

SCHOOL ADMINISTRATIVE UNIT #34

Deering, Hillsboro, Washington, and Windsor

SAU #34 SCHOOL BOARD MEETING

Thursday, May 25, 2023 - 6:00 pm

Hillsboro-Deering High School Media Center

AGENDA

A. CALL TO ORDER—PLEDGE OF ALLEGIANCE

Announcement by the chairman as to the presence of a quorum, that the meeting has been duly called, and the notice of the meeting have been posted for time and in the manner required by law.
Public announcement that meeting is being audio recorded and will appear on the internet.

B. ROLL CALL

C. ELECTION OF OFFICERS

1. Chair
2. Vice-Chair
3. Secretary
4. Manifest Signatories
5. Treasurer
6. Vice-Treasurer



D. CORRESPONDENCE

E. PUBLIC COMMENT—Limited to five minutes per person.

NOTE: This is an opportunity for members of the public to share an idea or concern with the board. Comments are limited to 5 minutes per person. It is not the practice of the board to immediately respond to comments made.

F. SUPERINTENDENT'S REPORT

1. Strategic Plan Annual Review
2. Data Governance Update – Neal Richardson
3. 2023-2024 SAU Personnel Appointments and Resignations
4. Financial Report – Grant Geisler
5. Audit Report

G. BOARD DISCUSSION

1. Superintendent Evaluation Process
2. September SAU Board Meeting Date

H. PUBLIC COMMENT—Limited to five minutes per person.

NOTE: See first Public Comment note above – for the sake of time, only new comments please.

I. ACTION ITEMS

1. Budget Hearing Minutes – December 14, 2022
2. Meeting Minutes – December 14, 2022
3. 2023-2024 SAU Personnel Appointments and Resignations

J. NON-PUBLIC SESSION – if needed

K. CALL BACK TO ORDER

L. ACTION FOLLOWING NON-PUBLIC SESSION

M. ADJOURNMENT

Per RSA 91-A:3 II. (a) -(e), (i), (k) and (l) only the following matters may be considered or acted upon by a school board in non-public session:

- a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him/her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted;
- b) the hiring of any person as a public employee;
- c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting;
- d) consideration of the acquisition, sale or lease of property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; and
- e) consideration or negotiations of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof, because of his/her membership in such body or agency until the claim or litigation has been fully adjudicated or otherwise settled.
- i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.
- l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.
- m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

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Hillsboro, NH
03244-4870

SAU #34

Soaring to Excellence

603-464-4466
Fax 603-464-4053
www.hdsd.org

*Jennifer L. Crawford, Ed.D.
Superintendent of Schools*

*Stacey L. Vazquez, Ed.S.
Director of Student Support Services*

*Jeni M. Laliberte, M.Ed., CAGS
Director of Curriculum, Instruction and Assessment*

*Grant G. Geisler, M.S.
Business Manager*

To: Members, SAU #34 School Board
From: Patricia Parenteau, Superintendent of Schools
Date: May 25, 2023
Re: 2023-2024 Personnel Appointments

I would like to recommend the following SAU employee appointments:

RESIGNATIONS:

Carol Fogarty – Executive Assistant to the Superintendent, retirement effective 6/30/2023

APPOINTMENTS: None

NOMINATIONS:

Annette Dolbeare – Financial Analyst, 40 hours/week, \$31.52/hour

Rebecca Minichiello - Financial Analyst, 40 hours/week, \$31.06/hour

Terese Rheault - Central Office Administrative Assistant, 40 hours/week, \$24.78/hour

Lynn Wheeler – Administrative Assistant to Director of Student Support, 40 hours/week, \$24.26/hour

Continuing Contracts:

Jennifer Crawford – Superintendent of Schools - \$128,000.00

Grant Geisler – Business Manager - \$117,300.00

Jeni Laliberte – Director of Curriculum Instruction & Assessment - \$98,940.00

Stacey Vazquez – Director of Student Support Services - \$99,123.60



Roberts & Greene, PLLC

April 7, 2023

Members of the School Administrative Unit Board
School Administrative Unit No. 34
78 School Street
Hillsborough, NH 03244

We have audited the financial statements of the governmental activities and major fund of the School Administrative Unit No. 34 as of and for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 2, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School Administrative Unit No. 34 are described in Note I to the financial statements. We noted no transactions entered into by the School Administrative Unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the School Administrative Unit's financial statements were:

Management's estimate of the useful lives of capital assets, which is based on the historical usage rate of similar asset types, as well as industry standards. We evaluated the key factors and assumptions used to develop the useful lives of capital assets in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's reliance on actuarial estimates of the net pension liability, other postemployment benefits liability, and related deferred inflows and outflows of resources was based on assumptions of future events, such as employment, mortality, and estimates of the value of reported amounts. We evaluated key factors and assumptions used to develop the net pension and OPEB liabilities and deferred inflows and outflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 24, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School Administrative Unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School Administrative Unit No. 34's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, pension and OPEB schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the individual general fund schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the school administrative unit board and management of the School Administrative Unit No. 34 and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Roberts & Acem, PLLC

FINANCIAL SUMMARY REPORT

Fiscal Year: 2022-2023

SCHOOL ADMINISTRATIVE UNIT #34

From Date: 4/1/2023 To Date: 4/30/2023

Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range



Exclude inactive accounts with zero balance ☐

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.00000.2320.100	SUPERINTENDENT SALARY	\$144,198.00		\$144,198.00	\$9,481.48	\$104,296.28	\$39,901.72	\$23,703.72	\$16,198.00	11.23%
10.00000.2320.102	BUSINESS ADMINISTRATOR	\$112,200.00		\$112,200.00	\$8,518.52	\$93,703.72	\$18,496.28	\$21,296.28	(\$2,800.00)	-2.50%
10.00000.2320.103	ADMINISTRATIVE STAFF	\$166,954.95		\$166,954.95	\$12,723.10	\$135,807.23	\$31,147.72	\$28,425.28	\$2,722.44	-1.63%
10.00000.2320.104	DIR OF CURRICULUM, INSTR & ASSESS	\$101,440.02		\$101,440.02	\$7,185.18	\$79,036.98	\$22,403.04	\$17,963.02	\$4,440.02	-4.38%
10.00000.2320.106	BOOKKEEPERS	\$110,981.79		\$110,981.79	\$9,590.40	\$96,749.27	\$14,232.52	\$26,373.60	(\$12,141.08)	-10.94%
10.00000.2320.107	DIR OF STUDENT SPT SERVICES	\$97,180.05		\$97,180.05	\$7,198.56	\$79,269.12	\$17,910.93	\$17,996.34	(\$85.41)	-0.09%
10.00000.2320.110	HEALTH INSURANCE	\$18,000.00		\$18,000.00	\$0.00	\$0.00	\$18,000.00	\$23,791.59	(\$5,791.59)	-32.18%
10.00000.2320.211	HEALTH INSURANCE	\$150,000.00		\$150,000.00	\$7,801.62	\$85,526.96	\$64,473.04	\$17,895.38	\$46,577.66	-31.05%
10.00000.2320.212	DENTAL INSURANCE	\$14,115.93		\$14,115.93	\$866.20	\$9,214.99	\$4,900.94	\$1,955.70	\$2,945.24	-20.86%
10.00000.2320.213	LIFE INSURANCE	\$2,000.00		\$2,000.00	\$125.34	\$1,177.43	\$822.57	\$311.43	\$511.14	-25.56%
10.00000.2320.214	LONG TERM DISABILITY INSURANCE	\$2,000.00		\$2,000.00	\$120.34	\$1,299.67	\$700.33	\$298.68	\$401.65	-20.08%
10.00000.2320.220	FICA & MEDICARE	\$56,071.08		\$56,071.08	\$4,079.02	\$43,894.06	\$12,177.02	\$11,942.26	\$234.76	-0.42%
10.00000.2320.221	403B	\$5,000.00		\$5,000.00	\$237.30	\$2,443.99	\$2,556.01	\$593.25	\$1,962.76	-39.26%
10.00000.2320.230	NH RETIREMENT	\$103,053.51		\$103,053.51	\$7,690.44	\$82,776.23	\$20,277.28	\$19,087.63	\$1,189.65	-1.15%
10.00000.2320.240	COURSE REIMBURSEMENT	\$5,000.00		\$5,000.00	\$0.00	\$2,492.00	\$2,508.00	\$516.00	\$1,992.00	-39.84%
10.00000.2320.250	UNEMPLOYMENT COMPENSATION	\$750.00		\$750.00	\$0.00	\$368.13	\$381.87	\$0.00	\$381.87	-50.92%
10.00000.2320.260	WORKER COMP INSURANCE	\$5,000.00		\$5,000.00	\$0.00	\$4,460.11	\$539.89	\$0.00	\$539.89	-10.80%
10.00000.2320.290	PROF DEVELOPMENT & TRAINING	\$6,400.00		\$6,400.00	\$0.00	\$7,448.25	(\$1,048.25)	\$978.30	(\$2,026.55)	-31.66%
10.00000.2320.330	CONTRACTED PROFESSIONAL SERVICES	\$63,500.00		\$63,500.00	\$0.00	\$53,063.88	\$10,436.12	\$2,888.75	\$7,547.37	-11.89%
10.00000.2320.380	AUDIT & LEGAL FEES	\$10,000.00		\$10,000.00	\$0.00	\$6,110.70	\$3,889.30	\$0.00	\$3,889.30	-38.89%
10.00000.2320.430	EQUIPMENT REPAIRS & MAINT	\$500.00		\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	-100.00%
10.00000.2320.442	COPIER & EQUIPMENT LEASES	\$5,000.00		\$5,000.00	\$0.00	\$4,848.04	\$151.96	\$0.00	\$151.96	-3.04%
10.00000.2320.450	OFFICE RENTAL	\$40,000.00		\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	-0.00%
10.00000.2320.531	TELEPHONE	\$0.00		\$0.00	\$0.00	\$1,199.76	(\$1,199.76)	\$1,199.76	(\$2,399.52)	#DIV/0!
10.00000.2320.534	POSTAGE	\$4,000.00		\$4,000.00	\$117.00	\$4,098.55	(\$98.55)	\$0.00	(\$98.55)	-2.46%
10.00000.2320.540	ADVERTISING	\$1,100.00		\$1,100.00	\$0.00	\$1,025.00	\$75.00	\$0.00	\$75.00	-6.82%
10.00000.2320.550	PRINTING EXPENSE	\$400.00		\$400.00	\$0.00	\$677.98	(\$277.98)	\$48.00	(\$325.98)	-81.50%
10.00000.2320.580	TRAVEL	\$7,000.00		\$7,000.00	\$233.18	\$1,830.57	\$5,169.43	\$1,673.81	\$3,495.62	-49.94%
10.00000.2320.610	SUPPLIES	\$11,000.00		\$11,000.00	\$194.56	\$4,727.12	\$6,272.88	\$3,698.61	\$2,574.27	-23.40%
10.00000.2320.640	BOOKS & PERIODICALS	\$750.00		\$750.00	\$0.00	\$35.00	\$715.00	\$0.00	\$715.00	-95.33%
10.00000.2320.640	COMPUTER EQUIPMENT	\$2,000.00		\$2,000.00	\$0.00	\$1,061.97	\$938.03	\$0.00	\$938.03	-46.90%
10.00000.2320.730	COMPUTER EQUIPMENT	\$500.00		\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	-100.00%
10.00000.2320.733	FURNITURE & FIXTURES	\$500.00		\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	-100.00%
10.00000.2320.810	DUES & FEES	\$8,625.24		\$8,625.24	\$0.00	\$7,949.18	\$676.06	\$0.00	\$676.06	-7.84%
10.00000.2320.840	BOARD CONTINGENCY	\$200.00		\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	-100.00%
10.00000.2320.890	ACADEMIC RECOGNITION	\$5,000.00		\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$3,050.00	\$1,950.00	39.00%
Grand Total:		\$1,259,920.57	\$0.00	\$1,259,920.57	\$76,162.24	\$956,592.17	\$303,328.40	\$225,687.39	\$77,641.01	6.16%

End of Report

SUPERINTENDENT EVALUATION AND GOAL SETTING

The Board shall formally evaluate and assess in writing the performance of the Superintendent annually. The evaluation shall encompass the Superintendent's position as contained in N.H. Code of Administrative Rules, Section Ed. 302.02, Duties of School Superintendents, and the goals and objectives of the school districts and SAU.

Evaluation of the Superintendent shall be conducted in such a manner as to:

- Provide constructive feedback to the Superintendent that will support and promote the Superintendent's professional growth and development;
- Help the board evaluate its work in planning the educational program in the SAU #34 communities;
- Strengthen the working relationship between the Board and the superintendent by providing a comprehensive vehicle of communication, and;
- Identify strengths and areas for improvement for the Superintendent and make appropriate recommendations.

The following areas are representative of those in which objectives may be evaluated and discussed:

1. Progress on professional goals established by the superintendent and agreed by the board which consists of one to two goals with associated measures of performance.
2. Rating job performance responsibilities established by the board and reviewed by the superintendent.
 - a. Student Success
 - b. Operations and Management
 - c. Culture

Superintendent Evaluation Process

- The SAU Board Chair shall be in charge of facilitating the Superintendent evaluation process.
- School Board Members must have served the prior 12 months on their respective Board to participate in the evaluation of the Superintendent.
- The Superintendent will present an Annual Review of the Strategic Plan to the SAU 34 School Board in May of each year, prior to the evaluation process.
- The Superintendent will complete the rating and self-reflection components of the SAU 34 Superintendent of Schools Evaluation Tool on or before May 15 of each year.
- Participating members of each individual board will meet in non-public sessions collaboratively to complete the SAU 34 Superintendent of School Evaluation Tool, utilizing the Superintendent's self-evaluation and the Annual Review of the Strategic Plan as supporting documentation.
- As a group, the individual Board Chairs will review the evaluation documents with the Superintendent and in collaboration with the Superintendent they will develop the Superintendent's goal(s) for the following year.

- A copy of the evaluation tools and supporting documents will be placed in the Superintendent's personnel file.
- The results will be shared in a non-public session with the full SAU Board at the September meeting.

Legal References:

N.H. Code of Administrative Rules, Section Ed 303.01(k), Substantive Duties of School Boards, Superintendent Evaluation

Policy Adoption & Revision History:

First Reading: 10/24/19

Board Approval: 12/05/19

Board Approval of Revision: 01/20/22

SCHOOL ADMINISTRATIVE UNIT #34

Deering, Hillsboro, Washington, and Windsor

SAU #34 PUBLIC BUDGET HEARING

Thursday, December 15, 2022 - 6:00 pm

Hillsboro-Deering High School Media Center

MINUTES

A. CALL TO ORDER

1. Public Budget Hearing called to order at 6:02pm.

B. ROLL CALL

A roll call was taken by the secretary with the following results:

Hillsboro-Deering School Board

Christopher Bober - Present

Paul Plater- Present

Heidi Welch- Present

Jess Morris - Absent

Michael Kenney - Present

Washington School Board

Arin Mills- Present

Danielle Moore- Present (Arrived 6:09pm)

Eric Hodges - Present

Tyler Garvin - Present

Laura Botelho - Present

Windsor School Board

Cynthia Stosse- Present

Karen Turbyne - Present

Becky Bosse - Present

C. SAU #34 BUDGET PUBLIC HEARING

1. SAU #34 FY 2023-2024 Proposed Budget Presentation

- a. See Attached Sheets

- b. Proposed FY 2024 Budget - \$1,235,145

- c. FY 2023 Budget - \$1,259,921

- d. Proposed decrease - (-)\$24,776

- e. Percent decrease- (-)1.97%

2. Public Comment and Questions

- a. Riche Colcombe

1. The telephone charges that are in the proposed budget

- a. Is the telephone included in the lease? Why wouldn't you be paying for your own phone?

- i. The phone system is combined with the HD phone system. It costs everyone less money to combine the phone systems.

2. Cell Phones

- a. Why do some of the SAU members have a cell phone that is paid for with tax money?
 - i. There are a few SAU provided phones, or if they are willing to use their personal cell phones a percentage of the phone bill is reimbursed.
- b. Is there a written policy as to who gets a phone?
 - i. We do not have a written policy as to what equipment is provided to employees to do their jobs.
- c. How many people get a phone, and why?
 - i. There are 4 administrators who are provided a flat rate phone reimbursement. They are on call 24/7

3. Do the IT director and the IT staff provide services to the SAU?

- a. They are Hillsboro-Deering employees, and they provide services to the SAU #34 as part of the lease
 - i. Requests that this service gets reimbursed to the Hillsboro-Deering budget

3. Close Public Hearing

- a. Chair Welch closed the public budget hearing at 6:33pm

Respectfully Submitted,
Megan Shower

FY 2023-2024 Proposed Budget

December 15, 2022

SAU 34 Public Budget Hearing

[1]

School Administrative Unit #34

- ❖ SAU #34 provides oversight and services to three School Districts
 - ❖ Hillsboro-Deering
 - ❖ Washington
 - ❖ Windsor
- ❖ Net Cost of Approved Budget (SAU Assessment) is proportionally split up between the districts
- ❖ Each School District's Warrant has an Article for their portion of the SAU Assessment

[2]

Proposed & Alternative Budget

Description	FY 2023 Budget	FY 2024 Proposed	FY 2024 Alternative Budget
Salaries & Benefits	\$1,088,196	\$1,060,920	\$1,088,707
Audit, Legal & Other Services	\$22,150	\$23,250	\$22,150
Postage, Telephone, Advertising, Printing & Mileage	\$12,500	\$15,800	\$12,500
Leases & Other Purchased Services	\$109,000	\$110,600	\$109,000
Supplies & Books	\$11,750	\$12,750	\$11,750
Equipment	\$2,500	\$3,000	\$2,500
Dues & Fees, Academic Recognition & School Board Contingency	\$13,825	\$8,825	\$13,825
Total SAU Budget	\$1,259,921	\$1,235,145	\$1,266,432
Total Increase		-\$24,776	\$6,511
Total % of Increase		-1.97%	0.52%

(3)

Proposed Budget Significant Changes

❖ Salary & Benefit Decrease	\$(26,476)
❖ Contracted Services	\$ 1,500
❖ Telephone	\$ 2,400
❖ Supplies	\$ 1,000
❖ Academic Recognition	\$ (5,000)

(4)

Budget Summary

- Proposed FY 2024 Budget \$ 1,235,145
- FY 2023 Budget \$ 1,259,921
- Proposed Decrease - \$24,776
- Percent Decrease - 1.97%

[5]

District SAU Assessments

Description	FY 2023 Budget	Proposed FY 2024 Budget	Alternate FY 2024 Budget
Total Budget	\$1,259,921	\$1,235,145	\$1,266,432
- Fund Balance	\$50,000	\$30,000	\$30,000
- Other Revenues (Indirect Costs)	\$0	\$20,000	\$20,000
Required SAU Assessment	\$1,209,921	\$1,185,145	\$1,216,432
* Assessment Percentages			
Hillsboro-Deering School District	84.585%	84.860%	
Washington School District	14.230%	13.960%	
Windsor School District	1.184%	1.180%	
Assessment Amounts			
Hillsboro-Deering School District	\$1,023,413	\$1,005,714	\$1,032,264
Washington School District	\$172,177	\$165,446	\$169,814
Windsor School District	\$14,331	\$13,985	\$14,354
Total	\$1,209,921	\$1,185,145	\$1,216,432

*Assessment Based on 50/50 Split of Equalized Valuation and Pupil ADM

Note: SAU Board will vote on amount of fund balance to apply.

[6]

Fund Balance Analysis

FY2021 Audited Unassigned Fund Balance	\$123,274
Designated for Cashflow	-\$70,000
FY2022 Estimated Savings / (Overage) from Budget	\$27,500
Projected Unassigned Fund Balance @ 6/30/2022	\$80,774
Fund Balance Designated for FY2023 Budget	-\$50,000
FY2023 Estimated Savings / (Overage) from Budget	\$32,500
Projected Unassigned Fund Balance @ 6/30/2023	\$63,274
Fund Balance Proposed for FY2024 Budget	-\$30,000
FY2024 Estimated Savings / (Overage) from Budget	\$0
Projected Unassigned Fund Balance @ 6/30/2024	\$33,274

SAU #34 Proposed FY 2023-2024 Budget

EXPENDITURES	FY 2020 Actual	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget (Alt)	FY 2022 Actual	FY 2023 Budget	Proposed FY 2024 Budget	Proposed vs 2023	Percentage Difference	Alternative 2024 Budget
100 SUPERINTENDENT SALARY	\$161,164	\$139,999	\$139,900	\$144,198	\$160,774	\$144,198	\$128,000	(\$16,198)	-11.23%	\$128,000
101 ASSISTANT SUPERINTENDENT	\$123,882	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
102 BUSINESS ADMINISTRATOR	\$105,825	\$102,500	\$82,290	\$102,500	\$111,939	\$112,200	\$117,300	\$5,100	4.55%	\$117,300
103 ADMINISTRATIVE STAFF	\$153,272	\$158,554	\$159,314	\$158,500	\$164,944	\$166,955	\$173,709	\$6,754	4.05%	\$169,785
104 DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENT	\$91,800	\$96,554	\$96,554	\$99,451	\$99,451	\$101,440	\$98,940	(\$2,500)	-2.46%	\$98,940
105 DIRECTOR OF STUDENT SUPPORT	\$0	\$92,500	\$92,000	\$95,275	\$111,913	\$97,181	\$99,125	\$1,945	2.00%	\$99,125
106 BOOKKEEPERS	\$101,492	\$105,221	\$107,691	\$105,211	\$95,275	\$110,982	\$130,161	\$19,179	17.28%	\$125,155
108 FINANCIAL CLERK	\$7,179	\$23,355	\$0	\$23,355	\$0	\$0	\$0	\$0	0.00%	\$0
110 HEALTH INS BUY OUT	\$27,000	\$18,000	\$18,000	\$9,000	\$18,000	\$18,000	\$24,000	\$6,000	33.33%	\$18,000
211 HEALTH INSURANCE	\$108,342	\$161,238	\$133,537	\$161,238	\$134,772	\$150,000	\$107,000	(\$43,000)	-28.67%	\$150,000
212 DENTAL INSURANCE	\$11,098	\$12,500	\$12,553	\$13,425	\$12,543	\$14,116	\$11,432	(\$2,684)	-19.01%	\$14,116
213 LIFE INSURANCE	\$1,403	\$2,000	\$1,182	\$2,000	\$1,179	\$2,000	\$1,345	(\$655)	-32.75%	\$2,000
214 LONG TERM DISABILITY INSURANCE	\$1,707	\$2,000	\$1,491	\$2,000	\$1,592	\$2,000	\$1,644	(\$356)	-17.80%	\$2,000
220 FICA & MEDICARE	\$55,431	\$56,400	\$50,595	\$47,367	\$55,764	\$56,071	\$57,163	\$1,092	1.95%	\$56,480
230 NH RETIREMENT	\$74,253	\$84,500	\$75,779	\$99,186	\$104,066	\$103,054	\$101,101	(\$1,953)	-1.89%	\$103,806
235 403B	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$0	0.00%	\$5,000
240 COURSE REIMBURSEMENT	\$0	\$5,000	\$1,650	\$5,000	\$11,306	\$5,000	\$5,000	\$0	0.00%	\$5,000
250 UNEMPLOYMENT COMPENSATION	\$474	\$750	\$472	\$750	\$282	\$750	\$750	\$0	0.00%	\$750
260 LIABILITY & WORKER COMP INSURANCE	\$4,324	\$5,000	\$4,342	\$5,000	\$3,400	\$5,000	\$5,000	\$0	0.00%	\$5,000
290 PROF DEVELOPMENT & TRAINING	\$6,164	\$8,400	\$2,706	\$8,400	\$6,430	\$6,400	\$7,200	\$800	12.50%	\$6,400
330 CONTRACTED PROFESSIONAL SERVICES	\$30,418	\$35,500	\$65,219	\$35,500	\$33,050	\$63,500	\$65,000	\$1,500	2.36%	\$63,500
380 AUDIT & LEGAL FEES	\$9,958	\$9,000	\$9,000	\$9,000	\$6,953	\$10,300	\$10,300	\$300	3.00%	\$10,000
430 EQUIPMENT REPAIRS & MAINT	\$0	\$2,500	\$0	\$2,500	\$614	\$500	\$500	\$0	0.00%	\$500
442 COPIER & EQUIPMENT LEASES	\$11,986	\$12,000	\$20,480	\$12,000	\$10,527	\$5,000	\$5,100	\$100	2.00%	\$5,000
450 OFFICE RENTAL	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$0	0.00%	\$40,000
531 TELEPHONE SERVICES	\$14,788	\$16,500	\$12,621	\$16,500	\$6,303	\$0	\$2,400	\$2,400	#DIV/0!	\$0
534 POSTAGE	\$3,454	\$4,000	\$3,544	\$4,000	\$3,336	\$4,000	\$4,000	\$0	0.00%	\$4,000
540 ADVERTISING	\$6,906	\$1,100	\$3,144	\$1,100	\$2,009	\$1,100	\$2,000	\$900	81.82%	\$1,100
550 PRINTING EXPENSE	\$0	\$400	\$187	\$400	\$309	\$400	\$400	\$0	0.00%	\$400
580 TRAVEL	\$3,118	\$7,000	\$1,028	\$7,000	\$3,013	\$7,000	\$7,000	\$0	0.00%	\$7,000
610 SUPPLIES	\$10,544	\$9,000	\$9,895	\$9,000	\$7,079	\$11,000	\$12,000	\$1,000	9.09%	\$11,000
640 BOOKS & PERIODICALS	\$155	\$750	\$114	\$750	\$742	\$750	\$750	\$0	0.00%	\$750
730 COMPUTER EQUIPMENT	\$1,741	\$1,500	\$16,912	\$1,500	\$1,419	\$2,000	\$2,000	\$0	0.00%	\$2,000
733 FURNITURE & FIXTURES	\$495	\$1,000	\$386	\$1,000	\$0	\$900	\$2,000	\$500	100.00%	\$500
810 DUES & FEES	\$5,780	\$7,700	\$11,520	\$7,700	\$6,711	\$8,625	\$8,625	(\$0)	0.00%	\$8,625
840 BOARD CONTINGENCY	\$0	\$200	\$0	\$200	\$0	\$200	\$200	\$0	0.00%	\$200
890 ACADEMIC RECOGNITION	\$1,946	\$5,000	\$1,770	\$5,000	\$0	\$5,000	\$0	(\$5,000)	-100.00%	\$5,000
Total Expenditures	\$1,176,099	\$1,227,621	\$1,175,876	\$1,235,307	\$1,215,643	\$1,259,921	\$1,235,145	(\$24,776)	-1.97%	\$1,266,432

SCHOOL ADMINISTRATIVE UNIT #34

Deering, Hillsboro, Washington, and Windsor

SAU #34 SCHOOL BOARD MEETING

Thursday, December 15, 2022 - 6:00 pm

Hillsboro-Deering High School Media Center

MINUTES

A. CALL TO ORDER—PLEDGE OF ALLEGIANCE @ 6:01pm

Announcement by the chairman as to the presence of a quorum, that the meeting has been duly called, and the notice of the meeting have been posted for time and in the manner required by law.

Public announcement that meeting is being recorded and will appear on the SAU #34 website at <https://www.hdsd.org/>

- a. A moment of silence was held.

B. ROLL CALL

A roll call was taken by the secretary with the following results:

Hillsboro-Deering School Board

Christopher Bober - Present

Paul Plater- Present

Heidi Welch- Present

Jess Morris - Absent

Michael Kenney - Present

Washington School Board

Arin Mills- Present

Danielle Moore- Present (Arrived 6:09pm)

Eric Hodges - Present

Tyler Garvin - Present

Laura Botelho - Present

Windsor School Board

Cynthia Stosse- Present

Karen Turbyne - Present

Becky Bosse - Present

C. RECESS MEETING TO PUBLIC BUDGET HEARING @6:02pm

D. CALL MEETING BACK TO ORDER

1. Chair Welch called the meeting back to order at 6:33pm

Hillsboro-Deering School Board

Christopher Bober - Present

Paul Plater- Present

Heidi Welch- Present

Michael Kenney - Present

Washington School Board

Arin Mills- Present

Windsor School Board

Danielle Moore- Present
Eric Hodges - Preset
Tyler Garvin - Present
Laura Botelho - Present
Cynthia Stosse- Present
Karen Turbyne - Present
Becky Bosse - Present

E. CORRESPONDENCE

1. None

F. BOARD BUSINESS

1. November Financial Report
 - a. See attached sheet
2. SAU #34 FY 2023-2024 Proposed Budget
 - a. See attached sheet
3. Fund Balance/Revenues

Fund Balance Analysis

FY2021 Audited Unassigned Fund Balance	\$123,274
Designated for Cashflow	-\$70,000
FY2022 Estimated Savings / (Overage) from Budget	\$27,500
Projected Unassigned Fund Balance @ 6/30/2022	\$80,774
Fund Balance Designated for FY2023 Budget	-\$50,000
FY2023 Estimated Savings / (Overage) from Budget	\$32,500
Projected Unassigned Fund Balance @ 6/30/2023	\$63,274
Fund Balance Proposed for FY2024 Budget	-\$30,000
FY2024 Estimated Savings / (Overage) from Budget	\$0
Projected Unassigned Fund Balance @ 6/30/2024	\$33,274

a.

G. PUBLIC COMMENT

1. Riche Colcombe
 - a. Asking about the Blackboard system, and why the SAU does not pay for it
 1. This is the mass notification system
 2. Everyone pays for a portion of the service.

H. ACTION ITEMS

1. Meeting Minutes – October 27, 2022
 - a. Bober moved to amend the Meeting Minutes – October 27, 2022 as discussed. Plater seconds. Motion passed 6.34-0-.66 (Stosse and Bosse abstained)
 - b. Roll Vote

Hillsboro-Deering School Board

Christopher Bober - Yes

Washington School Board

Paul Plater- Yes
Heidi Welch- Yes
Michael Kenney - Yes

Arin Mills- Yes
Danielle Moore- Yes
Eric Hodges - Yes

Tyler Garvin - Yes
Laura Botelho - Yes

Windsor School Board

Cynthia Stosse- Abstained
Karen Turbyne - Yes
Becky Bosse - Abstained

2. Approve FY24 SAU #34 Budget for Assessment to School Districts
 - a. Kenney moved to Approve FY24 SAU #34 Budget for Assessment to School Districts as presented. Stosse seconds. Motion passed 7-0-0
 - b. Roll Vote

Hillsboro-Deering School Board

Christopher Bober - Yes

Paul Plater- Yes
Heidi Welch- Yes
Michael Kenney - Yes

Washington School Board

Arin Mills- Yes
Danielle Moore- Yes
Eric Hodges - Yse

Tyler Garvin - Yes
Laura Botelho - Yes

Windsor School Board

Cynthia Stosse- Yes
Karen Turbyne - Yes
Becky Bosse - Yes

3. Fund Balance Amount to Use as Revenue Source
 - a. Stosse moved to approve the Fund Balance Amount to Use as Revenue Source in the amount of \$30,000 as presented. Bober seconds. Motion passed 7-0-0
 - b. Roll Vote

Hillsboro-Deering School Board

Christopher Bober - Yes

Paul Plater- Yes
Heidi Welch- Yes
Michael Kenney - Yes

Washington School Board

Arin Mills- Yes
Danielle Moore- Yes

Windsor School Board

Eric Hodges - Yes
Tyler Garvin - Yes
Laura Botelho - Yes
Cynthia Stosse- Yes
Karen Turbyne - Yes
Becky Bosse - Yes

I. ADJOURNMENT

1. Moore moved to adjourn. Stosse seconds. Motion passed 7-0-0 @ 6:54pm
2. Roll Vote

Hillsboro-Deering School Board

Christopher Bober - Yes
Paul Plater- Yes
Heidi Welch- Yes
Michael Kenney - Yes

Washington School Board

Arin Mills- Yes
Danielle Moore- Yes
Eric Hodges - Yes
Tyler Garvin - Yes
Laura Botelho - Yes

Windsor School Board

Cynthia Stosse- Yes
Karen Turbyne - Yes
Becky Bosse - Yes

Respectfully Submitted,
Megan Shower

FINANCIAL SUMMARY REPORT

Fiscal Year: 2022-2023

SCHOOL ADMINISTRATIVE UNIT #34

From Date: 11/1/2022 To Date: 11/30/2022

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance
☐ Print accounts with zero balance
☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance Encumbrance	Budget Bal	% Rem
10.00000.2320.100	SUPERINTENDENT SALARY	\$144,198.00		\$144,198.00	\$9,481.48	\$52,148.14	\$92,049.86	\$75,851.86	11.23%
10.00000.2320.102	BUSINESS ADMINISTRATOR	\$112,200.00		\$112,200.00	\$8,518.52	\$48,851.86	\$63,348.14	\$66,148.14	-2.80%
10.00000.2320.103	ADMINISTRATIVE STAFF	\$166,954.95		\$166,954.95	\$12,758.71	\$65,587.74	\$101,367.21	\$98,402.33	-1.78%
10.00000.2320.104	DIR OF CURRICULUM, INSTR & ASSESS	\$101,440.02		\$101,440.02	\$7,185.18	\$39,518.49	\$61,921.53	\$57,481.51	-4.38%
10.00000.2320.106	BOOKKEEPERS	\$110,981.79		\$110,981.79	\$9,838.15	\$43,731.35	\$67,250.44	\$79,143.44	-10.72%
10.00000.2320.107	DIR OF STUDENT SPT SERVICES	\$87,180.05		\$87,180.05	\$7,198.56	\$39,592.08	\$57,587.97	\$57,673.38	-0.09%
10.00000.2320.110	HEALTH INS BUY OUT	\$18,000.00		\$18,000.00	\$0.00	\$0.00	\$18,000.00	\$23,791.59	-32.16%
10.00000.2320.211	HEALTH INSURANCE	\$150,000.00		\$150,000.00	\$7,801.62	\$42,618.05	\$107,381.95	\$60,804.29	-31.05%
10.00000.2320.212	DENTAL INSURANCE	\$14,115.93		\$14,115.93	\$866.20	\$4,450.89	\$9,665.04	\$2,945.24	-20.86%
10.00000.2320.213	LIFE INSURANCE	\$2,000.00		\$2,000.00	\$125.34	\$488.06	\$1,511.94	\$1,000.80	-25.56%
10.00000.2320.214	LONG TERM DISABILITY INSURANCE	\$2,000.00		\$2,000.00	\$120.96	\$356.50	\$1,643.50	\$960.50	-20.13%
10.00000.2320.220	FICA & MEDICARE	\$56,071.08		\$56,071.08	\$4,100.69	\$21,413.06	\$34,658.02	\$34,019.17	-1.14%
10.00000.2320.221	403B	\$5,000.00		\$5,000.00	\$237.30	\$1,138.84	\$3,861.16	\$1,898.20	-39.26%
10.00000.2320.230	NH RETIREMENT	\$103,053.51		\$103,053.51	\$7,730.27	\$40,412.63	\$62,640.88	\$61,400.17	-1.20%
10.00000.2320.240	COURSE REIMBURSEMENT	\$5,000.00		\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	-100.00%
10.00000.2320.250	UNEMPLOYMENT COMPENSATION	\$750.00		\$750.00	\$0.00	\$0.00	\$750.00	\$368.13	-50.82%
10.00000.2320.260	WORKER COMP INSURANCE	\$5,000.00		\$5,000.00	\$0.00	\$4,460.11	\$539.89	\$539.89	-10.80%
10.00000.2320.330	PROF DEVELOPMENT & TRAINING	\$6,400.00		\$6,400.00	\$0.00	\$6,998.25	(\$598.25)	\$0.00	-9.35%
10.00000.2320.360	CONTRACTED PROFESSIONAL SERVICES	\$63,500.00		\$63,500.00	\$1,983.75	\$41,200.13	\$22,298.87	\$12,607.50	-15.26%
10.00000.2320.430	AUDIT & LEGAL FEES	\$10,000.00		\$10,000.00	\$0.00	\$1,110.70	\$8,889.30	\$0.00	-88.89%
10.00000.2320.442	EQUIPMENT REPAIRS & MAINT	\$500.00		\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	-100.00%
10.00000.2320.450	COPPER & EQUIPMENT LEASES	\$5,000.00		\$5,000.00	\$0.00	\$4,648.04	\$351.96	\$0.00	-65.98%
10.00000.2320.450	OFFICE RENTAL	\$40,000.00		\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	-100.00%
10.00000.2320.531	TELEPHONE	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-100.00%
10.00000.2320.534	POSTAGE	\$4,000.00		\$4,000.00	\$117.00	\$266.00	\$3,734.00	\$2,399.52	-36.88%
10.00000.2320.540	ADVERTISING	\$1,100.00		\$1,100.00	\$0.00	\$1,025.00	\$75.00	\$75.00	-8.82%
10.00000.2320.550	PRINTING EXPENSE	\$400.00		\$400.00	\$0.00	\$29.06	\$370.94	\$174.46	-52.58%
10.00000.2320.580	TRAVEL	\$11,000.00		\$11,000.00	\$114.36	\$1,118.13	\$9,881.87	\$1,906.25	-71.08%
10.00000.2320.610	SUPPLIES	\$750.00		\$750.00	\$0.00	\$35.00	\$715.00	\$1,785.68	-88.99%
10.00000.2320.640	BOOKS & PERIODICALS	\$2,000.00		\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	-100.00%
10.00000.2320.730	COMPUTER EQUIPMENT	\$500.00		\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	-100.00%
10.00000.2320.733	FURNITURE & FIXTURES	\$8,625.24		\$8,625.24	\$0.00	\$7,018.82	\$1,606.42	\$1,605.42	-18.81%
10.00000.2320.810	DUES & FEES	\$200.00		\$200.00	\$0.00	\$0.00	\$200.00	\$200.00	-100.00%
10.00000.2320.840	BOARD CONTINGENCY	\$5,000.00		\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$2,050.00	-59.00%
10.00000.2320.880	ACADEMIC RECOGNITION	\$1,259,920.57	\$0.00	\$1,259,920.57	\$78,178.09	\$507,844.22	\$752,076.35	\$855,832.76	7.64%
Grand Total:									

End of Report

SAU #34 Proposed FY 2023-2024 Budget

EXPENDITURES	FY 2020 Actual	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget (Alt)	FY 2022 Actual	FY 2023 Budget	Proposed FY 2024 Budget	Proposed vs 2023	Percentage Difference	Alternative 2024 Budget
100 SUPERINTENDENT SALARY	\$161,164	\$139,999	\$139,900	\$144,198	\$160,724	\$144,198	\$128,000	(\$16,198)	-11.23%	\$128,000
101 ASSISTANT SUPERINTENDENT	\$123,882	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
102 BUSINESS ADMINISTRATOR	\$105,825	\$102,500	\$82,290	\$102,500	\$111,939	\$112,200	\$117,300	\$5,100	4.55%	\$117,300
103 ADMINISTRATIVE STAFF	\$153,272	\$158,554	\$159,314	\$158,554	\$164,944	\$166,955	\$173,709	\$6,754	4.05%	\$169,785
104 DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENT	\$91,800	\$96,554	\$96,554	\$99,451	\$99,451	\$101,440	\$98,940	(\$2,500)	-2.46%	\$98,940
105 DIRECTOR OF STUDENT SUPPORT	\$0	\$92,500	\$92,000	\$95,275	\$111,913	\$97,181	\$99,125	\$1,945	2.00%	\$99,125
106 BOOKKEEPERS	\$101,492	\$105,221	\$107,691	\$105,211	\$95,275	\$110,982	\$130,161	\$19,179	17.28%	\$125,155
108 FINANCIAL CLERK	\$7,179	\$23,355	\$0	\$23,355	\$0	\$0	\$0	\$0	0.00%	\$0
110 HEALTH INS BUY OUT	\$27,000	\$18,000	\$18,000	\$9,000	\$18,000	\$18,000	\$24,000	\$6,000	33.33%	\$18,000
211 HEALTH INSURANCE	\$108,342	\$161,238	\$133,537	\$161,238	\$134,772	\$150,000	\$107,000	(\$43,000)	-28.67%	\$150,000
212 DENTAL INSURANCE	\$11,098	\$12,500	\$12,553	\$13,425	\$12,543	\$14,116	\$11,432	(\$2,684)	-19.01%	\$14,116
213 LIFE INSURANCE	\$1,403	\$2,000	\$1,182	\$2,000	\$1,179	\$2,000	\$1,345	(\$655)	-32.75%	\$2,000
214 LONG TERM DISABILITY INSURANCE	\$1,707	\$2,000	\$1,491	\$2,000	\$1,592	\$2,000	\$1,644	(\$356)	-17.80%	\$2,000
220 FICA & MEDICARE	\$55,431	\$56,400	\$50,595	\$47,367	\$55,764	\$56,071	\$57,163	\$1,092	1.95%	\$56,480
230 NH RETIREMENT	\$74,253	\$84,500	\$75,779	\$99,186	\$104,066	\$103,054	\$101,101	(\$1,953)	-1.89%	\$103,806
235 403B	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$0	0.00%	\$5,000
240 COURSE REIMBURSEMENT	\$0	\$5,000	\$1,650	\$5,000	\$11,306	\$5,000	\$5,000	\$0	0.00%	\$5,000
250 UNEMPLOYMENT COMPENSATION	\$474	\$750	\$472	\$750	\$282	\$750	\$750	\$0	0.00%	\$750
260 LIABILITY & WORKER COMP INSURANCE	\$4,324	\$5,000	\$4,342	\$5,000	\$3,400	\$5,000	\$5,000	\$0	0.00%	\$5,000
290 PROF DEVELOPMENT & TRAINING	\$6,164	\$8,400	\$2,706	\$8,400	\$6,430	\$6,400	\$7,200	\$800	12.50%	\$6,400
330 CONTRACTED PROFESSIONAL SERVICES	\$30,418	\$35,500	\$65,219	\$35,500	\$33,050	\$63,500	\$65,000	\$1,500	2.36%	\$63,500
380 AUDIT & LEGAL FEES	\$9,958	\$9,000	\$9,000	\$9,000	\$6,953	\$10,300	\$10,300	\$300	3.00%	\$10,000
430 EQUIPMENT REPAIRS & MAINT	\$0	\$2,500	\$0	\$2,500	\$614	\$500	\$500	\$0	0.00%	\$500
442 COPIER & EQUIPMENT LEASES	\$11,986	\$12,000	\$20,480	\$12,000	\$10,527	\$5,000	\$5,100	\$100	2.00%	\$5,000
450 OFFICE RENTAL	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$0	0.00%	\$40,000
531 TELEPHONE SERVICES	\$14,788	\$16,500	\$12,621	\$16,500	\$6,303	\$0	\$2,400	\$2,400	#DIV/0!	\$0
534 POSTAGE	\$3,454	\$4,000	\$3,544	\$4,000	\$3,336	\$4,000	\$4,000	\$0	0.00%	\$4,000
540 ADVERTISING	\$6,906	\$1,100	\$3,144	\$1,100	\$2,009	\$1,100	\$2,000	\$900	81.82%	\$1,100
550 PRINTING EXPENSE	\$0	\$400	\$187	\$400	\$309	\$400	\$400	\$0	0.00%	\$400
580 TRAVEL	\$3,118	\$7,000	\$1,028	\$7,000	\$3,013	\$7,000	\$7,000	\$0	0.00%	\$7,000
610 SUPPLIES	\$10,544	\$9,000	\$9,895	\$9,000	\$7,079	\$11,000	\$12,000	\$1,000	9.09%	\$11,000
640 BOOKS & PERIODICALS	\$155	\$750	\$114	\$750	\$742	\$750	\$750	\$0	0.00%	\$750
730 COMPUTER EQUIPMENT	\$1,741	\$1,500	\$16,912	\$1,500	\$1,419	\$2,000	\$2,000	\$0	0.00%	\$2,000
733 FURNITURE & FIXTURES	\$495	\$1,000	\$386	\$1,000	\$0	\$500	\$1,000	\$500	100.00%	\$500
810 DUES & FEES	\$5,780	\$7,700	\$11,520	\$7,700	\$6,711	\$8,625	\$8,625	(\$0)	0.00%	\$8,625
840 BOARD CONTINGENCY	\$0	\$200	\$0	\$200	\$0	\$200	\$200	\$0	0.00%	\$200
890 ACADEMIC RECOGNITION	\$1,946	\$5,000	\$1,770	\$5,000	\$0	\$5,000	\$0	(\$5,000)	-100.00%	\$5,000
Total Expenditures	\$1,176,099	\$1,227,621	\$1,175,876	\$1,235,307	\$1,215,643	\$1,299,921	\$1,235,145	(\$64,776)	-1.97%	\$1,266,432