA BIOLOGICAL SUPPLY	SUPPLIES	20,024 25.00
810.5 47.00	THE CARROLL COUNTY REVIEW	PUB RELA	20,025 11.90
000.5 35.00	COMMUNITY UNIT DIST 5	LEGAL FEES	20,026 27.00
000.5 50.00	CONSOLIDATED MANAGEMENT	ISAC AUDIT 141.00	20,027 690.20
000.5 50.00	X X	BOARD MEETINGS 41.25	
000.5 54.00	X X	TGIF 202.00	
014.5 41.02	X X	NURSING OPEN HOUSE 16.25	
000.5 54.00	CORINTHIAN PRESS	SUPPLIES	20,028 400.50
714.5 41.02	CURTIN MATHESON SCIENTIFIC	SUPPLIES	20,029 140.31
000.5 47.00	THE DAILY GAZETTE	ADS	20,030 198.29
000.5 53.00	RICHARD J DALEY COLLEGE	CHARGEBACK	20,031 27.30
000.5 41.03	DAWSON	SUBSCRIPTIONS	20,032 915.68
010.5 54.00	DE ANZA TELEVISION CENTER	VIDEOCONFERENCE	20,033 1,087.70
300.5 41.02	DIGI KEY 72721	SUPPLIES	20,034 255.00
000.5 34.00	DIXON PUBLIC LIBRARY	TELECOMM	20,035 106.74
710.5 41.02	R K DIXON CO	SUPPLIES	20,036 733.68
010.5 47.00	DIXON TELEGRAPH	PUB RELA 484.64	20,037 203.94
000.5 54.00	X X	ADS 10.56	20,038 495.20
010.5 47.00	THE ECHO	PUB RELA	20,039 16.50
000.5 41.02	FISHER SCIENTIFIC	SUPPLIES	20,040 103.10
200.5 41.02	FLORALCREST FLORIST	SUPPLIES	20,041 98.25
000.5 44.02	FEDERAL EXPRESS CORP	MAILING	20,042 27.00
000.5 41.00	FORMSTART INC	SUPPLIES	20,043 369.23
010.5 47.00	FULTON PRESS INC	PUB RELA	20,044 51.80
000.5 45.00	GALE RESEARCH	BOOKS	20,045 55.80
012.5 34.00	VINCENT GILBERT	PIANO TUNING	20,046 290.00
300.5 41.02	GOODHEART WILLCOX CO	SUPPLIES	20,047 23.53
711.5 41.02	GREAT LAKES AIRGAS	SUPPLIES 30.56	
300.5 41.02	X X	3.35	20,048 33.91
000.5 41.03	HECKMAN BINDERY	SUPPLIES	20,049 164.10
000.5 44.01	THE HIGHSMITH CO	SUPPLIES	20,050 342.36

000.5 41.02	HIGHER EDUCATION PUBLICATIONS	SUPPLIES	.051	37.00
000.5 41.01	HASKELLS	SUPPLIES 797.12		
713.5 41.02	X X	✓ X 124.49		
000.5 41.01	X X	65.40		
000.5 41.01	X X	49.54	20.052	1,037.55
000.5 34.01	IBM CORPORATION	SERVICE	20.053	260.00
000.5 41.01	KILLINI TROPHY	NAME BADGES	20.054	8.30
000.5 93.00	ILLINOIS CENTRAL COLLEGE	CHARGEBACK	20.055	940.16
500.5 41.02	U OF I FILM CENTER	SUPPLIES 116.00		
400.5 41.02	X X	162.00	20.056	278.00
000.5 45.00	UNIV OF ILL PRESS	BOOKS	20.057	495.17
010.5 47.00	IMAGE DESIGN	PUB RELA	20.058	276.00
000.5 45.00	IRLEN INSTITUTE	BOOKS	20.059	25.00
300.5 41.02	JOHNSTONE SUPPLY	SUPPLIES	20.060	607.05
300.5 41.02	KELVIN	SUPPLIES	20.061	270.40
000.5 93.00	KISHWAUKEE COLLEGE	CHARGEBACK	20.062	1,290.40
512.5 41.02	KRISHNAMURTI FOUNDATION	SUPPLIES	20.063	70.95
000.5 41.01	KROGER CO	SUPPLIES	20.064	7.20
714.5 34.00	L & L XRAY	SERVICE	20.065	1,637.50
714.5 41.02	LAB SAFETY SUPPLY INC	SUPPLIES	20.066	104.27
714.5 34.00	LANDAUER	SERVICE	20.067	1,782.76
000.5 41.01	LEARNING RESOURCES NETWORK	SUPPLIES	20.068	35.95
000.5 34.00	LIBRARY CORPORATION	MAINT CONTR	20.069	1,960.00
512.5 41.02	LUCKS MUSIC LIBRARY	SUPPLIES	20.070	82.53
512.5 34.00	ROBERT D LUDDEN	TUNING HARPSICHORD	20.071	30.00
713.5 34.00	MCPHERSON ELECTRONICS	SERVICE	20.072	122.70
512.5 41.02	MA STERS MUSIC PUBLICATIONS	SUPPLIES	20.073	32.95
000.5 41.01	MEMOREX COMPUTER SUPPLIES	SUPPLIES	20.074	742.50
000.5 64.00	MEMOREX TELEX	EQUIPMENT	20.075	35,950.00
500.5 41.02	MICROAGE COMPUTER CENTERS	SUPPLIES	20.076	29.60
000.5 34.02	MINITAB	LICENSE	20.077	900.00
500.5 41.02	UNIV OF MINNESOTA FILM & VIDEO	SUPPLIES	20.078	40.25
000.5 45.00	FACETS MULTIMEDIA	BOOKS	20.079	45.15
100.5 34.00	MUELLER AUDIO VISUAL	SERVICE 58.80		
000.5 34.00	X X	82.75	20.080	141.55
000.5 46.00	N A E I R	SERVICE CHARGE	20.081	73.51
000.5 45.00	N A S W	BOOKS	20.082	55.00
010.5 47.00	N C M P R	PUB RELA	20.083	200.00
	VOID CHECK		20.084	
812.5 50.00	NCOE/AACC	DUES	20.085	50.00
300.5 41.02	NEWARK ELECTRONICS	SUPPLIES	20.086	86.80
013.5 34.00	N I L R C	SERVICE 500.00		
000.5 41.03	X X	SUPPLIES 600.00		
000.5 45.00	X X	BOOKS 679.80	20.087	1,779.80
000.5 34.00	N I L S	MAINT	20.088	582.26
000.5 42.00	NORTHLAND PAPER CO	SUPPLIES	20.089	516.46
000.5 41.01	OASIS LASER SUPPLY	SUPPLIES	20.090	495.00
010.5 47.00	OGLE COUNTY NEWSPAPERS	PUB RELA	20.091	27.00
000.5 42.00	PAPERS UNLIMITED	SUPPLIES	20.092	188.80
000.5 93.00	PARKLAND COLLEGE	CHARGEBACK	20.093	2,662.99
000.5 41.01	PETERSONS	SUPPLIES	20.094	66.84

,000.534.01	PETERSON OFFICE SERVICE	REPAIRS	20,095	86.67
,810.547.00	THE PRAIRIE ADVOCATE	PUB RELA	20,096	28.50
,000.545.00	REED REFERENCE	BOOKS	20,097	689.19
,810.547.00	ROCK RIVER PRINTERS	PUB RELA 2156.30		
000.541.01	X X	SUPPLIES 275.00	20,098	2,431.30
,000.593.00	ROCK VALLEY COLLEGE	CHARGEBACK	20,099	83.52
,710.541.02	SAM RUMA	SUPPLIES	20,100	4.00
,000.541.02	SABER SOFTWARE CORP	SUPPLIES	20,101	1,921.00
,400.541.02	SACRED HEART MEDICAL CENTER	SUPPLIES	20,102	48.00
600.541.02	SARGENT WELCH SCIENTIFIC	SUPPLIES	20,103	29.43
,000.255.00	SVCC BOOKSTORE	SUPPLIES	20,104	663.75
710.541.02	SCIENTIFIC PRODUCTS DIV	SUPPLIES	20,105	323.33
,000.554.00	SHAWVER PRESS INC	SUPPLIES 320.00		
000.544.01	X X	34.60		
500.541.02	X X	34.60	20,106	389.20
,000.550.00	SHELL OIL CO	PRES TRAVEL	20,107	126.57
,810.541.01	SHOPPERS GUIDE	ADS	20,108	20.00
,000.575.00	SPRINT	SERVICE	20,109	862.03
,000.541.03	SBM EQUIPMENT CENTER	SUPPLIES	20,110	36.62
000.559.00	STERLING GYRO CLUB	MEMBERSHIP	20,111	100.00
,000.541.01	TIP A DAY	SUPPLIES	20,112	29.95
000.593.00	TRITON COMMUNITY COLLEGE	CHARGEBACK	20,113	1,640.70
,000.541.01	UNIQUE COMPUTER CENTER	SUPPLIES 67.00		
,000.541.02	X X	189.00	20,114	256.00
,000.541.02	UARCO	SUPPLIES 396.39		
,000.541.01	X X	953.29	20,115	1,349.68
,000.545.00	VIEWFINDERS	BOOKS	20,116	74.88
,000.541.01	VISIBLE COMPUTER SUPPLY	SUPPLIES	20,117	284.93
,810.547.00	WAGNERS PRINTERS INC	PUB RELA	20,118	473.10
,000.541.01	WAL MART STORES INC	SUPPLIES	20,119	33.94
,810.547.00	THE WALNUT LEADER	PUB RELA	20,120	12.48
,710.541.02	WAYNE INC	SUPPLIES	20,121	100.09
,000.545.00	WEST PUBLISHING CO	BOOKS	20,122	141.00
	VOID CHECK		20,123	.00
,810.547.00	WNS PUBLICATIONS	PUB RELA 203.52		
,810.541.02	X X	ADS 69.28	20,124	272.80
,000.541.01	XEROX CORPORATION	SUPPLIES	20,125	278.00
,300.541.02	ZSOFT CORPORATION	SUPPLIES	20,126	56.50
,710.534.00	ARATEX SERVICES INC	SERVICE	20,127	17.25

89,742.03

Cks. #3652 - 3908

59,324.62

TOTAL EDUCATION FUND FOR NOVEMBER

149,066.65

AUDIT FUND

1192-000-531	LINDGREN, CALLIHAN, VAN OSDOL & CO	Audit fees	3766	\$ 9,100.00
1192-000-531	LINDGREN, CALLIHAN, VAN OSDOL & CO.	Audit fees	3909	1,150.00

TOTAL AUDIT FUND FOR NOVEMBER

\$10,250.00

OPERATIONS, BUILDING & MAINTENANCE

270-000-550	PATT DAWSON	Travel	3670	\$ 7.84
276-000-573	COMMONWEALTH EDISON CO.	Service	3741	50.25
276-000-573	COMMONWEALTH EDISON CO.	Service	3767	13.80
270-000-550	ROSS HERREN	Travel	3833	5.00
270-000-550	JIM REYNOLDS	Travel	3834	8.80
270-000-550	REX SCHMALL	Travel	3907	12.00

-000-573 VOID CHECK #3674 written October \$ (90.87)

4,000.5 41.04	ACE HARDWARE	SUPPLIES	3,696	62.55
4,000.5 71.00	AMGAS INC	SERVICE	3,697	4,003.34
4,000.5 41.04	ANNMARC INC	SUPPLIES	3,698	99.00
4,000.5 41.04	BALDWIN COOKE CO	SUPPLIES	3,699	11.21
4,000.5 34.01	BENNETT & BROSSEAU ROOFING	REPAIRS	3,700	175.00
4,000.5 34.01	BROWNING FERRIS INDUSTRIES	SERVICE	3,701	185.00
4,000.5 34.01	BUN AUSTIN CHEVROLET	REPAIRS	3,702	193.35
4,000.5 76.00	COMMONWEALTH EDISON	SERVICE	3,703	25,531.42
4,000.5 76.00	COMMONWEALTH EDISON	SERVICE	3,704	31.74
4,000.5 41.04	CRE6CENT ELECTRIC SUPPLY	SUPPLIES	3,705	65.19
4,000.5 34.00	ECOLAB PEST ELIMINATION	SERVICE	3,706	154.00
4,000.5 34.01	GLAFKAS TIRE CITY	REPAIRS	3,707	12.00
4,000.5 41.04	GRUMMERTS TRUE VALUE	SUPPLIES	3,708	32.83
4,000.5 41.04	HASKELLS	SUPPLIES	3,709	29.28
4,000.5 41.04	HILLS ELECTRIC SERVICE	SUPPLIES	8.48	
4,000.5 34.01	X X	60.85	3,710	69.33
4,000.5 34.01	IOWA WATER MANAGEMENT CORP	SERVICE	175.00	
4,000.5 41.04	X X	SUPPLIES	332.00	507.00
4,000.5 41.04	LEE FS INC	SUPPLIES	3,711	11,174.55
4,000.5 34.01	LECTRONICS INC	SUPPLIES	3,712	210.57
4,000.5 41.04	MCCORMICKS	SUPPLIES	3,713	20.00
4,000.5 34.00	DAVID MAYES	SEWAGE TESTING	3,714	400.00
4,000.5 34.01	MONTGOMERY ELEVATOR CO	MAINT	3,715	538.21
4,000.5 41.04	MORGAN SERVICES	SUPPLIES	3,716	82.29
4,000.5 41.04	MOTT BROS CO	SUPPLIES	3,717	336.00

000.5 71.00	NORTHERN ILL GAS	SERVICE	3,719	661.81
000.5 41.04	PETERSON OFFICE SERVICE	SUPPLIES	3,720	82.17
000.255.00	SVCC BOOKSTORE	SUPPLIES	3,721	45.22
000.5 41.04	SBM EQUIPMENT CENTER	SUPPLIES	3,722	75.99
000.5 41.04	WARREN ELECTRONICS	SUPPLIES	3,723	44.60
000.5 41.04	WOLOHAN LUMBER CO	SUPPLIES	3,724	65.97

TOTAL OPERATIONS, BUILDING & MAINTENANCE FOR NOVEMBER

\$44,906.44

MEDICAL INSURANCE569-000-521 PROFESSIONAL BENEFIT ADMINISTRATORS INC. Ins. claims 3769 \$4,815.67

TOTAL MEDICAL INSURANCE FOR NOVEMBER

\$4,815.67

PROTECTION, HEALTH & SAFETY

VOID CHECK			3700	
399-000-584.07	FGM/c INC.	Fees	3701	\$ 4,461.70
399-000-584.05	CLARK ENGINEERS MW Inc.	Services	3702	2,055.50
399-000-584.04	JOHN A LOOS SONS	Cooling Tower repairs	3768	14,364.00
399-000-584.05	DIAMOND PETROLEUM SYSTEMS	Underground tanks	3782	55,500.00
399-000-584.07	WILKINS LOWE & CO.	Treas. Bond	3844	918.00
399-000-584.08	TECHNICAL ASBESTOS CONTROL	Asbestos removal	3923	5,162.30
399-000-584	PRESCOTT CONSTRUCTION CO.	Seeding	3929	312.00

TOTAL PROTECTION, HEALTH & SAFETY FOR NOVEMBER

\$83,273.50

LIABILITY, PROTECTION & SETTLEMENT

1292-000-565	WILKINS LOWE & CO.	Group accident - 375.00		
1200-000-171	x x x	x x 125.00	3669	\$ 500.00
1292-000-535	WARD, MURRAY PACE & JOHNSON	Services	3765	1,083.00
1200-000-171	WILKINS, LOWE & CO.	Annual prem. pkg.-6,452.00		
1292-000-565	x x x	x x 19,356.00	3775	25,808.00
1292-000-527	FIRST BANK SOUTH	Medicare 10/31	3777	1,409.17
1292-000-529	FIRST BANK SOUTH	FICA 10/31	3778	85.03
1292-000-527	FIRST BANK SOUTH	Medicare 11/15	3846	1,544.57
1292-000-529	FIRST BANK SOUTH	FICA 11/15	3847	292.49
1200-000-179	HUGHES BUSINESS TELEPHONES	Repairs	3910	401.20
1200-000-179	STERLING BUSINESS MACHINES	Repairs	3911	357.00
1200-000-179	UNIQUE COMPUTER	Repairs	3912	245.00
1292-000-565	KSB HOSPITAL	Vaccinations	3913	302.19
1200-000-179	AM MULTIGRAPHICS	Repairs	3914	65.15
1200-000-179	AM MUTLIGRAPHIGS	Repairs	3916	434.50
1200-000-179	XEROX CORPORATION	Repairs	3917	601.20
1200-000-179	HASKELLS	Service	3918	55.00
1200-000-179	JAMECO	Repairs	3919	57.20
1200-000-179	SBM EQUIPMENT CENTER	Service	3920	211.50
1200-000-179	PITNEY BOWES	Service	3921	259.50

200-000-179	PETERSON OFFICE SERVICE	Service	3922	\$ 197.00
1200-000-179	XEROX CORPORATION	Service	3923	506.97
1200-000-179	HUGHES BUSINESS TELEPHONES	Service	3924	55.00
1200-000-179	UNIQUE COMPUTER	Service	3925	45.00
1200-000-179	AM MULTIGRAPHICS	Service	3926	<u>158.50</u>

TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND FOR NOVEMBER \$34,674.17

BUILDING BOND PROCEEDS

1390-000-582.1	DISKEY SIGN CORPORATION	Signs	3927	\$ <u>1,903.44</u>
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TOTAL BUILDING BOND PROCEEDS FOR NOVEMBER \$ 1,903.44

TREASURER'S REPORT
October 31, 1992

I. INVESTMENTS

FUND	LOCATION	RATE	DUE DATE	AMOUNT
Operations & Maintenance	First National Bank, Amboy	4.75	8-15-93	100,000.00
Operations & Maintenance	Tampico National Bank	4.25	10-12-93	100,000.00
Operations & Maintenance	Milledgeville State Bank	4.10	10-12-93	100,000.00
Working Cash	Dixon National Bank	3.50	12-29-92	350,000.00
Working Cash	Sterling Federal Bank	5.10	2-1-93	100,000.00
Working Cash	Community State Bank (Rck Fls)	5.00	2-6-93	100,000.00
Working Cash	Amcore (Sterling)	5.40	4-1-93	1,020,000.00
Working Cash	Ashton Bank & Trust Co.	4.60	8-15-93	100,000.00
Working Cash	Farmers Bank of Sublette	4.50	8-15-93	100,000.00
Working Cash	Smith Trust & Savings (Morrison)	4.50	8-16-93	100,000.00
Working Cash	Fulton State Bank	4.50	9-8-93	100,000.00
Building Bond Proceeds	First Bank/Dixon	4.88	5-6-93	100,000.00
Building Bond Proceeds	First National Bank, Sterling	4.60	5-10-93	100,000.00
Building Bond Proceeds	Farmers National Bank, Prophetstown	4.75	5-18-93	100,000.00
Building Bond Proceeds	First National Bank, Sterling	4.60	6-28-93	150,000.00
Auxiliary (Student Activities)	Citizens First State Bank, Walnut	4.10	11-11-92	80,000.00

				\$2,700,000.00

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

William B. George

PRESIDENT

John Dunn

SECRETARY

DATE _____

II. INTEREST BEARING ACCOUNTS

October 31, 1992

ACCOUNT/FUND	LOCATION	RATE	AMOUNT
Operations and Maintenance			
Trust Account	First National Bank, Sterling	3.00	95,198.03
General Fund	First Bank, Sterling	3.55	2,207,933.30
Bookstore Fund	First Bank, Sterling	3.55	105,093.99
			\$2,408,225.32

III. CHECKING ACCOUNTS - NONINTEREST BEARING

ACCOUNT/FUND	LOCATION	AMOUNT
Education	First National Bank, Sterling	\$0.00
Building - Operations & Maintenance	First National Bank, Sterling	0.00
Restricted and Federal Funds	First Bank, Sterling	566,515.02
		\$566,515.02

SVCC Bookstore
Balance Sheet

October 31, 1992

ASSETS:

Current Assets:

Cash in Bank	\$105,093.99
Petty Cash	1,000.00
Cash - NFS Receivable	622.02
Due From Education Fund	663.75
Due From Building Fund	45.22
Due From Student Activity Fund	224.00
Due From Restricted Fund	48.72
Inventory - 6/30/92	191,995.11
Inventory Adjustment FY 93	100,474.42
<hr/>	
TOTAL Current Assets	\$400,167.23
<hr/>	
TOTAL ASSETS	\$400,167.23
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LIABILITIES:

Current Liabilities:

Accrued Sales Tax Payable	\$555.00
Due To Education Fund	150,809.76
Due To Building Fund	5,400.00
Due To Student Activity Fund	43,860.00
Due To Insurance Fund	58.42
<hr/>	
TOTAL Current Liabilities	\$200,683.18
<hr/>	
TOTAL LIABILITIES	200,683.18

CAPITAL:

Fund Balance	160,781.16
Year-to-Date Earnings	38,702.89
<hr/>	
TOTAL CAPITAL	199,484.05
<hr/>	

TOTAL LIABILITIES & CAPITAL	\$400,167.23
<hr/>	

SVCC Bookstore
Income Statement

	1 Month Ended October 31, 1992		4 Months Ended October 31, 1992	
	=====	==%==	=====	==%==
Income				
Textbook Sales	\$18,478.64	73.0%	\$223,977.00	74.3%
Supply Sales	2,818.24	11.1%	17,536.86	5.8%
Miscellaneous Sales	1,770.61	7.0%	9,327.34	3.1%
Paperback Sales	904.93	3.6%	2,974.90	1.0%
Used Book Sales	769.45	3.0%	31,411.89	10.4%
Sales Tax Collected	564.94	2.2%	16,238.44	5.4%
 TOTAL Income	 25,306.81	 100.0%	 301,466.43	 100.0%
 Cost of Goods Sold				
Textbook Purchases	14,051.39	55.5%	252,538.54	83.8%
Supply Purchases	6,002.41	23.7%	30,860.82	10.2%
Miscellaneous Purchases	3,497.22	13.8%	21,025.83	7.0%
Paperback Purchases	885.69	3.5%	3,167.67	1.1%
Used Book Purchases	561.59	2.2%	9,326.24	3.1%
Textbook Transportation	280.43	1.1%	4,150.62	1.4%
Supply Transportation	123.52	0.5%	331.45	0.1%
Miscellaneous Transportation	93.04	0.4%	507.84	0.2%
Paperback Transportation	29.60	0.1%	113.48	0.0%
Used Book Transportation	2.39	0.0%	11.87	0.0%
Sales Tax Paid	555.00	2.2%	15,954.00	5.3%
Credit Card Fees Paid	78.95	0.3%	644.54	0.2%
Inventory Adjustment	<6,168.85>	-24.4%	<100,474.42>	-33.3%
 TOTAL Cost of Goods Sold	 19,992.38	 79.0%	 238,158.48	 79.0%
 GROSS PROFIT	 5,314.43	 21.0%	 63,307.95	 21.0%
 Expenses				
Salaries	4,716.62	18.6%	20,675.40	6.9%
Employee Benefits	207.22	0.8%	1,019.13	0.3%
General Materials & Supplies	329.93	1.3%	2,331.89	0.8%
Conference & Meeting Expense	72.80	0.3%	451.76	0.1%
Telephone	14.79	0.1%	98.66	0.0%
Equipment Purchases	958.00	3.8%	1,268.00	0.4%
Other Expenses	504.40	2.0%	504.40	0.2%
Cash Over & Short	0.84	0.0%	58.72	0.0%
 TOTAL Expenses	 6,804.60	 26.9%	 26,407.96	 8.8%
 OPERATING PROFIT	 <1,490.17>	 -5.9%	 36,899.99	 12.2%
 Other Income & Expenses				
Interest Income - Checking	337.69	1.3%	1,412.20	0.5%
Miscellaneous Revenue	12.00	0.0%	390.70	0.1%
 TOTAL Other Income & Expenses	 349.69	 1.4%	 1,802.90	 0.6%
 NET PROFIT	 <1,140.48>	 -4.5%	 38,702.89	 12.8%

SAUK VALLEY COMMUNITY COLLEGE
STUDENT LOAN FUND
Period Ending 10/31/92
B A L A N C E S H E E T

ASSETS:

Cash in Bank	\$1,960.46
Notes Receivable	10,129.32

	\$12,089.78
	=====

LIABILITIES & NET WORTH:

Due to Bookstore	\$0.00
Fund Equity	11,682.44
Net Profit	407.34

	\$12,089.78
	=====

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

INCOME:

Interest Income	\$162.55
Bad Debts Repaid	244.79

	\$407.34

EXPENSES:

Bad Debts	\$0.00

NET PROFIT	\$407.34
	=====

SAUK VALLEY COMMUNITY COLLEGE
STUDENT ACTIVITY FUND
October 31, 1992

lan on Hand - October 1, 1992	\$230,951.01
ournal Entries	(490,351.73)
ctober Receipts 1992	541,190.20

	TOTAL FUNDS AVAILABLE DURING OCTOBER
	\$281,789.48
ash D sbursement October, 1992	(48,396.47)

alance on Hand - October 31, 1992	\$233,393.01

RESTRICTED/FEDERAL FUNDS
October 31, 1992

alance on Hand - October 1, 1992	\$35,859.60
ournal Entries	627,100.00
ctober Receipts 1992	37,303.80

	TOTAL FUNDS AVAILABLE DURING OCTOBER
	\$700,263.40
Cash Disbursements - October, 1992	(133,748.38)

alance on Hand - October 31, 1992	\$566,515.02

**STATEMENT OF INCOME & EXPENSE
STUDENT ACTIVITY FUND**

ACTIVITIES

Student Activity Assessments	\$8,915.49
Athletic Income	0.00
Drama Income	480.00
Student Activity Income	153.50
Student Activity Income-Restricted Purp. Source	0.00
Student Activity Income - Bookstore Source	0.00
Sauk Talk Income	57.60
Cash Over & Under	12.00
Other Student Activity Income	0.00

	\$9,618.59

TOTAL INCOME

	BUDGET	EXPENSE
Athletic Expense	49,526.	\$ 8,535.96
Cheerleader & Pom Pon Squad	4,500.	111.33
Speech Act. & Readers Theatre	5,500.	75.81
Drama Expense	6,000.	3,094.30
Music Expense	3,750.	(135.47)
Student Act. Expense	16,500.	7,634.19
Student Senate Expense	2,000.	222.75
Women's Intercollegiate Exp.	33,224.	12,390.91
VCC Clubs	500.	0.00
Sauk Signal	7,000.	1,591.09
Intramurals	500.	112.94
Peer Mentors Expense	2,000.	0.00
Creative Magazine	1,000.	13.18
Contingencies/Non-Budgeted	0.	0.00

	132,000.	TOTAL EXPENSE
		\$33,646.99

**Excess of Expenditures over Revenues as of
October 31, 1992** (\$24,028.40)

STATEMENT OF ASSETS AND LIABILITIES

REVOLVING AGENCY FUND LIABILITIES			AMOUNT
Cash in Bank/ General Fnds	\$233,393.01	Due from Other Fund Bookstore	(\$43,860.00)
		Due from Other Fund Stud. Act.	(16.49)
		Due From Other Fund - Education	(33,884.92)
		Due from Other Fund-Restr./Fed	(\$67,088.75)
		Due Student Activity Fund	67,088.75
		Due to Rest. & Federal Fund	16.49
		Due to Educational Fund	0.00
		Due to Educ. Fund-Restr/Fed	141,983.67
		Due to Oper. & Maint. Fund	0.00
		Due to Oper. & Maint/Restr. Fed.	0.00
Investments	80,000.00	Due to Bookstore	224.00
		Due to Bookstore/Restricted Fund	48.72
		Due Insurance Fund	0.00
		Due Insurance Fund-Restr/Fed	715.03
		Due to Student Loan Fund	0.00
		Resident Student Tuition	695,394.60
		Resident Tuition Refunds	(42,122.20)
		Out of District Tuition	1,170.72
		Lab Fees	43,360.80
		Lab Fees Refunds	(1,853.90)
		Accounts Payable	0.00
		Accounts Payable - Restr/Fed	14,113.94
		Deferred Income/Restricted	0.00
		Due to Working Cash Fund	0.00
		Due to Audit Fund	0.00
		Due to Site & Construction Fund	0.00
		Due to Prot., Health & Sfty Fund	0.00
			\$775,290.46

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	(\$7,487.69)
Parking	14,438.39
Recreation Room Fund	1,719.82
Student Locker Fund	690.00
Community Services	56,796.50
Collegiate Choir	381.56
Spec Serv for Disadv. Inc-FY 93	20,309.90
Spec Serv for Disadv. Exp-FY 93	(24,281.20)
Spec Serv For Disadv. Inc-FY 91	88,618.07
Spec Serv For Disadv. Exp-FY 91	(88,618.07)
Spec Serv for Disadv. Inc-FY 92	130,317.46
Spec Serv for Disadv. Exp-FY 92	(130,317.46)
Special Population Gt. FY 93	(1,774.44)
Perkins Gt. FY 93	(61,896.85)
Econ. Dev. Gt. II FY 93	8,768.83
Econ. Dev. Gt. Inc. FY 93	9,238.00
Econ. Devlpmt. Gt. FY 93 Exp.	(24,027.20)
Econ. Dev. Gt. Inc. FY 92	54,124.00
Econ. Dev. Gt. Exp. FY 92	(54,124.00)
Student Clubs	3,407.52
Adult Learning Book Charges	779.55

College Van	8,629.78
VIP/CPP	(69.90)
Student Serv/Special Projects	87,749.87
SVCC Athletic Booster Club	5,269.25
DCC/Income/FY 92	428,906.18
DCC/Expense/FY 92	(428,906.18)
Voc. Educ. Adult Training	0.00
Ill. Interp. Workshop	248.25
SVCC Foundation	(18,423.15)
Sauk Area Arts Council	0.00
Sm. Bus. Dev. Gt./Exp./FY 93	(3,764.82)
Sm. Bus. Dev. Gt./Inc./FY 92	24,242.94
Sm. Bus. Dev. Gt./Exp./FY 92	(24,242.94)
VITAL - Secy of State FY 93	15,610.17
Anna Johnson Estate	270.68
Nursing Uniforms	0.00
LPN Supplies	527.11
Miscellaneous Account	(5.00)
IL Personal Serv. Withholding	0.00
Advanced Tech. FY 93	(16,509.42)
Title III - Income FY/93	0.00
Title III - St Serv Ret/Exp FY93	(7,703.94)
Title III - Nrs Cln Lab/Exp FY93	(5,185.18)
Title III - Proj. Admin/Exp FY93	(3,186.86)
Title III - Eng Comp Lab/Exp FY93	(3,717.30)
Title III - Income/FY 91	359,218.06
Title III - St Serv Ret/Exp FY91	(103,295.94)
Title III - Nrs. Cln Lab/Exp FY91	(117,899.77)
Title III - Proj. Admin/Exp FY91	(45,098.30)
Title III - Eng Comp Lab/Exp FY91	(92,924.05)
Title III - Income/FY 92	452,031.26
Title III - St Serv Ret/Exp FY92	(140,098.60)
Title III - Nrs. Cln Lab/Exp FY92	(118,227.76)
Title III - Proj. Admin/Exp FY92	(40,236.80)
Title III - Eng Comp Lab/Exp FY92	(133,200.91)
Anne Horton Award	227.09
Tech-Prep Planning Gt.	4,081.43
State Voc Ed. Equip. Gt. FY 93	(2,447.47)
Workstudy Awards Rec. 1991-92	0.00
Workstudy Awards Cap. 1991-92	171,837.00
Workstudy Awards Paid 1991-92	(171,837.00)
EOG Awards Rec. 1991-92	0.00
EOG Awards Capital 1991-92	64,459.00
EOG Awards Paid 1991-92	(64,459.00)
PELL Awards Rec. 1991-92	0.00
PELL Awards Capital 1991-92	973,906.00
PELL Awards Paid 1991-92	(973,906.00)
Workstudy Awards Rec. FY 93	(112,187.30)
Workstudy Awards Capital FY 93	173,467.00
Workstudy Awards Paid FY 93	(71,582.83)
EOG Awards Rec. FY 93	(23,659.00)
EOG Awards Capital FY 93	77,659.00
PELL Awards Rec. FY 93	205,471.49
PELL Awards Capital FY 93	260,099.00
PELL Awards Paid FY 93	(8,908.41)
Inactive Federal Grants	(9,646.21)
Retiree Health/Income	7,304.25
Retiree Health/Expense	(7,046.61)

	569,900.85

FUND EQUITY

July 1, 1992	\$763.73
Excess of Expenditures over Revenues as of October 31, 1992	(24,028.40) (\$23,264.67)

TOTAL ASSETS	\$1,321,926.64	TOTAL LIABILITIES & NET WORTH	\$1,321,926.64
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JNT	DATE	TICKET	NAME	DEBIT	CREDIT
0000111010	103192	3817	THORTON-JAKOBS TERRI	0.00	84.00
0000111010	103192	3836	DRANE PAULA	0.00	67.45
0000111010	103192	3837	KESSEL SUSAN	0.00	10.00
0000111010	103192	3838	EARLY CHILDHOOD PARENTING PROJECT	0.00	65.00
CASH IN BANK..GEN FUND - Cash Disbursements only				0.00	48396.47
					233393.01

BUSINESS OFFICE

COUNT	DATE	TICKET	NAME	DEBIT	CREDIT
000000111010	103192	3724	CLAPPER KATE	0.00	120.00
-00000111010	103192	3725	RICHARDS SARA	0.00	10.00
-00000111010	103192	3726	REEVERTS FRANCES	0.00	15.00
000000111010	103192	3727	SWARTS LORA	0.00	10.00
000000111010	103192	3728	CHESHIER CHARLENE	0.00	10.00
000000111010	103192	3729	RHODENBAUGH ELMA	0.00	5.00
000000111010	103192	3730	ROWE CLARE	0.00	10.00
000000111010	103192	3731	ENSINGER AUDRA	0.00	88.80
000000111010	103192	3732	LESEMAN JOLENE	0.00	380.49
000000111010	103192	3733	COLLEGE OF DUPAGE	0.00	150.00
000000111010	103192	3734	MATHIS JERRY	0.00	1000.00
000000111010	103192	3735	SVCC BOOKSTORE	0.00	175.38
000000111010	103192	3736	LAUTS NORMA	0.00	10.00
000000111010	103192	3737	BRAMM DENISE	0.00	10.00
000000111010	103192	3738	NESTLE BEICH- ..RAD TECH	0.00	848.40
000000111010	103192	3739	SHELL OIL COMPANY	0.00	179.32
000000111010	103192	3740	GUEST QUARTER'S HOTEL	0.00	32.94
000000111010	103192	3783	VOID CHECK	0.00	0.00
000000111010	103192	3784	SCHOTT CINDY	0.00	280.00
000000111010	103192	3785	LESEMAN JOLENE	0.00	327.92
000000111010	103192	3786	BROWN SANDY	0.00	32.50
000000111010		3787	ART INSTITUTE OF CHICAGO	0.00	50.00
000000111010	103192	3788	CONSOLIDATED MANAGEMENT CO	0.00	86.25
000000111010	103192	3789	HASKELL'S	0.00	2856.00
000000111010	103192	3790	O'HARE & LAFFEY	0.00	750.00
000000111010	103192	3791	SVCC BOOKSTORE	0.00	754.38
000000111010	103192	3792	SVCC BOOKSTORE	0.00	25.00
-00000111010	103192	3793	KS B HOSPITAL - ELAINE HENREKIN	0.00	43.17
000000111010	103192	3794	BENNETT OTIS	0.00	10.00
000000111010	103192	3795	HANSON CHRISTOPHER	0.00	1.00
000000111010	103192	3796	BRILL TERRIE	0.00	174.00
000000111010	103192	3797	SCHULTE JODI	0.00	29.00
000000111010	103192	3798	PALUMBO FRANK	0.00	100.00
000000111010	103192	3799	SADLER SCOTT	0.00	592.00
000000111010	103192	3800	WHITE PINES INN	0.00	7875.00
000000111010	103192	3801	GROVES DEBRA	0.00	37.00
000000111010	103192	3802	KOCH ELEANOR	0.00	37.00
000000111010	103192	3803	HOLABIRD PSORTS DISOUNTERS	0.00	192.30
000000111010	103192	3804	MATHIS JERRY	0.00	28.73
000000111010	103192	3805	SENO FORMAL WEAR	0.00	11.00
000000111010	103192	3806	SIER ROBERT	0.00	40.00
000000111010	103192	3807	AARP	0.00	48.00
000000111010	103192	3808	WESTWOOD SPORTS CENTER	0.00	128.75
000000111010	103192	3809	DAMHOFF RUSS	0.00	40.00
000000111010	103192	3810	NESTLE BEICH..ELECTRONICS	0.00	432.00
000000111010	103192	3811	SIUC	0.00	228.00
000000111010	103192	3812	CHEERLEADER/TEAM MATES	0.00	52.06
000000111010	103192	3813	DILLON JAMES	0.00	16.00
000000111010	103192	3814	ED-VENTURE ASSOCIATES INC	0.00	97.50
000000111010	103192	3815	LOISEL MARY	0.00	20.00
000000111010	103192	3816	EADEL DR JOHN	0.00	120.00

4UNT	DATE	TICKET	NAME	DEBIT	CREDIT
00000111010	103192	3635	LESEMAN JOLENE	0.00	190.00
0000111010	103192	3636	LESEMAN JOLENE	0.00	249.30
0000111010	103192	3637	BEST WESTERN BRANDYWINE LODGE	0.00	50.14
0000111010	103192	3638	VAN HOWE WILLIAM	0.00	225.00
0000111010	103192	3643	MANDRELL TIMOTHY	0.00	234.20
00000111010	103192	3672	WOLOHAN LUMBER	0.00	67.38
00000111010	103192	3673	GRUMMERTS TRUE VALUE	0.00	41.59
00000111010	103192	3674	NAPOLITANO VIRGINIA	0.00	48.00
00000111010	103192	3675	DRAMATISTS PLAY SERVICE	0.00	170.00
00000111010	103192	3676	SCHLAF ELSA	0.00	444.00
00000111010	103192	3677	PALUMBO FRANK	0.00	23.80
00000111010	103192	3678	SQUIRES JACK	0.00	14.41
00000111010	103192	3679	R C PRINTING	0.00	97.00
00000111010	103192	3680	CORNWELL ART - THE BOARDROOM	0.00	750.00
00000111010	103192	3681	WOLFE JAY	0.00	567.07
00000111010	103192	3682	DIXON TELEGRAPH	0.00	89.40
00000111010	103192	3683	CGJ MEDICAL CENTER	0.00	18.00
00000111010	103192	3684	ECONOMY TROPHY CO	0.00	20.00
00000111010	103192	3685	LOGAN JENNIFER	0.00	27.00
00000111010	103192	3686	WRITE SOURCE	0.00	26.00
00000111010	103192	3687	SVCC BOOKSTORE	0.00	266.63
00000111010	103192	3688	MACWAREHOUSE	0.00	337.00
00000111010	103192	3689	NEAR CHRISTINE	0.00	122.50
00000111010	103192	3690	UNIQUE COMPUTER	0.00	145.00
00000111010	103192	3691	T'S SPORTS	0.00	888.00
00000111010	103192	3692	SPORTSMANS HEADQUARTERS	0.00	118.75
00000111010	103192	3693	DRANE PAULA	0.00	36.21
0000111010	103192	3694	GALVAN TERRI..FRSH ADN	0.00	34.00
00000111010	103192	3695	LESEMAN JOLENE	0.00	150.00
00000111010	103192	3696	LESEMAN JOLENE	0.00	147.04
000000111010	103192	3703	ECONOMY TROPHY CO	0.00	75.00
000000111010	103192	3704	CONSOLIDATED MANAGEMENT CO	0.00	52.50
000000111010	103192	3705	DAMHOFF RUSS	0.00	200.00
000000111010	103192	3706	VOID CHECK	0.00	0.00
000000111010	103192	3707	CHROMARK CORP	0.00	267.75
000000111010	103192	3708	THOMPSON LORRAINE	0.00	5.00
000000111010	103192	3709	HPS PRINTING PRODUCTS	0.00	89.78
000000111010	103192	3710	ZELLAR JON	0.00	27.00
000000111010	103192	3711	ZELLAR SUSAN	0.00	27.00
000000111010	103192	3712	WADE DOUGLAS	0.00	518.00
000000111010	103192	3713	DODGE JILLINE	0.00	111.00
000000111010	103192	3714	QUAD CITY TIMES	0.00	100.80
000000111010	103192	3715	BONNELL MICHAEL	0.00	37.00
000000111010	103192	3716	MARTIN MARY	0.00	37.00
000000111010	103192	3717	PADDOK CHRIS	0.00	37.00
000000111010	103192	3718	PRESTON JOYCE	0.00	30.00
000000111010	103192	3719	PRESTON ALBERT	0.00	30.00
000000111010	103192	3720	DAILY GAZETTE	0.00	85.20
000000111010	103192	3721	DALE'S CHARTER SERVICE	0.00	630.00
000000111010	103192	3722	HENDERSON ANN	0.00	56.21
000000111010	103192	3723	UNDERHILE-FRIEMOTH SANDY	0.00	20.00

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JOINT	DATE	TICKET	NAME	DEBIT	CREDIT
00000111010	103192	3542	ALMASSY JOSIE	0.00	8.50
0000111010	103192	3543	CHICAGO PROP FINDERS HANDBOOK	0.00	55.00
00000111010	103192	3544	DRAMATISTS PLAY SERVICE	0.00	32.26
00000111010	103192	3545	GRUMMERTS TRUE VALUE	0.00	65.31
00000111010	103192	3546	HAMMOND & STEPHENS	0.00	12.07
00000111010	103192	3547	FREEWEIGHTS & FITNESS	0.00	365.00
00000111010	103192	3548	WOLFE JAY	0.00	301.12
00000111010	103192	3549	PALUMBO FRANK	0.00	343.48
00000111010	103192	3550	HOLIDAY INN	0.00	599.40
00000111010	103192	3551	SVCC BOOKSTORE	0.00	13858.86
00000111010	103192	3552	OIL SPOT	0.00	43.10
00000111010	103192	3553	SHELL OIL COMPANY	0.00	25.57
00000111010	103192	3554	LA SUPERICH BAKERY	0.00	35.35
00000111010	103192	3555	SBM BUSIENSS EQUIPMENT CENTER	0.00	43.35
00000111010	103192	3556	KEMMER NICK	0.00	100.00
00000111010	103192	3557	MCCARTY RYAN	0.00	100.00
00000111010	103192	3558	YOUNGGREN RYAN	0.00	200.00
00000111010	103192	3559	ALLEN TONY	0.00	200.00
00000111010	103192	3560	PRUSIA RAEANN	0.00	339.25
00000111010	103192	3561	DRANE PAULA	0.00	35.82
00000111010	103192	3562	SPORTS DEPOT INC	0.00	94.50
00000111010	103192	3563	MONOGRAM SHOPPE	0.00	100.57
00000111010	103192	3564	BEST WESTERN - RIVERSIDE INN	0.00	239.80
00000111010	103192	3574	FINNEY THOMAS D.C.	0.00	112.00
00000111010	103192	3575	HEYL ROYSTER VOELKER & ALLEN	0.00	17.00
00000111010	103192	3576	LESEMAN JOLENE	0.00	689.57
00000111010	103192	3610	ILLINOIS STUDENT ASSISTANCE COMMISS	0.00	203.00
0000111010	103192	3611	CURLOTT DAVE	0.00	85.00
00000111010	103192	3612	HARPER JEFF	0.00	85.00
00000111010	103192	3613	SPORTMANS HEADQUARTERS	0.00	174.25
00000111010	103192	3614	KLEISS JOE	0.00	85.00
00000111010	103192	3615	HARPER JEFF	0.00	85.00
00000111010	103192	3616	KROUTH BOB	0.00	85.00
00000111010	103192	3617	DRANE PAULA	0.00	44.76
00000111010	103192	3618	SO-FRO FABRICS	0.00	68.52
00000111010	103192	3619	WOLOHANS LUMBER	0.00	29.26
00000111010	103192	3620	CHICAGO HAIR GOODS INC	0.00	128.50
00000111010	103192	3621	STAGES UNLIMITED INC	0.00	132.00
00000111010	103192	3622	HARTFORD CORDAGE & TWINE CO INC	0.00	105.87
00000111010	103192	3623	CARTER LUMBER CO	0.00	50.32
00000111010	103192	3624	MATHIS JERRY	0.00	617.74
00000111010	103192	3625	GRUMMERTS TRUE VALUE	0.00	280.28
00000111010	103192	3626	FELL MICHELLE M	0.00	88.80
00000111010	103192	3627	WARD VERA	0.00	102.00
00000111010	103192	3628	FOX VALLEY SYSTEMS INC	0.00	52.94
00000111010	103192	3629	WINDY CITY ROUNDBALL REVIEW	0.00	125.00
00000111010	103192	3630	PALUMBO FRANK	0.00	55.87
00000111010	103192	3631	ROCK RIVER PRINTERS INC	0.00	129.50
00000111010	103192	3632	SUPERAMERICA	0.00	8.20
00000111010	103192	3633	WOLFE JAY	0.00	130.00
00000111010	103192	3634	CONSOLIDATED MANAGEMENT CO	0.00	597.78

NAME	DATE	TICKET	DEBIT	CREDIT
LOVEKIN CAROL	103192	4021	0.00	92.30
COX DORIS	103192	4022	0.00	171.45
LILLY SHARON	103192	4023	0.00	73.70
SEGUIN MICHAEL	103192	4024	0.00	155.10
PETERSON LARUA	103192	4025	0.00	34.50
SVCC GENERAL FUND- BUILDING	103192	4026	0.00	1280.00
SVCC GENERAL FUND	103192	4027	0.00	749.51
SVCC BOOKSTORE	103192	4028	0.00	41.10
CENTRAL TELEPHONE CO	103192	4029	0.00	30.48
UNIQUE COMPUTER	103192	4030	0.00	99.00
GOSPODARCZYK THOMAS	103192	4031	0.00	170.57
HASKELLS	103192	4032	0.00	48.55
SVCC GENERAL FUND - EDUCATION	103192	4033	0.00	61515.50
UNIQUE COMPUTER	103192	4034	0.00	3503.00
BADGER MEDICAL SUPPLY CO	103192	4035	0.00	141.96
CONCEPT MEDIA	103192	4036	0.00	1085.00
ARMSTRONG MEDICAL	103192	4037	0.00	1042.50
CONSOLIDATED MANAGEMENT CO	103192	4038	0.00	12.50
BALLOM KENNEY	103192	4039	0.00	22.24
IBM CORP	103192	4040	0.00	5907.00
MEDIA CENTER - STATE FAIR COMM COLL	103192	4042	0.00	15.00
POLO CHAMBER OF COMMERCE	103192	4042	0.00	125.00
STATE UNIVERSITIES RETIREMENT SYSTE	103192	4043	0.00	1277.77
ALLEN KATHLEEN	103192	4044	0.00	47.05
KIM LINDA	103192	4045	0.00	161.92
JOYNT CATHY	103192	4046	0.00	112.90
MORRIS RENE E	103192	4047	0.00	58.70
CGH HOME HEALTH CENTER	103192	4048	0.00	452.55
RHODENBAUGH GESCHE	103192	4049	0.00	69.90
COX COLLEEN	103192	4050	0.00	73.70

CASH IN BANK - RESTR & FED FUNDS 0.00 133748.38-
 Cash Disbursements only

BUSINESS OFFICE

COUNT	DATE	TICKET	NAME	DEBIT	CREDIT
#00000111100	103192	3970	CONSOLIDATED MANAGEMENT CO	0.00	45.00
00000111100	103192	3971	GOSPODARCZYK THOMAS	0.00	205.52
00000111100	103192	3972	WILKENS- ANDERSON CO	0.00	421.29
J00000111100	103192	3973	KYLEN KAREN	0.00	55.50
J00000111100	103192	3974	BALLOM KENNEY	0.00	73.12
J00000111100	103192	3975	ILLINOIS STATE UNIVERSITY - S DOLAN	0.00	60.00
J00000111100	103192	3976	IVSSN-C REDFERN-AMBLED	0.00	90.00
J00000111100	103192	3977	GOSPODARCZYK THOMAS	0.00	258.24
J00000111100	103192	3978	MAEOPP -	0.00	150.00
J00000111100	103192	3979	MORRISON MERCHANT ASSOC	0.00	15.00
J00000111100	103192	3980	IBM CORP	0.00	39110.00
J00000111100	103192	3981	MAEOPP	0.00	405.00
J00000111100	103192	3982	ABBEY ON LAKE GENEVA	0.00	269.80
J00000111100	103192	3983	CCSD #54	0.00	720.00
J00000111100	103192	3984	HALL ZOLLIE	0.00	33.04
J00000111100	103192	3985	STATE UNIVERSITIES RETIREMENT SYSTE	0.00	1357.04
J00000111100	103192	3986	UNIQUE COMPUTER	0.00	2020.00
J00000111100	103192	3987	ANNMARC	0.00	135.49
J00000111100	103192	3988	AMERICAN JOURNAL OF NURSING CO	0.00	570.50
J00000111100	103192	3989	DORMAN JANE	0.00	19.00
J00000111100	103192	3990	DIXON CHAMBER OF COMMERCE	0.00	17.50
J00000111100	103192	3991	SHAWVER PRESS, INC	0.00	34.60
J00000111100	103192	3992	RYLANDER JOHN	0.00	50.00
J00000111100	103192	3993	GEMENY ROBERT	0.00	50.00
J00000111100	103192	3994	FENSTERMAN GLENN	0.00	50.00
J00000111100	103192	3995	DUFFY CAROL	0.00	50.00
J00000111100	103192	3996	HARTMAN LEANDRA	0.00	50.00
J00000111100	103192	3997	ARMSTRONG CAROL	0.00	50.00
J00000111100	103192	3998	HALL ZOLLIE	0.00	34.40
J00000111100	103192	3999	PLANNER PADS INC	0.00	22.95
J00000111100	103192	4000	JW MARRIOTT HOTEL	0.00	109.17
J00000111100	103192	4001	NATIONAL TITLE III WORKSHOP	0.00	200.00
J00000111100	103192	4002	IL BUS EDUC ASSOC	0.00	50.00
J00000111100	103192	4003	CENTRAL SCIENTIFIC CO	0.00	4222.20
J00000111100	103192	4004	TURK KAY	0.00	238.55
J00000111100	103192	4005	GOSPODARCZYK THOMAS	0.00	48.56
J00000111100	103192	4006	LOVEKIN CAROL	0.00	56.20
J00000111100	103192	4007	ALLEN VISUAL SYSTEMS	0.00	257.67
J00000111100	103192	4008	STERLING AREA CHAMBER	0.00	16.00
J00000111100	103192	4009	CENTER FOR OCCUPATIONAL RES & DEVEL	0.00	209.27
J00000111100	103192	4010	NELSON JOHN	0.00	27.14
J00000111100	103192	4011	HALL ZOLLIE	0.00	441.40
J00000111100	103192	4012	IBM CORP	0.00	378.00
J00000111100	103192	4013	CTB	0.00	924.94
J00000111100	103192	4014	JOHNSTONE SUPPLY	0.00	1187.47
J00000111100	103192	4015	GOSPODARCZYK MARY	0.00	94.75
J00000111100	103192	4016	HASKELLS	0.00	40.64
J00000111100	103192	4017	TURK KAY	0.00	30.80
J00000111100	103192	4018	QUILL CORPORATION	0.00	115.74
J00000111100	103192	4019	SHAWVER PRESS INC	0.00	32.74
J00000111100	103192	4020	PAUTZ ANGELA	0.00	73.70

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

William R. Yeom

PRESIDENT

John C. Dunn

SECRETARY

DATE