

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads

Palatine, Illinois 60067

AGENDA

December 17, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Financial Statement
- V. Communications
- VI. New Business
 - A. BUSINESS OFFICE PRESENTATION
 - 1. Buildings and Grounds
 - 2. Personnel
 - 3. Book Store
 - 4. Financial Accounting
 - 5. Business Services
- VII. President's Report
- IX. Adjournment

EXHIBIT A

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND MCHENRY, STATE OF ILLINOIS

Minutes of the Special Board Meeting of Thursday, December 17, 1970

CALL TO ORDER: Chairman Hamill called to order the special meeting of the Board of Trustees of Junior College District No. 512 at 8:10 p.m., on December 17, 1970, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members John Haas, James Hamill, Milton Hansen, Lawrence Moats, Joseph Morton and Jessalyn Nicklas
Absent: Member Richard Johnson

Also present: Robert E. Lahti, Donald Andries, Robert Cormack, Anton A. Dolejs, Ron Dudley, John Gelch, James Harvey, Robert Hughes, Gene Kavanaugh, Larry King, W. D. Klingenberg, Henry J. Kurowski, Jack Lucas, W. J. Mann, Don Misic, Paul Moore, Audrienne Mueller, C. Schauer, W. E. Von Mayr, John Warren and Lloyd Wilkes--Harper College; Tom Wellman--Paddocks Publications; and W. C. Wendling.

MINUTES: Member Moats moved and Member Nicklas seconded the motion to approve the minutes of the December 10, 1970, Board meeting as distributed. Motion unanimous.

DISBURSEMENTS: None.

COMMUNICATIONS: Dr. Lahti reported a letter had been received from Gerald Smith as a result of a party given in his honor. Dr. Lahti stated he had distributed copies of a series of letters from the students from Michigan State who had visited Harper's campus. It was the consensus of the Board and administrators that this on site visit had been most worthwhile for both the students and Harper's staff.

Member Nicklas reported she had attended the dinner for Gerald Smith as a representative from Harper. Member Nicklas reported she had attended a meeting of the Illinois Trustees' Association, where almost 30 colleges had been represented. Dr. Knoblock is acting as temporary chairman of the association.

COMMUNICATIONS:

(Cont.)

She stated the association is working on a long list of services to be listed by priority. Member Nicklas reported the association had adopted a constitution. She stated the legislation committee was operating, developing proposals for the next session. Member Nicklas stated the association had a meeting with Dr. Wellmann on finance and did acquaint him more realistically with some of their problems. They asked for more communication between colleges and the state board and the Board of Higher Education. Chairman Hamill pointed out that Mrs. Nicklas is regional chairman for five colleges in this area. She stated the association is divided into nine regions, and there would be a regional meeting in January. Member Nicklas asked if the dues to the Illinois Trustees Association had been paid. Mr. Dolejs checked into this and stated the check had been mailed on Nov. 20. Referring to a letter from the association, Chairman Hamill asked Dr. Lahti to see that they received the addresses requested, although Member Nicklas and Dr. Lahti both stated they had given them these addresses previously.

NEW BUSINESS:Law Enforcement
Staff Position

Dr. Lahti stated the administration was recommending that a full-time position in the Law Enforcement program be approved at this time. He stated that the administration would not bring this to the Board at this time except for the need for one more full-time person to be added to the staff immediately. Dr. Lahti pointed out that the college has only one Law Enforcement person for over 300 students. He stated these people are difficult to find. He also stated there are some state monies available. Dr. Schauer stated the administration would like to develop the program further and that it was a physical impossibility for one man to do this.

Member Moats moved and Member Morton seconded the motion for approval of the administration's recommendation that a full-time position be approved in the Law Enforcement program with a salary not to exceed \$14,000.00.

Mr. King further discussed the need for and shortage of these people.

NEW BUSINESS:

Law Enforcement
Staff Position
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Football program

Dr. Lahti discussed a football program for the college and stated the students have been talking about this for well over a year and this year have become more enthusiastic about it. He stated the administration requested a thorough study on costs and a three year budget. He distributed a three page memo of the proposed plan for financing intercollegiate athletics, and stated the students had done an excellent job for what they could and would support.

Dr. Harvey named the colleges who do have football and those who plan on starting it within the next year. He stated the administration had worked with the student government on this proposal, and the student government had voted and approved this. He stated that the student government was saying, in effect, that they will bear the full cost of starting and continuing to support football, and will continue to support it at a higher level if the referendum did not pass. Dr. Harvey discussed the assumptions in the proposal in more detail for the benefit of the Board.

Chairman Hamill asked if the football program became economically unworkable, if there was anything the Board could do to terminate it. He stated he felt this should be spelled out.

Dr. Lahti stated he felt North Central would say the responsibility of the college would be for the security of the Student Activity Funds, as the keeper of the funds the fee collected in the interests of the students should go back to the majority of the students. These would be the guidelines adhered to by the administration with the students' budget. He pointed out the students may need the flexibility to move back and forth without bringing it back to the Board.

Chairman Hamill stated he would like to see the Board make a motion, as item #10 under the assumptions, that football may be terminated under this program when the Board of Trustees

NEW BUSINESS:

Football Program
(cont.)

feels the cost is becoming economically unworkable because of the drain on the educational fund.

Member Morton stated he felt he wanted more time to study this proposal, but he did not want this to be construed as non-approval of a football program.

Dr. Lahti explained that the reason the athletic department wanted this brought before the Board was because of the need for commitments to other colleges for scheduling. Mr. Gelch discussed further the problem of scheduling.

Member Hansen stated he wondered if there were a way the Board could be sure most of the students were for this program rather than indifferent.

Member Morton moved and Member Moats seconded the motion that the Board postpone action on the football proposal until the next Board meeting.

Chairman Hamill stated he liked the way this had been presented to the students. Basically, he felt the college had started very slowly on sports. He stated he would hope the press would make it clear, as outlined in the proposal, that the college was not planning on spending large sums of money for football, when they are going out for a referendum. He stated he was going to vote in favor of Member Morton's motion.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Morton,
Moats and Nicklas

Nays: None

Chairman Hamill asked Board members to get in touch with either Dr. Lahti or Dr. Harvey with any questions for more information on the football proposal. Member Moats suggested the Board should also entertain any arguments the students might have against it.

NEW BUSINESS:
Business Office
Presentation--

Mr. Mann, Vice-President of Business Affairs, displayed the Organizational Chart of the Business Area which had been distributed to the Board. He stated he wanted to cover the management information system of the Business Office and discussed and exhibited the following manuals: Accounting Manual and Budget Procedures; Budget Book; Monthly Reports of the Business Office; Financial Reports; Divisional Reports; Auditors' Report; Business Office Procedure Manual; Staff Policy and Procedure Manual; and, The Long Range Financial Plan. Dr. Lahti pointed out that Harper was the only community college in the State of Illinois where the cost centers received monthly feed-back on the budget--the Divisional Reports.

--Buildings and
Grounds

Mr. Mann introduced Mr. Hughes, Director of Buildings and Grounds. Mr. Hughes reviewed the background of the Buildings and Grounds Department, pointing out it had grown from originally two people on the staff to a staff at the present time of 58 employees. He stated Mr. Kurowski, ably assisted by experts in the Learning Resource Center, had directed and produced the first training film to be shown new employees as part of their training program.

A slide presentation on personnel and various areas of the facilities of the college was shown.

Mr. Hughes stated that Mr. Kurowski and the Art Department have the following five training films in various stages of production: Methods for Cleaning Washrooms; Rug Shampooing; Stripping and Re-waxing Classroom Floors; Proper Operation of Automatic Floor Machines; and Proper Adjustments of Door Closures.

Mr. Hughes stated there were certain areas which were operating understaffed--Maintenance, 50% and Grounds Department, 50%. Mr. Mann stressed that the Maintenance Department is way understaffed. Dr. Lahti pointed out the college is operating on new guarantees. Mr. Mann stated there are two maintenance men in 400,000 sq.ft. Mr. Hughes stated the security department is in about the same position, one security and one safety for every 1000 population is normal staff-

NEW BUSINESS:
Business Office
Presentation--
Buildings and
Grounds (cont.)

ing criteria. He stated four of the five security men at Harper are fully qualified, meeting the requirements of the Illinois Law Enforcement Training Act.

Mr. Hughes introduced Mr. Henry Kurowski, Supervisor of Custodians. Chairman Hamill congratulated Mr. Kurowski on the film presentation. Mr. Hughes then introduced Mr. Ronald Dudley, Supervisor of Roads and Grounds, and Joseph Mandarino, Supervisor of Safety and Chief Security Officer. He advised the Board that Mr. Richard Helin, Supervisor of Heating and Ventilating, and Mr. Richard Klug, Supervisor of Maintenance, were unable to attend the Board meeting. The Board discussed with Mr. Mandarino the increase in incidents on the campus, and need for equipment, and also drug use among the students.

On behalf of the Board, Chairman Hamill informed Mr. Hughes and his staff that the Board appreciated their efforts and were aware of the budget restrictions in the building fund.

--Personnel

Mr. Mann introduced Mr. Von Mayr, Director of Personnel. Mr. Von Mayr explained that he was charged with staffing for non-academic positions on the campus. He stated they orient at least as many people as they put on the payroll, and, in addition, supply temporary part-time people. In addition to staffing, Mr. Von Mayr stated it was his responsibility to see that the college has a good wage and salary service. He stated an evaluation program had been initiated. Other responsibilities in his area include the grievance committee, union negotiations, elections, the Staff Policy and Procedure Manual, rudimentary employee training programs, employee insurance program--the two main areas cover health and major medical, and the classification committee. He stated he had evaluated the employee insurance program for the Board. Mr. Von Mayr pointed out the training programs will expand, the need is quite apparent. Discussion followed on employment practices and the classification committee.

NEW BUSINESS:
Business Office
Presentation--
(cont.)

Bookstore

On behalf of the Board, Chairman Hamill thanked Mr. Von Mayr for his presentation.

Mr. Mann introduced Mr. Klingenberg, Director of the Bookstore. Mr. Klingenberg stated the Bookstore is a self-supporting operation within the Business Office. He stated they anticipate doing \$450,000 in sales in the next year. Fifteen people are regularly employed in the Bookstore. The loss in merchandise through pilferage in the last year amounted to \$5,000. Mr. Klingenberg discussed the Central Stores operation--the buying and issuing of office supplies on the campus. He informed the Board of his participation in the Illinois Association of College Stores, with approximately 125 members, of which he had been elected treasurer. In answer to a question regarding space, Mr. Klingenberg stated currently the space is adequate, will barely be adequate next year, and will be inadequate in 1973-74. A discussion followed on extending registration period. Dr. Harvey pointed out that between semesters the turn-around time is so short. There would be the option of adding one day between. Mr. Klingenberg stated an advertising campaign would not help to any great extent.

On behalf of the Board, Chairman Hamill thanked Mr. Klingenberg for his presentation and commented that a \$450,000 sales volume is staggering and complimented Mr. Klingenberg on being well-organized and handling the Bookstore well.

Financial Accounting

Mr. Mann introduced Mr. Dolejs, Comptroller. Mr. Dolejs distributed charts of the functions and responsibilities in the accounting area. He discussed the various accounting statements produced in his area, and stated the payroll is the only operation completely on data processing and stated even this is an interim system. Mr. Dolejs discussed the plans and procedures for the next registration. Chairman Hamill stated he could attest to the long hours and hard work that Mr. Dolejs has put in, and thanked him on behalf of the Board for his presentation.

NEW BUSINESS:
Business Office
Presentation--
Business Services

Mr. Mann introduced Mr. Mistic, Director of Business Services. Mr. Mistic informed the Board that Business Services is a two-fold responsibility. Part of it is a direct service to the college--daily operation. The other area is the facilities planning--present and future buildings. Mr. Mistic distributed a memorandum showing the increase in duplicating and purchasing in the past few years. He discussed the services available to the faculty and staff and the equipment involved. Mr. Mistic stated his staff was made up of 13 full-time, 3 part-time, and 2 student employees.

Mr. Mistic discussed facilities planning, stating this involved working with the architect and the faculty, evaluating faculty feed-back regarding the facilities the college now has.

Member Nicklas commented on the amount of hard work being done in the Business Office. Dr. Lahti pointed out that the college is becoming a pretty sizable business.

Chairman Hamill thanked Mr. Mann and his staff for their presentation, which showed the size and amount of activities that go on through the Business Office.

PRESIDENT'S REPORT:

Dr. Lahti stated Mr. Mann had attended a meeting in Springfield that morning of the Illinois Junior College Board. Mr. Mann had reported that Mr. Holderman had an intense discussion with the community college presidents regarding the inability of junior colleges to produce accurate, timely information.

ADJOURNMENT:

Member Haas moved and Member Moats seconded the motion that the meeting be adjourned at 11:20 p.m. Chairman Hamill requested the Board meet in executive session to discuss union negotiations. The motion to adjourn was unanimous.


Chairman Hamill


Secretary Moats

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
FINANCIAL STATEMENT
FOR THE FIVE MONTHS ENDED NOVEMBER 30, 1970

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION - EDUCATIONAL FUND
NOVEMBER 30, 1970

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>NOVEMBER BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Cash</u>				
Petty Cash	111.00	\$ 630.00	\$ -0-	\$ 630.00
Imprest Fund	112.00	10,000.00	-0-	10,000.00
Cash in Bank	113.00	(31,461.34)	-0-	(31,461.34)
 <u>Investments</u>				
Treasury Bills	121.00	1,274,614.55	-0-	1,274,614.55
Time Deposits	122.00	100,000.00	-0-	100,000.00
Other	124.00	-0-	-0-	-0-
 <u>Receivables</u>				
<u>Interfund Receivables</u>				
Building Fund	131.02	94,106.19	-0-	94,106.19
Bond & Interest Fund	131.03	-0-	-0-	-0-
Auxiliary Fund	131.05	2208,738.94	-0-	2208,738.94
Trust & Agency Fund	131.06	150,311.43	-0-	150,311.43
 <u>Taxes Receivables</u>				
Back Taxes	133.00	57,458.52	-0-	57,458.52
 <u>Governmental Claims</u>				
Receivables	137.00	24,576.19	-0-	24,576.19
 <u>Other Receivables</u>				
Accts. Rec.-Chargebacks	138.11	32,259.61	-0-	32,259.61
Accts. Rec.-Other	138.90	-0-	-0-	-0-
 <u>Accrued Revenue</u>				
Accrued Interest	141.00	-0-	-0-	-0-
Accrued State Apportion.	143.00	-0-	-0-	-0-
Other	144.00	-0-	-0-	-0-
 <u>Deferred Charges</u>				
Inventories	162.01	-0-	-0-	-0-
Deposits	164.00	1,300.00	-0-	1,300.00
TOTAL ASSETS		<u>\$1,922,534.09</u>	<u>\$ -0-</u>	<u>\$1,922,534.09</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION - EDUCATIONAL FUND
NOVEMBER 30, 1970

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<u>LIABILITIES</u>	<u>ACCOUNT NUMBER</u>	<u>NOV. BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Payroll Deductions</u>				
Withholding Taxes	212.00	\$ -0-	\$ -0-	\$ -0-
Group Insurance	214.00	1,353.75	-0-	1,353.75
Other	215.00	-0-	-0-	-0-
State Income Tax	217.00	-0-	-0-	-0-
<u>Interfund Payables</u>				
Building	231.02	-0-	-0-	-0-
Bond & Interest	231.03	-0-	-0-	-0-
Site & Construction	231.04	-0-	-0-	-0-
Auxiliary	231.05	5,826.00	-0-	5,826.00
Trust & Agency	231.06	56,220.00	-0-	56,220.00
Accounts Payable	240.10	108,622.78	-0-	108,622.78
<u>Accrued Expenses</u>				
Accrued Tuition	252.00	-0-	-0-	-0-
Reserve for Encumbrances	260.00	-0-	2,666,412.89	2,666,412.89
<u>Deferred Revenue</u>				
Summer Schedule	290.00	-0-	-0-	-0-
TOTAL LIABILITIES		\$ 172,022.53	\$ 2,666,412.89	\$ 2,838,435.42
Fund Balance	300.00	\$1,750,511.56 (\$2,666,412.89)		\$ (915,901.33)
TOTAL LIABILITIES & FUND BALANCE		\$1,922,534.09		\$1,922,534.09
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1970		\$2,282,484.23	\$ -0-	\$2,282,484.23
Add: Revenue to Date		999,847.13	-0-	999,847.13
		<u>\$3,282,331.36</u>	\$ -0-	<u>\$3,282,331.36</u>
Less: Expenditures to Date		1,531,819.80	2,666,412.89	4,198,232.69
Balance		<u>\$1,750,511.56 (\$2,666,412.89)</u>		<u>\$ (915,901.33)</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			NOVEMBER	TO DATE	
Fund Equity, July 1, 1969	300.00	\$2,151,000.00	\$ -0-	\$2,282,484.23	\$ (131,484.23)
<u>Local Resources</u>	410.00				
Taxes - Current - 1969	411.00	1,420,000.00	-0-	-0-	1,420,000.00
Taxes - Back	412.00	-0-	563.23	563.23	(563.23)
		\$1,420,000.00	\$ 563.23	\$ 563.23	\$1,419,436.77
<u>Intermediate Resources</u>	420.00				
Tuition - Students	421.00	1,260,000.00	(50,909.99)	758,073.65	501,926.35
Other Charges - Chargebacks	422.00	340,000.00	-0-	50,299.54	289,700.46
Student Fees	423.00	49,000.00	56,239.00	27,314.00	21,686.00
Other-Late Regis. Fees	427.00	20,000.00	186.86	910.93	19,089.07
Seminars	429.00	-0-	-0-	-0-	-0-
		\$1,669,000.00	\$ 5,515.87	\$ 836,598.12	\$ 832,401.88
<u>State Resources</u>	430.00				
State Apportionment	431.00	1,418,000.00	-0-	130,758.00	1,287,242.00
State Apportion.	431.20	-0-	-0-	-0-	-0-
Board of Voc.Ed. & Reha. 1969-70	432.00	200,000.00	-0-	28.00	199,972.00
Other	433.00	-0-	-0-	-0-	-0-
		\$1,618,000.00	\$ -0-	\$ 130,786.00	\$1,487,214.00
<u>Federal Resources</u>	440.00				
Other-Title VI 1969-70	441.00	\$ 15,000.00	\$ -0-	\$ -0-	\$ 15,000.00
Library Grant - Title II	449.10	-0-	-0-	5,645.00	(5,645.00)
		\$ 15,000.00	\$ -0-	\$ 5,645.00	\$ 9,355.00
<u>Public & Auxiliary Services</u>					
Dental Clinic Receipts	456.10	\$ -0-	\$ 763.00	\$ 2,428.75	\$ (2,428.75)
<u>Interest on Investments</u>					
Treasury Bills	471.00	\$ 20,000.00	\$ 5,044.44	\$ 19,726.03	\$ 273.97
Certificates of Deposit	472.00	-0-	(1,875.00)	(1,300.00)	1,300.00
Interest	477.00	-0-	3,750.00	3,750.00	(3,750.00)
		\$ 20,000.00	\$ 6,919.44	\$ 22,176.03	\$ (2,176.03)
Other Revenue	491.00	-0-	-0-	1,650.00	(1,650.00)
TOTAL ACCRUED REVENUE		\$4,742,000.00	\$13,761.54	\$ 999,847.13	\$3,742,152.87
TOTAL ACCRUED REVENUE & FUND EQUITY		\$6,893,000.00	\$13,761.54	\$3,282,331.36	\$3,610,668.64

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT
FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM.	UNENCUMBERED BALANCE
		BUDGET	NOVEMBER		
<u>Instruction</u>	110-000				
<u>Salaries</u>	110-510				
Administration	110-511	\$ 254,878.00	\$ 18,480.98	\$ 92,404.90	\$ 221,770.36
Professional	110-512	19,750.00	1,078.04	2,135.66	9,315.14
Instructional	110-513	1,636,690.00	134,648.26	371,625.24	1,645,843.76
Instructional-Part Time	110-514	470,541.00	48,325.36	194,327.20	471,304.36
Instructional-Substitute	110-515	4,000.00	410.00	1,270.00	2,730.00
Office	110-516	118,298.00	11,142.26	47,639.44	129,201.48
Student Employees	110-518	22,650.00	1,575.66	5,432.59	17,716.75
Other	110-519	-0-	141.00	807.00	807.00
Total Salaries		\$2,526,807.00	\$215,801.56	\$715,642.03	\$2,497,228.85
<u>Contractual Services</u>	110-520				
Educational	110-522	\$ 9,300.00	\$ 628.14	\$ 2,515.71	\$ 2,658.16
Architectural	110-523	-0-	-0-	-0-	-0-
Maintenance	110-524	23,790.00	582.15	2,569.04	4,096.04
Office Services	110-527	800.00	24.41	437.34	437.34
Other Services	110-529	9,580.00	366.63	111.63	5,129.13
Total Contractual Services		\$ 43,470.00	\$ 1,601.33	\$ 5,633.72	\$ 12,320.67
<u>Instruct. Matls. & Supplies</u>	110-530				
Instructional Supplies	110-531	\$ 73,785.00	\$ 4,278.89	\$ 9,178.89	\$ 23,889.03
Books & Bindings	110-537	-0-	-0-	-0-	(244.08)
Total Instr. Matls. & Supplies		\$ 73,785.00	\$ 4,278.89	\$ 9,178.89	\$ 24,133.11
<u>General Matls. & Supplies</u>	110-540				
Office	110-541	\$ 15,250.00	\$ 912.17	\$ 4,592.96	\$ 4,765.28
Printing & Offset Dupl.	110-542	36,775.00	1,258.20	7,210.44	8,683.44
Postage	110-543	-0-	-0-	-0-	-0-
Advertising	110-544	23,200.00	222.65	4,812.46	9,507.31
Publications & Dues	110-545	1,300.00	101.42	377.17	465.37
Repair Matls. & Supplies	110-547	-0-	-0-	-0-	-0-
TOTAL GENERAL MATLS. & SUPPLIES		\$ 76,525.00	\$ 2,494.44	\$ 16,993.03	\$ 23,421.40
					\$53,103.60

WILLIAM RAINY HARPER COLLEGE
 DISTRICT #512
 EDUCATIONAL FUND - BUDGET REPORT
 FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
<u>Travel & Meetings</u>	110-550					
Meetings	110-551	\$ 8,500.00	\$ 697.30	\$ 2,265.55	\$ 2,314.05	\$ 6,185.95
Mileage - Local	110-552	8,060.00	386.90	754.18	754.18	7,305.82
Travel	110-554	24,850.00	1,968.43	4,403.78	6,517.78	18,332.22
Recruitment	110-555	3,000.00	-0-	-0-	-0-	3,000.00
Innovation & Experimen.	110-559	-0-	-0-	508.17	508.17	1,508.17
TOTAL TRAVEL & MEETINGS		\$ 44,410.00	\$ 3,052.63	\$ 7,931.68	\$ 10,094.18	\$ 34,315.82
<u>Fixed Charges</u>	110-570					
Rental of Equipment	110-576	\$ 5,993.00	\$ -0-	\$ (143.79)	\$ 1,116.21	\$ 4,876.79
Total Fixed Charges		\$ 5,993.00	\$ -0-	\$ (143.79)	\$ 1,116.21	\$ 4,876.79
<u>Capital Outlay</u>	110-580					
Building Remodeling	110-584	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Equipment - Office	110-585	18,534.00	102.02	1,965.90	7,709.90	10,824.10
Equip.-Educ.-Non Reimb.	110-586	64,503.00	1,598.36	3,806.56	32,720.02	31,782.98
Equip.-Educ.-Reimb.	110-587	2,620.00	-0-	18.98	18.98	2,601.02
TOTAL CAPITAL OUTLAY		\$ 85,657.00	\$ 1,700.38	\$ 5,791.44	\$ 40,448.90	\$ 45,208.10
TOTAL INSTRUCTION EXPENDITURES		\$ 2,856,647.00	\$ 228,929.23	\$ 761,027.00	\$ 2,608,763.32	\$ 247,883.68

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70
EDUCATIONAL FUND - BUDGET REPORT

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
<u>Learning Resource Center</u>	120-000					
<u>Salaries</u>	120-510					
Administration	120-511	\$ 71,700.00	\$ 4,808.30	\$ 24,041.50	\$ 57,699.60	\$ 1,400.40
Professional	120-512	106,946.00	8,161.56	32,461.94	89,592.86	17,353.14
Part Time Instructors	120-514	-0-	446.24	4,925.74	7,603.18	(7,603.18)
Office	120-516	106,348.00	9,142.89	42,110.37	102,999.03	3,348.97
Student Employees	120-518	16,000.00	2,599.33	10,127.78	29,150.84	(13,150.84)
TOTAL SALARIES		\$300,994.00	\$25,158.32	\$113,667.33	\$287,045.51	\$13,948.49
<u>Contractual Services</u>	120-520					
Maintenance Services	120-524	\$ 4,000.00	\$ 402.00	\$ 623.43	\$ 1,340.93	\$ 2,659.07
Repairs	120-529	-0-	48.60	48.60	48.60	(48.60)
TOTAL CONTRACTUAL SERVICES		\$ 4,000.00	\$ 450.60	\$ 672.03	\$ 1,389.53	\$ 2,610.47
<u>Instruct. Matls. & Supplies</u>	120-530					
Library	120-534	\$ 6,050.00	\$ 59.32	\$ 378.75	\$ 844.78	\$ 5,205.22
Audio Visual Aids	120-535	78,600.00	8,419.90	31,800.84	45,455.09	33,144.91
Books & Bindings	120-537	86,000.00	6,719.02	1,480.27	36,585.54	49,414.46
Publications	120-538	16,500.00	1,446.42	2,782.10	13,875.65	2,624.35
TOTAL INSTRUCT. MATLS & SUPPLIES		\$187,150.00	\$16,644.66	\$ 36,441.96	\$ 96,761.06	\$90,388.94
<u>General Materials & Supplies</u>	120-540					
Office	120-541	\$ 3,250.00	\$ 92.36	\$ 551.22	\$ 1,054.56	\$ 2,195.44
Printing & Offset Dupl.	120-542	1,610.00	43.50	331.30	331.30	1,278.70
Postage	120-543	-0-	-0-	-0-	-0-	6 -0-
Advertising	120-544	200.00	-0-	-0-	-0-	200.00
Publications & Dues	120-545	300.00	102.47	169.75	214.75	85.25
Repairs	120-547	6,000.00	424.73	2,346.88	3,707.07	2,292.93
Other	120-549	-0-	-0-	-0-	-0-	-0-
TOTAL GENERAL MATLS. & SUPPLIES		\$ 11,360.00	\$ 663.06	\$ 3,399.15	\$ 5,307.68	\$ 6,052.32

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
<u>Learning Resource Center</u>	120-000	\$ 250.00	\$ -0-	\$ 29.00	\$ 29.00	\$ 221.00
<u>Travel & Meeting Expense</u>	120-550	150.00	-0-	-0-	-0-	150.00
Meeting Expense	120-551					
Mileage - Local	120-552	2,800.00	384.00	1,056.75	1,165.75	1,634.25
Travel	120-554					
TOTAL TRAVEL & MEETING EXPENSE		\$ 3,200.00	\$ 384.00	\$ 1,085.75	\$ 1,194.75	\$ 2,005.25
<u>Fixed Charges</u>	120-570					
Rental of Equipment	120-576	\$ 5,960.00	\$ -0-	\$ 864.00	\$ 4,500.00	\$ 1,460.00
TOTAL FIXED CHARGES		\$ 5,960.00	\$ -0-	\$ 864.00	\$ 4,500.00	\$ 1,460.00
<u>Capital Outlay</u>	120-580					
Building Remodeling	120-584	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Equipment - Office	120-585	-0-	-0-	379.36	1,152.36	1,152.36
Equip.-Educ.-Non Reimb.	120-586	40,394.00	11,153.17	15,736.57	29,209.63	11,184.37
Equip.-Educ.-Reimb.	120-587	-0-	-0-	-0-	-0-	-0-
TOTAL CAPITAL OUTLAY		\$ 40,394.00	\$ 11,153.17	\$ 16,115.93	\$ 30,361.99	\$ 10,032.01
TOTAL LEARNING RESOURCE CENTER EXP.		\$553,058.00	\$54,453.81	\$172,246.15	\$426,560.52	\$126,497.48

WILLIAM RAINIER HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM.	UNENCUMBERED BALANCE	
		BUDGET	NOVEMBER			TO DATE
Student Services & Aids	130-000					
Salaries	130-510					
Administration	130-511	\$111,480.00	\$ 9,290.04	\$ 46,075.20	\$111,105.48	\$ 374.52
Professional	130-512	198,188.00	15,399.58	62,908.89	170,534.45	6,416.60
Counseling Staff	130-513	15,500.00	-0-	4,078.66	4,078.66	11,421.34
P.T. Instruct.-Summer Sch.	130-514	6,100.00	1,850.00	3,700.00	14,800.00	(8,700.00)
Office	130-516	101,685.00	8,203.57	44,030.20	102,408.38	(723.38)
Student Employees	130-518	7,000.00	256.30	7,191.52	8,420.72	(1,420.72)
TOTAL SALARIES		\$439,953.00	\$34,999.49	\$167,984.47	\$411,347.69	\$28,605.31
Contractual Services	130-520					
Consultants	130-522	\$ 2,000.00	\$ 487.80	\$ (151.21)	(151.21)	\$ 2,151.21
Maintenance	130-524	820.00	-0-	447.41	582.41	237.59
Other	130-529	2,700.00	-0-	-0-	-0-	2,700.00
TOTAL CONTRACTUAL SERVICES		\$ 5,520.00	\$ 487.80	\$ 296.20	\$ 431.20	\$ 5,088.80
General Materials & Supplies	130-540					
Office	130-541	\$ 7,250.00	\$ 361.60	\$ 2,387.72	\$ 2,429.66	\$ 4,820.34
Printing & Offset Dupl.	130-542	8,000.00	283.87	4,581.60	5,144.25	2,855.75
Advertising	130-544	200.00	-0-	(264.80)	(264.80)	464.80
Publications & Dues	130-545	730.00	103.67	368.17	422.17	307.83
Medical Supplies	130-546	500.00	11.48	89.93	102.93	397.07
Vocational Library	130-549	1,000.00	224.80	568.20	711.49	288.51
TOTAL GENERAL MATLS. & SUPPLIES		\$ 17,680.00	\$ 985.42	\$ 7,730.82	\$ 8,545.70	\$ 9,134.30
Travel & Meeting Expense	130-550					
Meetings	130-551	\$ 2,050.00	\$ 77.85	\$ 138.17	\$ 408.82	\$ 1,641.18
Mileage - Local	130-552	600.00	75.95	182.41	182.41	417.59
Travel	130-554	6,050.00	1,232.74	2,731.48	2,731.48	3,318.52
Recruitment	130-555	600.00	-0-	-0-	-0-	600.00
TOTAL TRAVEL & MEETING EXPENSE		\$ 9,300.00	\$ 1,386.54	\$ 3,052.06	\$ 3,322.17	\$ 5,977.29
Capital Outlay	130-580					
Equipment - Office	130-585	\$ 6,335.00	\$ 575.00	\$ 1,624.07	\$ 5,058.92	\$ 1,276.08
Equip.-Educ.-Non Reimb.	130-586	-0-	-0-	-0-	-0-	-0-
Equip. - Service	130-588	-0-	-0-	178.00	178.00	(178.00)
TOTAL CAPITAL OUTLAY		\$ 6,335.00	\$ 575.00	\$ 1,802.07	\$ 5,236.92	\$ 1,098.08
TOTAL STUDENT SERVICES EXPENDITURES		\$478,788.00	\$38,424.25	\$180,865.62	\$428,884.22	\$49,903.78

WILLIAM RAILWAY HARPER COLLEGE
DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM.	UNENCUMBERED BALANCE	
		BUDGET	NOVEMBER			TO DATE
Data Processing Center	140-000	\$ 19,950.00	\$ 1,741.66	\$ 8,708.30	\$ 20,899.92	\$ (949.92)
Salaries	148-510	62,100.00	5,152.66	25,846.50	61,915.12	184.88
Administration	148-511	53,120.00	3,585.21	22,337.50	49,065.32	4,054.68
Professional Office	148-516	-0-	427.62	1,591.39	4,305.57	(4,305.57)
Student Employees	148-518	\$135,170.00	\$10,907.15	\$58,483.69	\$136,185.93	\$ (1,015.93)
TOTAL SALARIES						
Contractual Services	148-520	\$ 2,700.00	\$ 526.15	\$ 769.33	\$ 769.33	\$ 1,930.67
Service Bureau	148-524	2,000.00	-0-	54.75	54.75	1,945.25
Contractual Office	148-527	-0-	-0-	460.37	460.37	(460.37)
Other	148-529	\$ 4,700.00	\$ 526.15	\$ 1,284.45	\$ 1,284.45	\$ 3,415.55
TOTAL CONTRACTUAL SERVICES						
General Materials & Supplies	148-540	\$ 8,500.00	\$ 909.53	\$ 7,515.29	\$ 12,808.86	\$ (4,308.86)
Office	148-541	350.00	6.30	126.67	126.67	223.33
Printing & Offset Dupl.	148-542	250.00	-0-	-0-	-0-	250.00
Advertising	148-544	100.00	15.18	44.68	46.18	53.82
Publications & Dues	148-545	\$ 9,200.00	\$ 931.01	\$ 7,686.64	\$ 12,981.71	\$ (3,781.71)
TOTAL GENERAL MATERIALS & SUPPLIES						
Travel & Meetings	148-550	\$ 100.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Meetings	148-551	-0-	-0-	12.00	12.00	(12.00)
Mileage - Local	148-552	1,200.00	178.48	288.98	428.98	771.02
Travel	148-554	-0-	-0-	-0-	-0-	-0-
Innovation & Experiment.	148-559	\$ 1,300.00	\$ 178.48	\$ 300.98	\$ 440.98	\$ 859.02
TOTAL TRAVEL & MEETING EXPENSE						
Fixed Charges	148-570	\$172,050.00	\$12,957.68	\$67,878.01	\$ 70,308.01	\$101,741.99
Computer Rental	148-576	\$172,050.00	\$12,957.68	\$67,878.01	\$ 70,308.01	\$101,741.99
TOTAL FIXED CHARGES						
Capital Outlay	148-580	\$ 5,720.00	\$ -0-	\$ 1,949.74	\$ 2,810.04	\$ 2,909.96
Equipment - Office	148-585	5,720.00	-0-	1,949.74	2,810.04	2,909.96
TOTAL CAPITAL OUTLAY						
TOTAL DATA PROCESSING EXPENDITURES		\$328,140.00	\$25,500.47	\$137,583.51	\$224,011.12	\$104,128.88

WILLIAM RAINY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
Institutional Research & Dev.	150-000					
Salaries	150-510					
Administration	150-511	\$37,425.00	\$1,618.74	\$ 8,093.70	\$19,424.88	\$18,000.12
Professional	150-512	-0-	-0-	-0-	-0-	-0-
Office	150-516	14,158.00	1,211.17	5,677.55	14,133.13	24.87
Student Employees	150-518	2,500.00	-0-	-0-	-0-	2,500.00
TOTAL SALARIES		\$54,083.00	\$2,829.91	\$13,771.25	\$33,558.01	\$20,524.99
Contractual Services	150-520					
Maintenance	150-524	\$ -0-	\$ -0-	\$ -0-	\$ 39.90	\$ (39.90)
Office Services	150-527	200.00	-0-	-0-	-0-	200.00
Other	150-529	1,000.00	185.62	225.52	225.52	774.48
TOTAL CONTRACTUAL SERVICES		\$ 1,200.00	\$ 185.62	\$ 225.52	\$ 265.42	\$ 934.58
General Materials & Supplies	150-540					
Office	150-541	\$ 700.00	\$ 7.74	\$ 250.75	\$ 264.65	\$ 435.35
Printing & Offset Dupl.	150-542	2,210.00	57.01	477.44	537.44	1,672.56
Postage	150-543	-0-	-0-	-0-	-0-	-0-
Advertising	150-544	-0-	-0-	-0-	-0-	-0-
Publications & Dues	150-545	950.00	61.79	207.59	207.59	742.41
Other	150-549	200.00	-0-	-0-	-0-	200.00
TOTAL GENERAL MATERIALS & SUPPLIES		\$ 4,060.00	\$ 126.54	\$ 935.78	\$ 1,009.68	\$ 3,050.32
Travel & Meetings	150-550					
Meetings	150-551	\$ 850.00	\$ 37.26	\$ 43.06	\$ 43.06	\$ 806.94
Mileage - Local	150-552	100.00	-0-	-0-	-0-	100.00
Travel	150-554	1,500.00	225.10	292.50	292.50	1,207.50
Other - L. R. P. C.	150-559	1,800.00	36.29	72.92	72.92	1,727.08
TOTAL TRAVEL & MEETING EXPENSE		\$ 4,250.00	\$ 298.65	\$ 408.48	\$ 408.48	\$ 3,841.52
Capital Outlay	150-580					
Equipment - Office	150-585	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
TOTAL CAPITAL OUTLAY		\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
TOTAL INSTITUTIONAL RESEARCH EXPEND.		\$63,593.00	\$3,440.72	\$15,341.03	\$35,241.59	\$28,351.41

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

EXPENDITURES	ACCOUNT NUMBER	BUDGET		EXPENDITURES		EXP. & ENCUM.		UNENCUMBERED BALANCE
		NOVEMBER	TO DATE	NOVEMBER	TO DATE	TO DATE	BALANCE	
<u>General Administration</u>								
Salaries	160-000	\$ 130,405.00	\$ 11,003.56	\$ 55,017.80	\$ 132,042.72	\$ (1,637.72)		
Administration	160-511	13,480.00	1,131.32	5,332.60	13,251.84	228.16		
Professional	160-512	99,359.00	8,828.85	43,090.27	106,478.21	(7,119.21)		
Office	160-516	14,660.00	1,116.06	4,833.40	7,617.16	7,042.84		
Student Employees	160-518	4,000.00	118.50	1,493.50	1,493.50	2,506.50		
Other	160-519							
TOTAL SALARIES		\$261,904.00	\$22,198.29	\$109,767.57	\$260,883.43	\$ 1,020.57		
<u>Contractual Services</u>								
Audit	160-520	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-		
Consultants	160-521	250.00	150.00	150.00	300.00	(50.00)		
Architect	160-522	2,000.00	-0-	300.00	4,000.00	(2,000.00)		
Maintenance	160-523	600.00	12.00	275.57	275.57	324.43		
Legal	160-524	700.00	-0-	437.40	437.40	262.60		
Other	160-527	4,250.00	900.38	2,544.28	3,423.66	826.34		
TOTAL CONTRACTUAL SERVICES		\$ 7,800.00	\$ 1,062.38	\$ 3,707.25	\$ 8,436.63	\$ (636.63)		
<u>General Materials & Supplies</u>								
Office	160-540	\$ 7,800.00	\$ 699.51	\$ 3,807.94	\$ 4,404.36	\$ 3,395.64		
Printing & Offset Dupl.	160-541	24,800.00	1,943.49	8,357.66	9,865.14	14,934.86		
Postage	160-542	-0-	-0-	-0-	-0-	-0-		
Advertising	160-543	3,500.00	81.95	1,048.08	2,269.37	1,230.63		
Publications & Dues	160-544	3,250.00	270.56	2,467.87	2,876.37	373.63		
Other	160-545	600.00	56.91	258.26	258.26	341.74		
TOTAL GENERAL MATERIALS & SUPPLIES		\$ 39,950.00	\$ 3,052.42	\$15,939.81	\$ 19,673.50	\$20,276.50		
<u>Travel & Meeting Expense</u>								
Meeting Expense	160-550	\$ 7,900.00	\$ 283.71	\$ 6,885.38	\$ 6,892.23	\$ 1,007.77		
Mileage - Local	160-551	300.00	-0-	3.00	3.00	297.00		
Travel Expense	160-552	10,500.00	1,081.85	4,202.45	4,352.45	6,147.55		
Other	160-554	-0-	-0-	-0-	-0-	-0-		
TOTAL TRAVEL & MEETING EXPENSE		\$ 18,700.00	\$ 1,365.56	\$11,090.83	\$ 11,247.68	\$ 7,452.32		

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
<u>General Administration</u>						
<u>Fixed Charges</u>						
Rental of Equip.-NCR	160-570	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Rental of Equip.-IBM	160-576	13,000.00	1,075.20	4,872.20	7,032.20	5,967.80
TOTAL FIXED CHARGES		<u>\$ 13,000.00</u>	<u>\$ 1,075.20</u>	<u>\$ 4,872.20</u>	<u>\$ 7,032.20</u>	<u>\$ 5,967.80</u>
<u>Capital Outlay</u>						
Equipment - Office	160-580					
	160-585	\$ 2,650.00	422.21	302.87	1,381.21	\$ 1,268.79
TOTAL CAPITAL OUTLAY		<u>\$ 2,650.00</u>	<u>\$ 422.21</u>	<u>\$ 302.87</u>	<u>\$ 1,381.21</u>	<u>\$ 1,268.79</u>
TOTAL GENERAL ADMINISTRATION EXPEN.		<u>\$344,004.00</u>	<u>\$29,176.06</u>	<u>\$145,680.53</u>	<u>\$308,654.65</u>	<u>\$35,349.35</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM.	UNENCUMBERED BALANCE	
		BUDGET	NOVEMBER			TO DATE
General Institutional Exp.	170-000	\$ 10,950.00	\$ 891.66	\$ 3,208.30	\$ 9,449.92	\$ 1,500.08
Salaries	170-510	-0-	-0-	-0-	-0-	-0-
Administration	170-511	56,004.00	3,955.42	19,047.88	46,368.18	9,635.82
Professional	170-512	3,000.00	96.90	138.70	856.90	2,143.10
Office	170-516	-0-	-0-	247.50	247.50	(247.50)
Student Employees	170-518	-0-	-0-			
Other	170-519					
TOTAL SALARIES		\$ 69,954.00	\$ 4,943.98	\$ 22,642.38	\$ 56,922.50	\$ 13,031.50
Contractual Services	170-520					
Audit	170-521	\$ 5,800.00	\$ -0-	\$ -0-	\$ -0-	\$ 5,800.00
Consultants-In Svc. & Ins.	170-522	7,000.00	2,044.55	2,675.05	3,349.85	3,650.15
Architectural	170-523	-0-	-0-	-0-	-0-	-0-
Maintenance	170-524	2,500.00	182.92	(568.26)	672.06	1,827.94
Legal	170-526	16,000.00	3,078.30	7,684.55	7,914.60	8,085.40
Population Study	170-528	-0-	8,500.00	8,500.00	8,500.00	(8,500.00)
Other	170-529	17,000.00	4,000.00	15,913.13	15,929.13	1,070.87
TOTAL CONTRACTUAL SERVICES		\$ 48,300.00	\$ 17,805.77	\$ 34,204.47	\$ 36,365.64	\$ 11,934.36
General Matls. & Supplies	170-540					
Office	170-541	\$ 13,000.00	\$ 494.80	\$ 2,312.43	\$ 3,946.27	\$ 9,053.73
Printing & Offset Dupl.	170-542	4,800.00	829.59	2,113.10	6,129.00	(1,329.00)
Postage	170-543	18,000.00	4,568.16	15,059.99	15,059.99	2,940.01
Advertising	170-544	-0-	-0-	-0-	-0-	-0-
Publications & Dues	170-545	4,250.00	-0-	3,830.00	3,830.00	420.00
Repair Matls. & Supplies	170-547	-0-	-0-	131.70	131.70	(131.70)
Other	170-549	10,100.00	699.00	(638.55)	(222.55)	10,322.55
TOTAL GENERAL MATLS. & SUPPLIES		\$ 50,150.00	\$ 6,591.55	\$ 22,808.67	\$ 28,874.41	\$ 21,275.59
Travel & Meeting Expense	170-550					
Meeting Expense-Graduation	170-551	\$ 4,100.00	\$ -0-	\$ 288.32	\$ 288.32	\$ 13,811.68
Mileage - Local	170-552	100.00	-0-	45.35	45.35	54.65
Travel	170-554	200.00	-0-	75.00	75.00	125.00
Vehicles	170-556	-0-	-0-	-0-	-0-	-0-
Moving & Recruitment	170-557	3,000.00	-0-	23.54	23.54	2,976.46
Other - Innovative	170-559	7,000.00	393.16	1,287.55	1,536.55	5,463.45
TOTAL TRAVEL & MEETING EXPENSE		\$ 14,400.00	\$ 393.16	\$ 1,719.76	\$ 1,968.76	\$ 12,431.24

WILLIAM RAINEY CARPER COLLEGE

DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
Fringe Benefits	170-560					
Group Medical & Life Ins.	170-561	\$105,000.00	\$10,899.21	\$44,112.15	\$44,112.15	\$ 60,887.85
Voc. Ed.-Retirement	170-562	40,000.00	-0-	-0-	-0-	40,000.00
Travelers Accident Ins.	170-563	1,200.00	-0-	1,035.50	1,035.50	164.50
Workmen's Compensation	170-564	11,300.00	-0-	-0-	-0-	11,300.00
Tuition Reimbursement	170-565	5,000.00	150.00	1,677.75	1,677.75	3,322.25
Remissions-Employees Tuition	170-566	-0-	-0-	-0-	-0-	-0-
Medical Examinations	170-567	1,000.00	103.00	613.00	613.00	387.00
Professional Expense	170-568	15,000.00	-0-	1,004.00	1,004.00	13,996.00
Other-Voc.Ed.Retirement	170-569	-0-	-0-	-0-	-0-	-0-
TOTAL FRINGE BENEFITS		\$178,500.00	\$11,152.21	\$48,442.40	\$48,442.40	\$130,057.60
Fixed Charges	170-570					
Fuel - Heat	170-571	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Electricity	170-572	-0-	-0-	-0-	-0-	-0-
Telephone	170-573	-0-	-0-	-0-	-0-	-0-
Water,Sewer,Refuse Removal	170-574	-0-	-0-	-0-	-0-	-0-
Rental of Facilities	170-575	-0-	-0-	-0-	-0-	-0-
Rental of Equipment	170-576	3,000.00	395.00	439.33	1,839.33	1,160.67
Interest-Tax Warrants	170-577	-0-	-0-	-0-	-0-	-0-
Gen.Ins.-Liab. & Property	170-579	5,500.00	-0-	-0-	-0-	5,500.00
TOTAL FIXED CHARGES		\$ 8,500.00	\$ 395.00	\$ 439.33	\$ 1,839.33	\$ 6,660.67
Capital Outlay	170-580					
New Bldgs. or Additions	170-583	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Equipment & Furniture	170-585	15,000.00	1,230.58	137.15	2,284.43	12,715.57
Educ. Equip.-Non Reimb.	170-586	-0-	-0-	-0-	-0-	-0-
TOTAL CAPITAL OUTLAY		\$ 15,000.00	\$ 1,230.58	\$ 137.15	\$ 2,284.43	\$ 12,715.57

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET		EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		NOVEMBER	TO DATE	NOVEMBER	TO DATE		
Other	170-590						
Student Employment-CWS	170-591	\$ 13,000.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 13,000.00
Grants, Trustee Scholarships	170-592	13,100.00	-0-	130.00	130.00	130.00	12,970.00
Deb. Principal Retirement	170-593	-0-	-0-	-0-	-0-	-0-	-0-
Tuition Chargeback	170-594	25,000.00	958.23	2,267.51	3,005.51	3,005.51	21,994.49
Provision for Contingency	170-595.1	25,000.00	-0-	-0-	-0-	-0-	25,000.00
SPED Projects	170-595.2	15,000.00	-0-	-0-	-0-	-0-	15,000.00
Summer Workshop	170-595.3	-0-	-0-	-0-	-0-	-0-	-0-
Financial Chargeback	170-596	-0-	-0-	-0-	-0-	-0-	-0-
Facilities Charges	170-597	(18,000.00)	(2,450.67)	(13,715.71)	(13,715.71)	(13,715.71)	(4,284.29)
Clearing Account	170-598	-0-	-0-	-0-	-0-	-0-	-0-
Other-Intercollegiate Ath.	170-599	37,000.00	-0-	-0-	-0-	-0-	37,000.00
TOTAL OTHER		\$110,100.00	(\$1,492.44)	\$ (11,318.20)	\$ (10,580.20)	\$ (10,580.20)	\$120,680.20
TOTAL INSTITUTIONAL EXP. BUDGET		\$494,904.00	\$41,019.81	\$119,075.96	\$166,117.27	\$166,117.27	\$328,786.73

TOTAL EDUCATIONAL FUND EXPENDITURES	\$5,119,134.00	\$420,954.35	\$1,531,819.80	\$4,198,232.69	\$920,901.31
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WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
STATEMENT OF POSITION - BUILDING FUND
NOVEMBER 30, 1970

16

<u>ASSETS</u>	ACCOUNT <u>NUMBER</u>	11/30/70 <u>BALANCE</u>	<u>ENCUMBRANCES</u>	UNENCUMBERED <u>BALANCE</u>
Cash in Bank	113.02	\$ 46,216.34	\$ -0-	\$ 46,216.34
Investments	121.00	-0-	-0-	-0-
 <u>Interfund Receivables</u>				
Educational Fund	131.01	(7.97)	-0-	(7.97)
Bond & Interest Fund	131.03	-0-	-0-	-0-
Auxiliary Fund	131.05	-0-	-0-	-0-
Trust & Agency Fund	131.06	7.13	-0-	7.13
 <u>Taxes Receivable</u>				
Current	132.00	-0-	-0-	-0-
Back	133.00	20,895.39	-0-	20,895.39
Accounts Receivable	138.00	-0-	-0-	-0-
 <u>Deferred Charges</u>				
Inventory	160.00	165.00	-0-	165.00
TOTAL ASSETS		<u>\$ 67,275.89</u>	<u>\$ -0-</u>	<u>\$ 67,275.89</u>
 <u>LIABILITIES</u>				
<u>Interfund Payables</u>				
Educational Fund	231.01	\$ 94,095.18	\$ -0-	\$ 94,095.18
Bond & Interest Fund	231.03	-0-	-0-	-0-
Auxiliary Fund	231.05	138.04	-0-	138.04
Trust & Agency Fund	231.06	281.65	-0-	281.65
Accounts Payable	240.10	29,080.95	-0-	29,080.95
Reserve for Encumbrances	260.00	-0-	366,047.02	366,047.02
TOTAL LIABILITIES		<u>\$123,595.82</u>	<u>\$366,047.02</u>	<u>\$489,642.84</u>
Fund Balance	300.00	(56,319.93)	(366,047.02)	(422,366.95)
TOTAL LIABILITIES & FUND BALANCE		<u>\$ 67,275.89</u>	<u>\$ -0-</u>	<u>\$ 67,275.89</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1970		\$352,993.60	\$ -0-	\$352,993.60
Add: Revenue to Date		(37,110.31)	-0-	(37,110.31)
		<u>\$315,883.29</u>	<u>\$ -0-</u>	<u>\$315,883.29</u>
Less: Expenditures to Date		372,203.22	366,047.02	738,250.24
Balance, November 30, 1970		<u>\$ (56,319.93)</u>	<u>(\$366,047.02)</u>	<u>(\$422,366.95)</u>

WILLIAM RAINLEY HARPER COLLEGE
 DISTRICT NO. 512
 BUILDING FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			NOVEMBER	TO DATE	
Fund Equity, July 1, 1970	300.00	\$ 340,700.00	\$ -0-	\$313,133.08	\$ 27,566.92
<u>Local Resources</u>					
Taxes - Current	411.00	\$ 517,000.00	\$ -0-	\$ -0-	\$517,000.00
Taxes - Back	412.00	-0-	204.81	204.81	(204.81)
<u>Intermediate Resources</u>					
Student Fees - Parking	424.00	22,000.00	130.00	1,467.50	20,532.50
Other Fees - Fines	427.00	1,000.00	-0-	845.00	155.00
<u>State Resources</u>					
State Apportionment	431.00	400,000.00	-0-	-0-	400,000.00
<u>Facilities</u>					
Rentals	461.00	4,000.00	-0-	112.50	3,887.50
<u>Interest on Investments</u>					
Treasury Bills	471.00	8,000.00	-0-	-0-	8,000.00
Certificates of Deposit	472.00	-0-	-0-	-0-	-0-
<u>Other</u>					
Miscellaneous	491.00	-0-	41.10	110.40	(110.40)
Rental of Facilities	492.00	-0-	-0-	10.00	(10.00)
TOTAL ACCRUED REVENUE		\$ 952,000.00	\$375.91	\$ 2,750.21	\$949,249.79
TOTAL ACCRUED REVENUE & FUND EQUITY		\$1,292,700.00	\$375.91	\$315,883.29	\$976,816.71

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT NO. 512
 BUILDING FUND

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		BUDGET	NOVEMBER		
<u>General Buildings & Grounds</u>					
Administration					
Salaries	267-510	\$17,300.00	\$1,479.16	\$17,749.92	\$ (449.92)
Administration	267-511				
Office Staff	267-516	11,088.00	950.07	10,914.47	173.53
Service Staff	267-517	8,528.00	837.76	8,691.92	(163.92)
Student Employees	267-518	-0-	-0-	-0-	-0-
TOTAL SALARIES		\$36,916.00	\$3,266.99	\$37,356.31	\$ (440.31)
<u>General Materials & Supplies</u>					
Office Supplies	267-540				
Printing & Offset Dupl.	267-541	\$ 1,200.00	7.35	242.22	\$ 957.78
Advertising	267-542	1,800.00	9.51	141.17	1,658.83
Publications & Dues	267-544	-0-	-0-	-0-	-0-
	267-545	150.00	25.00	73.65	76.35
TOTAL GENERAL MATERIALS & SUPPLIES		\$ 3,150.00	\$ 41.86	\$ 457.04	\$ 2,692.96
<u>Travel & Meeting Expense</u>					
Meeting Expense	267-550				
Travel Expense	267-551	\$ 500.00	16.70	119.83	\$ 380.17
	267-554	500.00	-0-	20.00	480.00
TOTAL TRAVEL & MEETING EXPENSE		\$ 1,000.00	\$ 16.70	\$ 139.83	\$ 860.17
<u>Capital Outlay</u>					
Office Equipment	267-580				
TOTAL CAPITAL OUTLAY	267-585	\$ -0-	\$ -0-	\$ -0-	\$ -0-
TOTAL GENERAL BUILDINGS & GROUNDS		\$41,066.00	\$3,325.55	\$16,016.44	\$37,953.18
ADMINISTRATION EXPENDITURES					\$3,112.82

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
BUILDING FUND

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET		EXPENDITURES		EXP. & ENCUM.		UNENCUMBERED BALANCE
		NOVEMBER	TO DATE	NOVEMBER	TO DATE	TO DATE	BALANCE	
<u>Gen. Institutional Expense</u>								
<u>Fringe Benefits</u>								
Group Medical Insurance	271-560	\$ 20,350.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 20,350.00
Workman's Compensation	271-561	3,960.00	-0-	-0-	-0-	-0-	-0-	3,960.00
Tuition Reimbursement	271-564	100.00	-0-	-0-	-0-	-0-	-0-	100.00
Medical Examinations	271-565	400.00	54.00	222.00	222.00	222.00	222.00	178.00
TOTAL FRINGE BENEFITS	271-567	\$24,810.00	\$ 54.00	\$ 222.00	\$ 222.00	\$ 222.00	\$ 222.00	\$24,588.00
<u>Fixed Charges</u>								
Rental of Facilities	271-570	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
General Insurance	271-575	4,750.00	-0-	4.00	4.00	4.00	4.00	4,746.00
TOTAL FIXED CHARGES	271-578	\$ 4,750.00	\$ -0-	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4,746.00
<u>Capital Outlay</u>								
Site Improvement	271-580	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
New Buildings & Additions	271-582	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Building Remodeling	271-583	25,000.00	848.12	4,596.77	16,421.61	16,421.61	8,578.39	8,578.39
Equipment-Non Reimb.	271-584	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Equipment - Service	271-586	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Other	271-588	-0-	-0-	(1,343.00)	(783.00)	(783.00)	(783.00)	783.00
TOTAL CAPITAL OUTLAY	271-589	\$25,000.00	\$848.12	\$3,253.77	\$15,638.61	\$ 9,361.39	\$ 9,361.39	
<u>Other</u>								
Provision for Contingency	271-590	\$10,193.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$10,193.00
Clearing Account	271-595	-0-	-0-	-0-	-0-	-0-	-0-	-0-
TOTAL OTHER	271-598	\$10,193.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$10,193.00
TOTAL GENERAL INSTITUTIONAL EXPENSE		\$64,753.00	\$902.12	\$3,479.77	\$15,864.61	\$48,888.39	\$48,888.39	

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512

BUILDING FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
Operation & Maintenance of Physical Facilities	280-000	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Salaries - Office	280-516	493,620.00	41,741.81	196,585.07	485,306.23	8,313.77
Service Staff	280-517	-0-	2,710.02	15,674.80	31,325.68	(31,325.68)
Student Employees	280-518	-0-	138.00	3,488.32	3,488.32	17,799.68
Other - Overtime	280-519	21,288.00				
TOTAL SALARIES		\$514,908.00	\$44,589.83	\$215,948.19	\$520,320.23	\$ (5,412.23)
Contractual Services	280-520					
Maintenance Service	280-524	\$ 38,180.00	\$ 1,670.50	\$ 8,062.75	\$ 19,778.12	\$18,401.88
Other	280-529	4,600.00	25.00	635.14	635.14	3,964.86
TOTAL CONTRACTUAL SERVICES		\$ 42,780.00	\$ 1,695.50	\$ 8,697.89	\$ 20,413.26	\$22,366.74
General Materials & Supplies	280-540					
Office Supplies	280-541	\$ 880.00	\$ 34.61	\$ 124.38	\$ 124.38	\$ 755.62
Printing & Offset Dupl.	280-542	1,340.00	4.21	1,697.36	1,775.86	(435.86)
Maintenance Supplies	280-546	51,150.00	5,857.44	31,633.99	33,735.85	17,414.15
Repairs	280-547	-0-	-0-	-0-	-0-	-0-
Other Supplies	280-549	2,500.00	1,040.60	1,040.60	1,874.35	625.65
TOTAL GENERAL MATERIALS & SUPPLIES		\$ 55,870.00	\$ 6,936.86	\$ 34,496.33	\$ 37,510.44	\$18,359.56
Travel Expense	280-550					
Travel Expense	280-554	\$ 1,600.00	\$ 141.60	\$ 722.36	\$ 722.36	\$ 877.64
Vehicle Expense	280-556	4,300.00	1,545.35	4,732.90	4,808.90	(508.90)
TOTAL TRAVEL EXPENSE		\$ 5,900.00	\$ 1,686.95	\$ 5,455.26	\$ 5,531.26	\$ 368.74
Fixed Charges	280-570					
Fuel - Heating	280-571	\$ 25,000.00	\$ 2,599.34	\$ 5,536.47	\$ 5,968.02	\$19,031.98
Electricity	280-572	90,000.00	8,390.44	33,613.51	40,770.80	49,229.20
Telephone	280-573	36,000.00	4,756.54	19,513.03	19,551.14	16,448.86
Water & Fuel Treatment	280-574	4,773.00	648.81	1,581.50	1,581.50	3,191.50
Rental of Equipment	280-576	1,200.00	572.00	1,239.50	1,239.50	(39.50)
General Insurance	280-578	3,200.00	-0-	-0-	-0-	3,200.00
TOTAL FIXED CHARGES		\$160,173.00	\$16,967.13	\$ 61,484.01	\$ 69,110.96	\$91,062.04

WILLIAM RAINLY HARPER COLLEGE
 DISTRICT NO. 512
 BUILDING FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		BUDGET	NOVEMBER		
Capital Outlay	280-580				
Site Improvement	280-582	\$ -0-	\$ -0-	\$ 50.73	\$ (50.73)
Office Equipment	280-585	-0-	395.00	395.00	(395.00)
Equipment - Service	280-588	39,550.00	377.39	30,395.57	9,154.43
TOTAL CAPITAL OUTLAY		\$ 39,550.00	\$ 772.39	\$ 30,841.30	\$ 8,708.70
Clearing Account	280-598	\$ -0-	\$ -0-	\$ 705.00	\$ (705.00)
TOTAL OPERATION & MAINTENANCE		\$ 819,181.00	\$ 72,648.66	\$ 684,432.45	\$ 134,748.55
TOTAL BUILDINGS & GROUNDS EXPENDITURES		\$ 925,000.00	\$ 76,876.33	\$ 738,250.24	\$ 186,749.76

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
STATEMENT OF POSITION
BOND & INTEREST FUND - NOVEMBER 30, 1970

22

<u>ASSETS</u>	ACCOUNT NUMBER	NOVEMBER BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Cash in Bank	113.03	\$127,345.52	\$ -0-	\$127,345.52
Investments-Treasury Bills	121.00	-0-	-0-	-0-
Investments-Other	124.00	-0-	-0-	-0-
Interfund Rec.-Education Fund	131.01	-0-	-0-	-0-
Interfund Rec.-Building Fund	131.02	-0-	-0-	-0-
Taxes Receivable-Current	132.00	-0-	-0-	-0-
Taxes Receivable-Back	133.00	30,195.01	-0-	30,195.01
Interest Receivable	141.00	-0-	-0-	-0-
TOTAL ASSETS		<u>\$157,540.53</u>	<u>\$ -0-</u>	<u>\$157,540.53</u>
 <u>LIABILITIES</u>				
Interfund Payable-Building	231.02	\$ -0-	\$ -0-	\$ -0-
Reserve for Encumbrances	260.00	-0-	129,331.87	129,331.87
Fund Equity	300.00	\$ 157,540.53	\$129,331.87	\$129,331.87
TOTAL LIABILITIES & FUND EQUITY		<u>\$157,540.53</u>	<u>\$ -0-</u>	<u>\$157,540.53</u>

SUMMARY OF FUND BALANCE

Balance, July 1, 1970	\$ 16,609.17	\$ -0-	\$ 16,609.17
Add: Revenue to Date	11,599.49	-0-	11,599.49
Less: Expenditures to Date	\$ 28,208.66	\$ -0-	\$ 28,208.66
Balance, November 30, 1970	<u>(129,331.87)</u>	<u>129,331.87</u>	<u>-0-</u>
	<u>\$157,540.53</u>	<u>(\$129,331.87)</u>	<u>\$ 28,208.66</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512

BOND & INTEREST FUND - BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			NOVEMBER	TO DATE	
Fund Equity	300.00	\$ -0-	\$ -0-	\$ 16,609.17	\$ (16,609.17)
<u>Local Resources</u>					
Taxes-Current-1970	411.00	\$ 719,300.00	\$ -0-	\$ -0-	\$ 719,300.00
Taxes-Back	412.00	-0-	334.35	334.35	(334.35)
<u>Interest on Investments</u>	470.00				
Treasury Bills	471.00	3,000.00	11,765.14	11,265.14	(8,265.14)
Certificates of Deposit	472.00	8,000.00	-0-	-0-	8,000.00
Other	474.00	-0-	-0-	-0-	-0-
TOTAL REVENUE		\$ 730,300.00	\$ 12,099.49	\$ 11,599.49	\$ 718,700.51
TOTAL REVENUE & BEGINNING FUND EQUITY		\$ 730,300.00	\$ 12,099.49	\$ 28,208.66	\$ 702,091.34

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
<u>General Institutional Exp.</u>						
<u>Fixed Charges</u>						
Interest - Bonds	570.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Fixed Charges-Interest	577.00	226,395.00	-0-	(129,160.50)	-0-	226,395.00
<u>Other</u>						
Bond Principal	593.00	460,000.00	-0-	-0-	-0-	460,000.00
Financial Charges	596.00	470.00	-0-	(171.37)	-0-	470.00
		\$ 460,470.00	\$ -0-	\$ (171.37)	-0-	\$ 460,470.00
TOTAL BOND & INTEREST EXP.		\$ 686,865.00	\$ -0-	\$ (129,331.87)	-0-	\$ 686,865.00

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
STATEMENT OF POSITION
SITE & CONSTRUCTION FUND
NOVEMBER 30, 1970

22

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>NOVEMBER BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.03	\$ 323,424.15	\$ -0-	\$ 323,424.15
Investments	120.00	1,481,529.10	-0-	1,481,529.10
 <u>Government Claims Rec.</u>				
Vocational Education	137.11	254,100.22	-0-	254,100.22
Other Receivables-Misc.	138.90	11,876.00	-0-	11,876.00
Long Term	138.91	15,590.83	-0-	15,590.83
 <u>Accrued Revenue</u>				
Sale of Relocatable Bldg.	144.00	-0-	-0-	-0-
TOTAL ASSETS		<u>\$2,086,520.30</u>	<u>\$ -0-</u>	<u>\$2,086,520.30</u>
 <u>LIABILITIES</u>				
Accounts Payable	240.10	\$ 7,547.97	\$ -0-	\$ 7,547.97
Reserve for Encumbrances	260.00	-0-	(188,416.83)	(188,416.83)
Fund Equity	300.00	2,078,972.33	188,416.83	2,267,389.16
TOTAL LIABILITIES & FUND EQUITY		<u>\$2,086,520.30</u>	<u>\$ -0-</u>	<u>\$2,086,520.30</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, September 1, 1966		\$ -0-	\$ -0-	\$ -0-
Add: Revenue to Date		9,451,967.75	-0-	9,451,967.75
		<u>\$9,451,967.75</u>	<u>\$ -0-</u>	<u>\$9,451,967.75</u>
Less: Expenditures to Date		7,052,584.11	131,994.48	7,184,578.59
Less: Encumbered Exp. 6/30/70		320,411.31	(320,411.31)	-0-
Balance, November 30, 1970		<u>\$2,078,972.33</u>	<u>\$188,416.83</u>	<u>\$2,267,389.16</u>

WILLIAM RAINELI HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND BUDGET REPORT
PROJECT BUDGET SEPTEMBER 1, 1966 TO NOVEMBER 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			NOVEMBER	TO DATE	
Intermediate Resources					
Sale of Bonds	425.00				
September 1, 1966 Bond Issue		\$ 3,375,000.00	\$ -0-	\$ 3,375,000.00	\$ -0-
December 1, 1966 Bond Issue		4,000,000.00	-0-	4,000,000.00	-0-
Premium on Bonds Sold		\$ 7,375,000.00	-0-	\$ 7,375,000.00	-0-
Accrued Interest		\$ 360.00	-0-	\$ 360.13	(.13)
State Resources		\$ 53,094.00	-0-	\$ 53,094.42	(.42)
Vocational Educational Grant	432.10	\$ 750,000.00	\$ -0-	\$ 703,386.72	\$ 46,613.28
Voc. Educ. 50% Grant	432.20	42,700.00	-0-	-0-	42,700.00
Federal Resources		\$ 792,700.00	\$ -0-	\$ 703,386.72	\$ 89,313.28
Title VI 1967-68	443.00	\$ 61,091.00	\$ -0-	\$ 61,091.00	\$ -0-
DHEW Grant	446.00	-0-	-0-	-0-	-0-
Moveable Equip. Phase I	446.10	242,282.00	-0-	242,282.00	-0-
Fixed Equip. Phase I	446.20	430,000.00	-0-	430,501.00	(501.00)
Moveable Equip. Phase II	446.30	70,000.00	-0-	-0-	70,000.00
Facilities		\$ 803,373.00	\$ -0-	\$ 733,874.00	\$ 69,499.00
Sale of Well Site	464.00	\$ 4,000.00	\$ -0-	\$ 4,000.00	\$ -0-
Interest on Investments					
Treasury Bills	471.00	\$ 90,000.00	\$ 17,770.00	\$ 86,288.91	\$ 3,711.09
Certificates of Deposit	472.00	474,000.00	-0-	419,221.22	54,778.78
Other Investments	473.00	56,000.00	-0-	76,092.00	(20,092.00)
Other		\$ 620,000.00	\$ 17,770.00	\$ 581,602.13	\$ 38,397.87
Miscellaneous	491.00	\$ 630.00	\$ 20.00	\$ 650.35	\$ (20.35)
TOTAL SITE & CONSTRUCTION FUND REVENUE		\$ 9,649,157.00	\$ 17,790.00	\$ 9,451,967.75	\$ 197,189.25

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512

SITE & CONSTRUCTION FUND BUDGET REPORT

PROJECT BUDGET SEPTEMBER 1, 1966 TO NOVEMBER 30, 1970

EXPENDITURES Phase I (A & B)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
<u>Contractual Services</u>						
Financial Consultants	521.00	\$ 2,600.00	\$ -0-	\$ 2,583.46	\$ 2,583.46	\$ 16.54
Educational Consultants	522.10	54,200.00	-0-	53,710.25	53,710.25	489.75
<u>Architectural & Engineering</u>						
Design Development Phase	523.10	279,796.00	-0-	279,795.60	279,795.60	.40
Construction Documents Phase	523.20	290,400.00	-0-	290,400.00	290,400.00	-0-
Bid Phase	523.30	20,707.00	-0-	20,706.60	20,706.60	.40
Interiors	523.40	14,746.00	-0-	14,745.63	14,745.63	.37
Plans	523.50	20,244.00	-0-	19,338.93	19,338.93	905.07
Model	523.60	1,976.00	-0-	1,976.32	1,976.32	(.32)
Other	523.90	116.00	-0-	115.80	115.80	.20
Legal Counsel	527.00	20,215.00	-0-	20,214.50	20,214.50	.50
<u>Fixed Charges</u>						
Treasurer's Bonds	579.10	\$ 3,040.00	\$ -0-	\$ 3,037.00	\$ 3,037.00	\$ 3.00
Other	579.90	10.00	-0-	4.57	4.57	5.43
Capital Outlay						
<u>Site Acquisition</u>						
Land Cost	581.10	\$1,439,146.00	\$ -0-	\$1,439,146.42	\$1,439,146.42	(.42)
Real Estate Taxes	581.20	14,025.00	-0-	14,009.49	14,009.49	15.51
Revenue Stamps & Title Pol.	581.30	7,000.00	-0-	6,968.55	6,968.55	31.45
Appraisals	581.40	6,829.00	45.00	6,791.25	6,791.25	37.75
		\$1,467,000.00	\$ 45.00	\$1,466,915.71	\$1,466,915.71	\$ 84.29

WILLIAM RAINEY HARPER COLLEGE

DISTRICT NO. 512

SITE & CONSTRUCTION FUND BUDGET REPORT

PROJECT BUDGET SEPTEMBER 1, 1966 to NOVEMBER 30, 1970

<u>EXPENDITURES (Cont.)</u>		<u>EXPENDITURES</u>		<u>EXP. & ENCUM.</u>		<u>UNENCUMBERED</u>
<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>NOVEMBER</u>	<u>TO DATE</u>	<u>TO DATE</u>		<u>BALANCE</u>
<u>Site Improvements</u>						
General Improvements	\$ 71,000.00	\$ 5,407.97	\$ 29,505.53	\$ 30,405.53	\$ 40,594.47	
Water Connection	4,000.00	-0-	4,000.00	4,000.00	-0-	
Southwest Corner	-0-	-0-	14,900.00	14,900.00	(14,900.00)	
Parking Gates	-0-	-0-	-0-	-0-	-0-	
Addl. S. W. Corner	-0-	-0-	-0-	-0-	-0-	
Addl. Lighting	-0-	-0-	(1,300.00)	-0-	-0-	
	<u>\$ 75,000.00</u>	<u>\$ 5,407.97</u>	<u>\$ 47,105.53</u>	<u>\$ 49,305.53</u>	<u>\$ 25,694.47</u>	
<u>New Buildings</u>						
Construction Payout to IBA	\$ 2,557,470.00	\$ -0-	\$ 2,557,469.43	\$ 2,557,469.43	\$ 2,557,469.43	\$ -0.57

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
SITE & CONSTRUCTION FUND BUDGET REPORT
PROJECT BUDGET SEPTEMBER 1, 1966 to NOVEMBER 30, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	NOVEMBER		
<u>Equipment</u>					
Educational Non-Reimb.	586.00	\$ 200,000.00	\$ -0-	\$ 234,857.37	\$ (51,573.55)
Educational Non-Reimb. A-V	586.20	72,000.00	-0-	28,390.00	43,610.00
		<u>\$ 272,000.00</u>	<u>\$ -0-</u>	<u>\$ 263,247.37</u>	<u>\$ (7,963.55)</u>
<u>Educational Reimbursable</u>					
Title VI	587.10	\$ 61,091.00	\$ -0-	\$ 60,422.56	\$ 668.44
<u>Voc/Tech</u>					
Business	587.20				
Business	110-587.21	\$ 38,089.00	\$ -0-	\$ 40,383.00	\$ (2,294.00)
Data Processing	116-587.21	63,411.00	-0-	70,295.11	(6,884.11)
Chemical Technology	217-586.26	-0-	-0-	-0-	-0-
Law Enforcement	418-587.24	5,500.00	-0-	4,981.15	4,981.15
Architecture	311-587.23	20,000.00	-0-	-0-	-0-
Electronics	312-587.23	170,000.00	(1,600.00)	185,226.31	185,226.31
Mechanical Design	314-587.23	140,000.00	-0-	124,890.58	133,636.58
Numerical Control	315-587.23	163,000.00	-0-	167,033.00	167,033.00
Fashion Design	517-587.25	-0-	-0-	5,105.76	5,105.76
Nursing	713-587.27	2,000.00	-0-	1,929.57	1,929.57
Practical Nursing	714-587.27	-0-	-0-	1,938.46	1,938.46
Dental Hygiene	716-587.27	148,000.00	-0-	99,942.13	99,942.13
		<u>\$ 750,000.00</u>	<u>\$(1,600.00)</u>	<u>\$ 701,725.07</u>	<u>\$ 39,528.93</u>
DHEW Moveable	587.30	\$ 225,682.00	\$ -0-	\$ 262,784.44	\$(37,102.44)
DHEW Fixed	587.40	\$ 430,000.00	\$ -0-	\$ 273,982.98	\$ 300,344.43
DHEW Reimb. A-V	587.50	\$ 107,000.00	\$ -0-	\$ 776,481.30	\$ 82,015.00
DHEW Reimb. Art Work	587.60	\$ 16,600.00	\$ -0-	\$ 14,249.35	\$ 15,856.85
		<u>\$ 1,590,373.00</u>	<u>\$(1,600.00)</u>	<u>\$ 1,389,645.70</u>	<u>\$ 158,478.65</u>

TOTAL REIMBURSABLE EQUIPMENT

WILLIAM RAINE HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND BUDGET REPORT
PROJECT BUDGET SEPTEMBER 1, 1966 to NOVEMBER 30, 1970

EXPENDITURES (Cont.) Phase II A Contractual Services Architectural	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
	523.00	\$ 79,400.00	\$ -0-	\$ 205,968.05	\$ 205,968.05	\$ (126,568.05)
Capital Outlay	582.00	\$ 366,368.00	\$ -0-	\$ 352,829.75	\$ 352,829.75	\$ 13,538.25
Site Improve.S.W. Corner Additional Physical Education Facilities New Bldgs. Science & Music Wings	582.70	-0-	2,095.00	2,095.00	129,220.00	(129,220.00)
	583.00	144,909.00	-0-	-0-	-0-	144,909.00
		\$ 511,277.00	\$ 2,095.00	\$ 354,924.75	\$ 482,049.75	\$ 29,227.25
Equipment-Reimbursable	587.00					
DHEW Moveable Equipment	587.30	\$ 70,000.00	\$ -0-	\$ 9,410.00	\$ 9,537.00	\$ 60,463.00
Other Phase II Moveable	587.50	150,000.00	-0-	-0-	-0-	150,000.00
		\$ 220,000.00	\$ -0-	\$ 9,410.00	\$ 9,537.00	\$ 210,463.00
Phase II B Contractual Services Architectural Fees	523.00	\$ -0-	\$ -0-	\$ 51,268.91	\$ 51,268.91	\$ (51,268.91)
Capital Outlay New Buildings	583.00	\$ 2,168,587.00	\$ -0-	\$ -0-	\$ -0-	\$ 2,168,587.00
TOTAL PROJECT BUDGET		\$ 9,649,157.00	\$ 5,947.97	\$ 7,052,584.11	\$ 7,241,000.94	\$ 2,408,156.06

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
AUXILIARY FUND - STATEMENT OF POSITION
NOVEMBER 30, 1970

30

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Petty Cash	111.00	\$ 150.00	\$ -0-	\$ 150.00
Cash in Bank	113.04	77,402.60	-0-	77,402.60
Change Funds	115.00	1,000.00	-0-	1,000.00
NSF Checks	116.00	336.25	-0-	336.25
<u>Interfund Receivables</u>				
Educational Fund	131.01	5,826.00	-0-	5,826.00
Building Fund	131.02	138.04	-0-	138.04
Trust & Agency Fund	131.06	1,291.16	-0-	1,921.16
Intrafund Rec.-Cafeteria	131.51	-0-	-0-	-0-
Inter-Collegiate Athletics	131.53	-0-	-0-	-0-
Misc. Receivable	138.90	428.13	-0-	428.13
Travel Advances	138.54	1,847.80	-0-	1,847.80
Book Purchase Fund	138.30	4,513.41	-0-	4,513.41
Inventory	162.00	134,989.74	-0-	134,989.74
TOTAL ASSETS		\$227,923.13	\$ -0-	\$227,923.13

LIABILITIES

Interfund Payables

Educational Fund	231.01	\$208,268.50	\$ -0-	\$208,268.50
Building Fund	231.02	-0-	-0-	-0-
Auxiliary Fund	231.05	-0-	-0-	-0-
Trust & Agency Fund	231.06	-0-	-0-	-0-
Intra-Fund Payable to Bookstore	231.52	290.00	-0-	290.00
Accounts Payable	240.10	26,322.26	-0-	26,322.26
Retailers Occupation Tax	255.00	1,309.24	-0-	1,309.24
Reserve for Encumbrances	260.00	-0-	142,135.50	142,135.50
TOTAL LIABILITIES		\$236,190.00	\$142,135.50	\$378,325.50
Fund Balance		(8,266.87)	(142,135.50)	(150,402.37)
TOTAL LIABILITIES & FUND BALANCE		\$227,923.13	\$ -0-	\$227,923.13

SUMMARY OF FUND BALANCE

Fund Balance, July 1, 1970	300.00	\$(33,705.18)	\$ -0-	\$(33,705.18)
Add: Revenue to Date		343,258.66	-0-	343,258.66
Less: Expenditures to Date		317,820.35	142,135.50	459,955.85
Fund Balance, November 30, 1970		\$(8,266.87)	\$(142,135.50)	\$(150,402.37)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

AUXILIARY FUND (CAFETERIA) BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

REVENUE	ACCOUNT NUMBER	BUDGET		REVENUE		UNENCUMBERED BALANCE
		NOV.	TO DATE	NOV.	TO DATE	
<u>Fund Equity</u>	300.00	\$ (44,000.00)	\$ (8,173.38)	\$ 48,000.00	\$ (8,173.38)	\$ (35,826.62)
Receipts-Vending Machines	456.00	\$ -0-	\$ 1,968.93	\$ 1,968.93		\$ (1,968.93)
Sales-Food Catering	451.20	-0-	-0-	-0-		-0-
Sales-Food	451.00	244,630.00	25,195.70	87,446.34		157,183.66
Total Revenue		\$244,630.00	\$27,164.63	\$ 89,415.27		\$155,214.73
Total Rev. & Begin. Fund Equity		\$200,630.00	\$75,164.63	\$ 81,241.89		\$119,388.11

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB.		UNENCUMBERED BALANCE
		NOV.	TO DATE	TO DATE	TO DATE	
<u>Salaries</u>						
Administrative	511.00	\$ 9,390.00	\$ 786.26	\$ 3,931.30	\$ 9,435.12	\$ (45.12)
Professional Office	512.00	24,900.00	2,075.02	10,375.10	24,900.24	(.24)
Service Staff	516.00	5,760.00	480.00	2,400.00	5,760.00	-0-
Student Employees	517.00	79,740.00	6,542.01	22,903.09	66,007.27	13,732.73
Total Salaries	518.00	4,000.00	983.24	2,486.37	2,486.37	1,513.63
Contractual Services		\$123,790.00	\$10,866.53	\$ 42,095.86	\$108,589.00	\$ 15,201.00
Other (Laundry, etc.)	520.00					
Equipment Repair	529.00	\$ 2,800.00	\$ 203.09	\$ 797.57	\$ 1,034.31	\$ 1,765.69
Total Contractual Services		1,000.00	-0-	50.80	599.80	400.20
<u>Instr. Materials & Supplies</u>		\$ 3,800.00	\$ 203.09	\$ 848.37	\$ 1,634.11	\$ 2,165.89
Purchases						
Beginning Inventory	536.10	\$ 95,850.00	\$10,287.88	\$ 33,296.28	\$ 36,749.10	\$ 59,100.90
Ending Inventory	536.20	8,000.00	-0-	7,138.76	7,138.76	861.24
Total Instr. Matls. & Supplies	536.30	(8,000.00)	36.07	(8,612.19)	(8,612.19)	612.19
		\$ 95,850.00	\$10,323.95	\$ 31,822.85	\$ 35,275.67	\$ 60,574.33

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

AUXILIARY FUND (CAFETERIA) BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			NOV.	TO DATE		
<u>General Mats. & Supplies</u>						
Other	549.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Office Supplies	541.00	300.00	24.49	80.20	80.20	219.80
Printing & Offset Dupl.	542.00	300.00	10.10	44.93	44.93	255.07
Advertising	544.00	200.00	-0-	-0-	-0-	200.00
Publications & Dues	545.00	200.00	-0-	75.00	75.00	125.00
Opening Inventory Supplies	546.50	-0-	-0-	2,032.48	2,032.48	(2,032.48)
Closing Inventory Supplies	546.60	-0-	292.14	(2,039.95)	(2,039.95)	2,039.95
Service Supplies	546.00	11,050.00	1,044.66	6,516.86	6,963.41	4,086.59
Repairs & amintenance	547.00	400.00	-0-	-0-	-0-	400.00
Total Gen. Mats. & Supplies		\$ 12,450.00	\$ 1,371.39	\$ 6,709.52	\$ 7,156.07	\$ 5,293.93
<u>Travel & Meeting Expense</u>						
Travel - Local	552.00	\$ 200.00	\$ -0-	\$ -0-	\$ -0-	\$ 200.00
Travel - Expense	554.00	900.00	329.93	344.93	344.93	555.07
Total Travel & Meeting Exp.		\$ 1,100.00	\$ 329.93	\$ 344.93	\$ 344.93	\$ 755.07
<u>Fringe Benefits</u>	560.00					
Group Insurance	561.00	\$ 4,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 4,000.00
Professional Expense	568.00	370.00	-0-	-0-	-0-	370.00
Total Fringe Benefits		\$ 4,370.00	\$ -0-	\$ -0-	\$ -0-	\$ 4,370.00
<u>Fixed Charges</u>						
Telephone	573.00	\$ 500.00	\$ 16.95	\$ 82.77	\$ 82.77	\$ 417.23
Rental of Facilities	575.00	-0-	-0-	-0-	-0-	-0-
Equipment Rental	576.00	-0-	-0-	-0-	-0-	-0-
Interest	577.00	2,400.00	-0-	-0-	-0-	2,400.00
Total Fixed Charges		\$ 2,900.00	\$ 16.95	\$ 82.77	\$ 82.77	\$ 2,817.23

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

AUXILIARY FUND (CAFETERIA) BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		NOV.	TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Capital Outlay								
Equipment Office	585.00	\$ 300.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 300.00
Equipment Misc.	588.00	8,700.00	2.63	(95.75)	1,420.93	7,279.07		7,279.07
Total Capital Outlay		\$ 9,000.00	\$ 2.63	\$ (95.75)	\$ 1,420.93	\$ 7,579.07		\$ 7,579.07
Other Expenses								
Provision for Contingency	595.00	\$ 1,200.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 1,200.00
Financial Charges & Adjusts.	596.00	-0-	(48.17)	(62.47)	(62.47)	(62.47)	(62.47)	62.47
Facilities Charges	597.00	600.00	-0-	-0-	-0-	-0-	-0-	600.00
Total		\$ 1,800.00	\$ (48.17)	\$ (62.47)	\$ (62.47)	\$ (62.47)	\$ (62.47)	\$ 1,862.47
TOTAL CAFETERIA EXPENDITURES		\$255,060.00	\$23,066.30	\$ 81,746.08	\$154,441.01	\$100,618.99		

WILLIAM RAINLY HARPER COLLEGE
DISTRICT NO. 512

AUXILIARY FUND (BOOKSTORE) BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

592-000

ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
		NOVEMBER	TO DATE	
300.00	\$ 48,000.00	\$48,000.00	\$ 62.98	\$ 47,937.02
452.70	\$ -0-	\$ -0-	\$ 7.14	\$ (7.14)
452.90	-0-	1,903.68	9,310.36	(9,310.36)
452.10	330,000.00	5,829.70	208,049.44	121,950.56
452.20	95,000.00	3,670.78	29,267.75	65,732.25
491.00	-0-	-0-	-0-	-0-
TOTAL REVENUE	\$425,000.00	\$11,404.16	\$246,634.69	\$178,365.31
TOTAL REVENUE & FUND EQUITY	\$473,000.00	(\$36,595.84)	\$246,697.67	\$226,302.33

ACCOUNT NUMBER	BUDGET	EXPENDITURES		UNENCUMBERED BALANCE
		NOVEMBER	TO DATE	
511.00	\$ -0-	\$ 1,137.74	\$ 5,688.70	\$ (13,652.88)
512.00	13,653.00	-0-	-0-	13,653.00
515.00	-0-	-0-	-0-	-0-
516.00	44,440.00	2,986.43	15,471.63	34,148.33
518.00	-0-	464.60	2,351.52	(2,351.52)
TOTAL SALARIES	\$ 58,093.00	\$ 4,588.77	\$ 23,511.85	\$ 7,940.27

ACCOUNT NUMBER	BUDGET	EXP. & ENCUM.		UNENCUMBERED BALANCE
		NOVEMBER	TO DATE	
529.00	\$ -0-	\$ -0-	\$ 237.70	\$ (237.70)
524.00	600.00	-0-	119.80	465.20
TOTAL CONTRACTUAL SERVICES	\$ 600.00	\$ -0-	\$ 372.50	\$ 227.50

ACCOUNT NUMBER	BUDGET	EXP. & ENCUM.		UNENCUMBERED BALANCE
		NOVEMBER	TO DATE	
536.10	\$260,000.00	\$ 3,730.15	\$163,510.78	\$ 81,470.56
536.20	24,000.00	-0-	64,715.09	(40,715.09)
536.30	(27,000.00)	685.10	(74,845.95)	47,845.95
536.40	70,000.00	5,269.85	36,656.44	27,184.92
536.50	18,400.00	-0-	34,857.21	(16,457.21)
536.60	(22,000.00)	(1,495.76)	(49,491.65)	27,491.65
TOTAL INSTRUCTIONAL MATLS. & SUPPLIES	\$323,400.00	\$ 8,189.34	\$175,401.92	\$126,820.78

3.1

WILLIAM RAINY HARPER COLLEGE
DISTRICT NO. 512

AUXILIARY FUND (BOOKSTORE) BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		BUDGET	NOVEMBER		
<u>General Materials & Supplies</u>					
Office Supplies	541.00	\$ 1,900.00	\$ 21.55	\$ 438.16	\$ 1,404.34
Printing & Offset Dupl.	542.00	2,900.00	106.77	940.00	1,960.00
Postage	543.00	-0-	25.99	25.99	(25.99)
Advertising	544.00	2,000.00	150.00	-0-	2,000.00
Publications & Dues	545.00	250.00	-0-	181.45	217.45
Service Supplies	546.00	-0-	-0-	10.68	13.56
Repairs & Maintenance	547.00	-0-	-0-	-0-	(13.56)
TOTAL GENERAL MATLS. & SUPPLIES		\$ 7,050.00	\$ 304.31	\$ 1,596.28	\$ 5,357.34
<u>Travel & Meeting Expense</u>	554.00	\$ 600.00	\$ -0-	\$ 192.25	\$ 407.75
<u>Fringe Benefits</u>	560.00	\$ 1,500.00	\$ -0-	\$ -0-	\$ 1,500.00
<u>Fixed Charges</u>					
Rental of Equipment	576.00	-0-	-0-	80.00	80.00
Telephone	573.00	750.00	-0-	-0-	750.00
Rental of Facilities	575.00	400.00	-0-	-0-	400.00
TOTAL FIXED CHARGES		\$ 1,150.00	\$ -0-	\$ 80.00	\$ 1,070.00
<u>Capital Outlay</u>					
Equipment - Office	585.00	\$ 7,000.00	\$ 83.03	\$ 1,479.11	\$ 5,520.89
Equipment - Miscellaneous	588.00	-0-	-0-	-0-	-0-
Equipment - Service	589.00	-0-	-0-	146.25	(146.25)
TOTAL CAPITAL OUTLAY		\$ 7,000.00	\$ 83.03	\$ 1,479.11	\$ 5,374.64
<u>Other</u>					
Provision for Contingency	595.00	\$ 1,000.00	\$ -0-	\$ -0-	\$ 1,000.00
Financial Charges & Adjusts.	596.00	3,500.00	(12.44)	178.29	3,321.71
Facilities Charges	597.00	1,200.00	-0-	-0-	1,200.00
TOTAL OTHER		\$ 5,700.00	\$ (12.44)	\$ 178.29	\$ 5,521.71
TOTAL BOOKSTORE EXPENDITURES		\$405,093.00	\$13,153.01	\$202,797.20	\$154,219.99

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512

AUXILIARY FUND (INTER-COLLEGIATE ATHLETICS) BUDGET REPORT
FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
		NOVEMBER	TO DATE	
593-000	\$ -0-	\$ -0-	\$ (.70)	\$.70
300.00				
455.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-
489.10	\$ 36,469.00	\$ -0-	\$ -0-	\$ 36,469.00
489.60	8,400.00	-0-	-0-	8,400.00
TOTAL TRANSFERS IN	\$44,869.00	\$ -0-	\$ -0-	\$44,869.00
TOTAL REVENUE	\$44,869.00	\$ -0-	\$ -0-	\$44,869.00
TOTAL REVENUE & BEGINNING FUND EQUITY	\$44,869.00	\$ -0-	\$ (.70)	\$44,869.70

ACCOUNT NUMBER	BUDGET	EXPENDITURES		UNENCUMBERED BALANCE
		NOVEMBER	TO DATE	
512.00	\$22,264.00	\$1,100.00	\$2,200.00	\$ 9,900.00
515.00	-0-	-0-	-0-	-0-
518.00	2,000.00	233.80	500.65	500.65
TOTAL SALARIES	\$24,264.00	\$1,333.80	\$2,700.65	\$10,400.65
Contractual Services				\$13,863.35
Other	\$ 3,275.00	\$ 739.25	\$1,230.55	\$ 2,030.55
TOTAL CONTRACTUAL SERVICES	\$ 3,275.00	\$ 739.25	\$1,230.55	\$ 2,030.55
Instruct. Materials & Supplies				\$ 1,244.45
Athletics	\$ 5,000.00	\$1,057.53	\$2,575.01	\$ 3,788.36
Audio Visual Aids	460.00	-0-	-0-	456.30
Publications	-0-	-0-	-0-	-0-
TOTAL INSTRUCTIONAL MATERIALS & SUPPLIES	\$ 5,460.00	\$1,057.53	\$2,575.01	\$ 4,244.66
				\$ 1,215.34

WILLIAM RAINLY HARPER COLLEGE
DISTRICT NO. 512

AUXILIARY FUND (INTER-COLLEGIATE ATHLETICS) BUDGET REPORT
FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			NOVEMBER	TO DATE		
<u>General Materials & Supplies</u>						
Office	541.00	\$ 100.00	\$ -0-	\$ 64.00	\$ 64.00	\$ 36.00
Printing & Offset Dupl.	542.00	800.00	97.00	224.74	547.34	252.66
Postage	543.00	-0-	-0-	-0-	-0-	-0-
Advertising	544.00	-0-	-0-	-0-	-0-	-0-
Publications & Dues	545.00	500.00	20.50	512.50	533.00	(33.00)
Repair Matls. & Supplies	547.00	-0-	-0-	-0-	-0-	-0-
TOTAL GENERAL MATERIALS & SUPPLIES		\$ 1,400.00	\$ 117.50	\$ 801.24	\$ 1,144.34	\$ 255.66
<u>Travel & Meeting Expense</u>						
Meeting Expense	551.00	-0-	2.60	2.60	2.60	(2.60)
Mileage - Local	552.00	-0-	-0-	-0-	-0-	-0-
Travel Expense	554.00	3,500.00	709.35	1,753.35	2,363.35	1,136.65
Vehicle Expense	556.00	3,400.00	134.60	158.10	2,059.10	1,340.90
TOTAL TRAVEL & MEETING EXPENSE		\$ 6,900.00	\$ 846.55	\$ 1,914.05	\$ 4,425.05	\$ 2,474.95
<u>Fringe Benefits</u>						
Insurance	566.00	-0-	-0-	-0-	-0-	-0-
Other	569.00	-0-	-0-	-0-	-0-	-0-
TOTAL FRINGE BENEFITS		\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<u>Fixed Charges</u>						
Rental of Facilities	575.00	2,000.00	450.00	450.00	900.00	\$ 1,100.00
General Insurance	578.00	700.00	162.00	256.50	954.00	(254.00)
TOTAL FIXED CHARGES		\$ 2,700.00	\$ 612.00	\$ 706.50	\$ 1,854.00	\$ 846.00
<u>Capital Outlay</u>						
Office	585.00	260.00	-0-	155.10	155.10	\$ 104.90
Educational	586.00	610.00	-0-	77.03	559.53	50.47
TOTAL CAPITAL OUTLAY		\$ 870.00	\$ -0-	\$ 232.13	\$ 714.63	\$ 155.37
<u>Other Expenses</u>						
Financial Charges & Adjustments	596.00	-0-	2.00	2.00	2.00	(2.00)
TOTAL OTHER		\$ -0-	\$ 2.00	\$ 2.00	\$ 2.00	(2.00)
TOTAL INTER-COLLEGIATE EXPENDITURES		\$ 44,869.00	\$ 4,708.63	\$ 10,162.13	\$ 24,815.88	\$ 20,053.12

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
AUXILIARY FUND (DATA PROCESSING EQUIPMENT RENTAL) BUDGET REPORT
FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>REVENUE</u> <u>NOVEMBER TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
<u>Fund Equity</u>	300.00	\$ -0-	\$ 1,001.60	\$ (1,001.60)
<u>Public & Auxiliary Services</u>				
Other	459.00	\$ -0-	\$ -0-	\$ 1,000.00
<u>TOTAL REVENUE</u>		<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 1,000.00</u>
<u>TOTAL REVENUE & BEGINNING FUND EQUITY</u>		<u>\$ -0-</u>	<u>\$ 1,001.60</u>	<u>\$ (1.60)</u>
<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u> <u>NOVEMBER TO DATE</u>	<u>EXP. & ENCUM. UNENCUMBERED TO DATE BALANCE</u>
<u>Salaries</u>	510.00	\$ 1,000.00	\$ -0-	\$ -0-
General Materials & Supplies	540.00	-0-	20.20	22.08 (22.08)
<u>Fixed Charges</u>				
Rental of Equipment	570.00	-0-	-0-	-0-
Facilities Charges	597.00	-0-	-0-	-0-
<u>TOTAL EXPENDITURES</u>		<u>\$ 1,000.00</u>	<u>\$ 20.20</u>	<u>\$ 22.08</u>
			<u>\$ 22.08</u>	<u>\$ 977.92</u>

WILLIAM RAINY HARPER COLLEGE
DISTRICT NO. 512

AUXILIARY FUND (COLLEGE CENTER) BUDGET REPORT

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

ACCOUNT NUMBER	REVENUE	REVENUE		UNENCUMBERED BALANCE
		BUDGET	NOVEMBER	
595-000	Fund Equity	\$ -0-	\$ -0-	\$ -0-
450.00	Public & Auxiliary Services			
459.00	Game Room Receipts	\$10,000.00	\$1,653.67	\$5,180.30
459.10	Vending Machine Receipts	-0-	-0-	-0-
	Total Revenue	\$10,000.00	\$1,653.67	\$5,180.30

ACCOUNT NUMBER	EXPENDITURES	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		BUDGET	NOVEMBER		
510.00	Salaries				
517.00	Office Staff	\$ 6,000.00	\$ 214.63	\$1,973.75	\$4,026.25
518.00	Student Employees	1,000.00	401.06	1,409.91	(409.91)
	TOTAL SALARIES	\$ 7,000.00	\$ 615.69	\$3,383.66	\$3,616.34
529.00	Contractual Services-Other	\$ 500.00	\$ -0-	\$ 27.26	\$ 472.74
540.00	General Materials & Supplies	\$ 500.00	\$ 105.00	\$ 180.88	\$ 319.12
	Capital Outlay				
585.00	Office Equipment	\$ 500.00	\$ -0-	\$ 73.47	\$ 426.53
588.00	Service Equipment	-0-	-0-	-0-	-0-
	TOTAL CAPITAL OUTLAY	\$ 500.00	\$ -0-	\$ 73.47	\$ 426.53
	Other Expenses				
599.00	Transfers Out	\$ -0-	\$ -0-	\$ -0-	\$ -0-
597.00	Facilities Charges	500.00	-0-	-0-	500.00
	TOTAL OTHER EXPENSES	\$ 500.00	\$ -0-	\$ -0-	\$ 500.00
	TOTAL EXPENDITURES	\$ 9,000.00	\$ 720.69	\$2,204.26	\$5,334.73

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512

AUXILIARY FUND - COMMUNITY COUNSELING CENTER

FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED NOVEMBER 30, 1970

ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
		NOVEMBER	TO DATE	
596-000	\$ -0-	\$ -0-	\$ 270.00	\$ (270.00)
300.00				
<u>Fund Equity</u>				
Public & Auxiliary Services				
Testing & Consultation Svc.	\$ 21,750.00	\$ 630.00	\$ 1,128.00	\$ 20,622.00
TOTAL REVENUE	\$ 21,750.00	\$ 630.00	\$ 1,128.00	\$ 20,622.00
TOTAL REVENUE & BEGINNING FUND EQUITY	\$ 21,750.00	\$ 630.00	\$ 1,398.00	\$ 20,352.00

ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		NOVEMBER	TO DATE		
<u>EXPENDITURES</u>					
<u>Salaries</u>					
511.00	\$ 9,000.00	\$ 750.00	\$ 3,750.00	\$ 9,000.00	\$ -0-
514.00	4,000.00	-0-	30.00	30.00	3,970.00
516.00	2,750.00	-0-	-0-	-0-	2,750.00
TOTAL SALARIES	\$ 15,750.00	\$ 750.00	\$ 3,780.00	\$ 9,030.00	\$ 6,720.00
Contractual Services	\$ -0-	\$ -0-	\$ 212.50	\$ 212.50	\$ (212.50)
General Matls. & Supplies					
Printing & Duplicating	\$ 1,550.00	\$ -0-	\$ -0-	\$ -0-	\$ 1,550.00
Advertising	200.00	-0-	-0-	-0-	200.00
Publications & Dues	100.00	-0-	-0-	-0-	100.00
Other	850.00	-0-	291.13	291.13	558.87
TOTAL GENERAL MATLS. & SUPPLIES	\$ 2,700.00	\$ -0-	\$ 291.13	\$ 291.13	\$ 2,408.87
<u>Travel Expense</u>					
551.00	\$ 100.00	\$ -0-	\$ -0-	\$ -0-	\$ 100.00
552.00	100.00	-0-	7.50	7.50	92.50
TOTAL TRAVEL & MEETING EXPENSE	\$ 200.00	\$ -0-	\$ 7.50	\$ 7.50	\$ 192.50
<u>Capital Outlay</u>					
585.00	\$ 2,000.00	\$ 348.97	\$ 805.17	\$ 805.17	\$ 1,194.83
TOTAL CAPITAL OUTLAY	\$ 2,000.00	\$ 348.97	\$ 805.17	\$ 805.17	\$ 1,194.83
TOTAL EXPENDITURES	\$ 20,650.00	\$ 1,098.97	\$ 5,096.30	\$ 10,346.30	\$ 10,303.70

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WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 AUXILIARY FUND - EQUIPMENT LEASING SUB FUND
 FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

<u>REVENUE</u>	ACCOUNT NUMBER	<u>BUDGET</u>	<u>NOV.</u>	<u>REVENUE</u>	<u>TO DATE</u>	UNENCUMBERED BALANCE
Fund Equity	300.00	\$ -0-	\$ -0-	\$ (27,102.77)	\$ (27,102.77)	\$27,102.77

OTHER ACTIVITIES - PUBLICATIONS

<u>REVENUE</u>	ACCOUNT NUMBER	<u>BUDGET</u>	<u>NOV.</u>	<u>REVENUE</u>	<u>TO DATE</u>	UNENCUMBERED BALANCE
Fund Equity	300.00	\$ -0-	\$ -0-	\$ 237.09	\$ 237.09	\$ (237.09)
Revenue-Sale of Publications	459.00	-0-	174.00	179.00	179.00	(179.00)
Total Revenue		\$ -0-	\$174.00	\$ 179.00	\$ 179.00	\$ (179.00)
TOTAL REVENUE & BEG. FUND EQUITY		\$ -0-	\$174.00	\$ 416.09	\$ 416.09	\$ (416.09)

<u>EXPENDITURES</u>	ACCOUNT NUMBER	<u>BUDGET</u>	<u>NOV.</u>	<u>EXPENDITURES</u>	<u>TO DATE</u>	UNENCUMBERED BALANCE
General Matls. & Supplies	540.00	\$ -0-	\$159.00	\$ 233.05	\$ 233.05	\$ (233.05)
TOTAL EXPENDITURES		\$ -0-	\$159.00	\$ 233.05	\$ 233.05	\$ (233.05)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

AUXILIARY FUND - ADULT & CONTINUING EDUCATION
FOR THE MONTH OF NOVEMBER 1970 AND THE FIVE MONTHS ENDED 11/30/70

ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
	BUDGET	NOV. TO DATE	
300.00	\$ -0-	\$ -0-	\$ -0-
421.50	\$ -0-	\$ (24.00)	24.00
421.00	49,000.00	35.00	48,110.00
459.00	-0-	-0-	(216.00)
Total Revenue	\$49,000.00	\$ 35.00	\$47,918.00
TOTAL REVENUE & FUND BALANCE	\$49,000.00	\$ 35.00	\$47,918.00

Receipts

Refund Tuition
Tuition Students
Misc. Receipts
Total Revenue

EXPENDITURES

Salaries

Administrative
Instruc. - Part Time
Total Salaries

Contractual Services

Instr. Matls. & Supplies

Instructional Supplies

General Matls. & Supplies

Office Supplies
Printing & Dupl.

Total General Matls. & Supplies

Travel & Meeting Expense

Meeting Expense
Travel - Local
Travel Expense
Total Travel Expense

TOTAL EXPENDITURES

ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
	BUDGET	NOV. TO DATE		
511.00	\$ -0-	\$2,687.48	\$13,437.40	\$13,437.40
514.00	43,700.00	-0-	944.00	42,756.00
Total Salaries	\$43,700.00	\$2,687.48	\$14,381.40	\$29,318.60
520.00	\$ -0-	\$ 350.00	\$ 1,050.00	\$ (1,050.00)
531.00	\$ 830.00	\$ -0-	\$ 42.32	\$ 787.68
541.00	\$ -0-	\$ -0-	\$ 5.46	\$ (5.46)
542.00	-0-	48.82	48.82	(48.82)
Total General Matls. & Supplies	\$ -0-	\$ 48.82	\$ 54.28	\$ (54.28)
551.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-
552.00	-0-	-0-	-0-	-0-
554.00	-0-	-0-	31.25	(31.25)
Total Travel Expense	\$ -0-	\$ -0-	\$ 31.25	\$ (31.25)
TOTAL EXPENDITURES	\$44,530.00	\$3,086.30	\$15,559.25	\$28,970.75

I. SUBJECT:

A recommendation that one additional full-time staff member position be created in the Law Enforcement area.

II. REASON FOR CONSIDERATION:

The Law Enforcement Program has grown from zero to a 324 student enrollment (Fall 1970) in a matter of three years, making it the second largest program in the State of Illinois in higher education. The program is presently staffed with one full-time and three part-time teachers. The full-time staff member also serves as a coordinator of the program in addition to teaching five classes. In the coordinator's realm, the staff member's responsibility includes that of working with more than 20 law enforcement departments in various municipalities, recruitment and counseling of students, working with various State and Federal agencies, requests for development of proposals to obtain outside financing (Federal, State and other) and other duties.

Further needs exist in studying the possibilities in satisfying several needs in the Law Enforcement area which include:

- A. A cadet program with Law Enforcement agencies.
- B. Updating and enrichment of employed Law Enforcement personnel.
- C. Further development of career programs and opportunities for interested prospective students.
- D. The more intensive correlation of effort between the Harper College program, other educational programs, and a police academy.

The heavy demand upon the present full-time staff member's time, anticipated extra effort in program development and correlation, greater interest in the above-mentioned factors, and the requirement for development of proposals to secure outside assistance in finance, it is felt that at least one more full-time person be added to the staff immediately.

III. INFORMATION:

The addition of a second full-time staff position, effective immediately, would permit solicitation of personnel with appropriate background. Objective is to have a person hired by February 1, 1971, if candidates are available at this time.

IV. RECOMMENDATION:

It is recommended that a full-time position be approved in the Law Enforcement program with a salary not to exceed \$14,000 (pro-rated for the remainder of the fiscal year 1970-71).

PROPOSED PLAN FOR FINANCING INTERCOLLEGIATE ATHLETICS

Assumptions

1. Football will be started in the fall of 1971.
2. The student contributions from the student activity fee fund should not at any time exceed 50% of the total Intercollegiate budget less gate receipts.
3. No new sports will be added until a referendum is passed unless funding is developed from sources other than the educational fund.
4. The students agree to raise their contribution to the intercollegiate athletic fund to 20% of the student activity fee fund in 1972-73, and each year thereafter until a referendum passes.
5. In 1971 all football gate receipts will go toward reducing the cost of the program (in effect reducing the student's underwriting of the \$4,343 deficit).
6. All gate receipts from intercollegiate athletics beginning in 1972-73 will be used to reduce the expenses of the athletic budget.
7. Following passage of a referendum in the year in which such monies are collected and available for use, the student's contribution will revert to 15% of the student activity fee for that year and thereafter will be maintained at that level except that it shall not exceed 50% of the total intercollegiate athletic budget.
8. The students will be guaranteed free admission to all home athletic contests for their contributions.
9. The students will continue to carry full support of the college Lecture-Concert Series (estimated to cost \$25,000 for 1971-72), and maintain their present level of support for the intramural program. (Students pay for all costs except released time for faculty supervision.)

FUNDING OF PROPOSED FOOTBALL PROGRAM

The Student Senate has agreed to assume the full responsibility for the start of an intercollegiate football program. In addition they have agreed to increase their contribution to the athletic fund on a continuing basis. This additional funding will more than cover the expenses of the football program in succeeding years.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Estimated Costs of Intercollegiate Football -	\$ 20,683	\$ 13,594	\$ 13,910
Student Contributions for Football -	20,683	13,594	13,910
Total Student Contribution to Athletic Fund - (\$8,400 1970-71) -	29,083	22,928 ¹ 30,570 ²	29,070 ¹ 36,204 ²

¹If referendum passes

²If referendum does not pass

PROPOSED PLAN FOR STAFFING IF FOOTBALL IS ADDED IN 1971

Assumptions and Agreements

1. Three football coaches will be employed. The head coach will be a Harper staff member. The two assistants will come from outside the Harper P.E. staff - possibly from off campus.
2. A new P.E. instructor will be employed and will be either head basketball or head football coach.
3. All head coaches of major sports (football, basketball, baseball) will be Harper staff members.
4. This year (1970-71) 12 contact hours (6 sections of P.E. 100) of released time are taken by Harper P.E. faculty for coaching assignments. Next year this will be reduced to 8 contact hours. It is our goal to reduce this to zero within three years.
5. We agree to work toward the end that all coaching is done by Harper staff members.
6. We agreed that each new P.E. staff member be qualified to coach one sport and that he be given that opportunity.
7. A long range goal would be to limit each P.E. staff member to one coaching assignment on an overload basis.
8. All coaching assignments offered to non P.E. Harper staff members must be approved by the appropriate supervisors and vice president.

Projected Coaching for 71-72

<u>Sport</u>	<u>Position</u>	<u>Person</u>	<u>Overload or Released Time</u>
Football	Head Coach	Gelch	6 hrs.(3 sections P.E.100)
Football	Asst. Coach	Non P.E. Staff*	4 hrs.(2 sections P.E.100)
Football	Asst. Coach	Non P.E. Staff*	4 hrs.(2 sections P.E.100)
Cross Country	Head Coach	Nolan	4 hrs.(2 sections P.E.100)
Golf	Head Coach	Non P.E. Staff*	4 hrs.(2 sections P.E.100)
Basketball	Head Coach	New P.E. Staff	8 hrs.(4 sections P.E.100)
Basketball	Asst. Coach	Non P.E. Staff*	4 hrs.(2 sections P.E.100)
Wrestling	Head Coach	Bessemer	6 hrs.(3 sections P.E.100)
Baseball	Head Coach	Hinton	6 hrs.(3 sections P.E.100)
Tennis	Head Coach	Kearns	4 hrs.(2 sections P.E.100)
Track	Head Coach	Nolan	6 hrs.(3 sections P.E.100)
Track	Asst. Coach	Non P.E. Staff*	4 hrs.(2 sections P.E.100)

*These positions could be filled by members of the Harper faculty and staff outside of the P.E. area or from off campus.

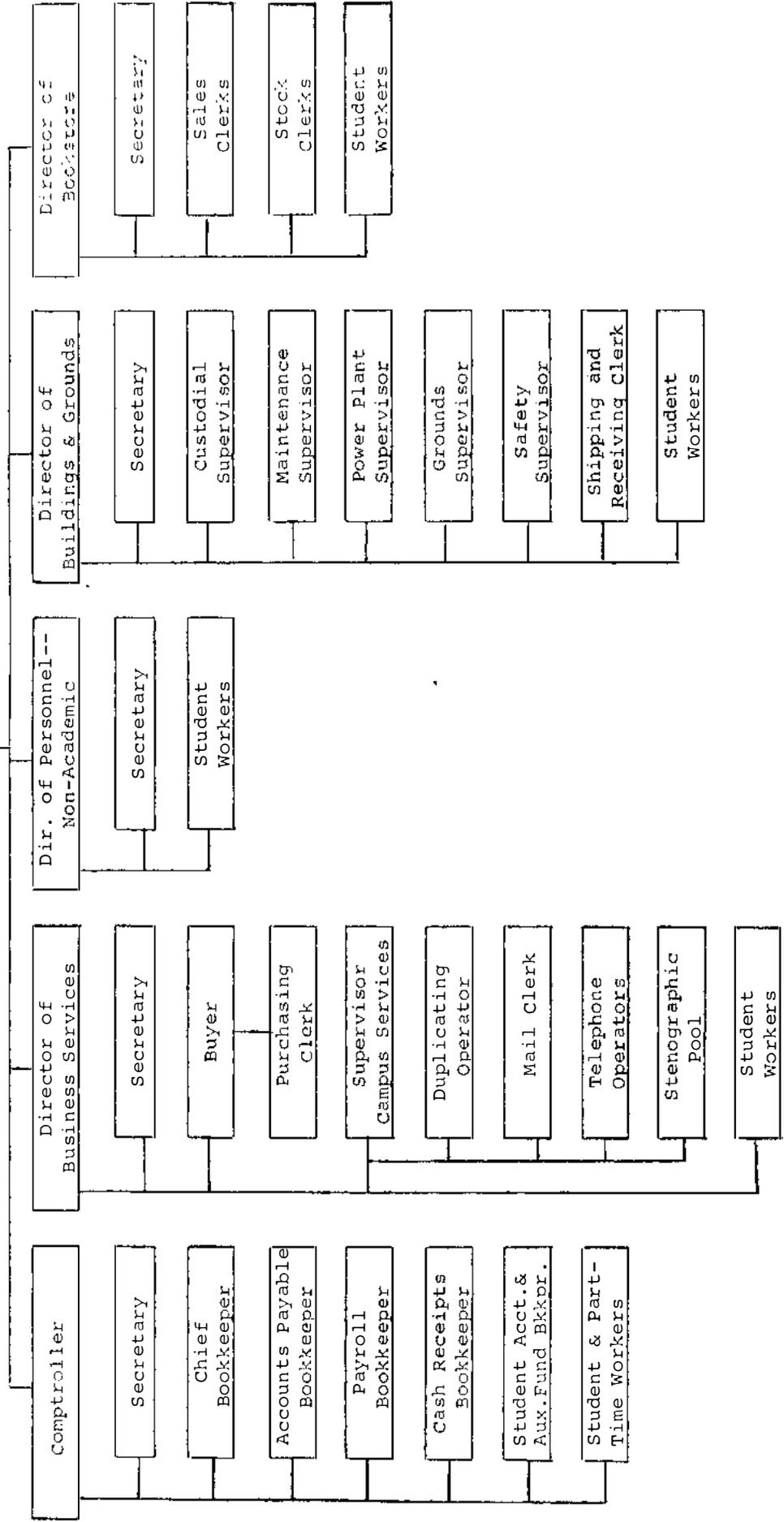
ORGANIZATIONAL CHART--PERSONNEL

EXHIBIT A
12/17/70

7/13/70

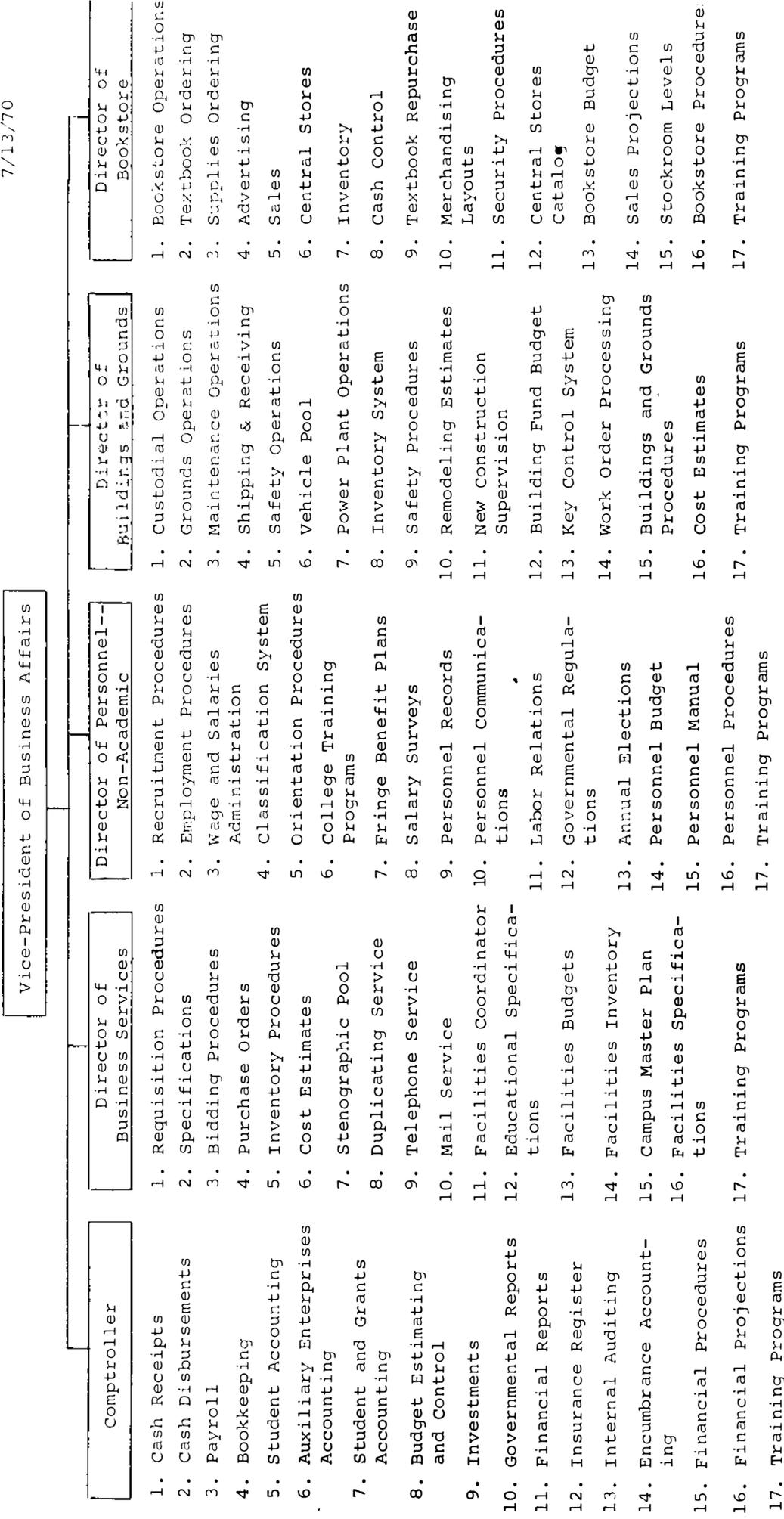
Vice-President of Business Affairs

Secretary



ORGANIZATIONAL CHART--FUNCTIONS

7/13/70



VICE PRESIDENT OF BUSINESS AFFAIRS

The Vice-President of Business Affairs' purpose within the college mission is to provide a high quality business affairs organization that operates on the basis of the latest management concepts in order to provide management information, efficient physical facilities, materials, and supportive services as its contribution to achievement of the college mission.

I. General Responsibilities

This officer:

- A. Plans, co-ordinates, and directs the overall functions of the business affairs administrative area in accordance with Board of Trustees' policy and as required by law.
- B. Exercises the authority delegated by the President in the financial, personnel, procurement and facilities functions of the business affairs administrative area and is accountable for its operation.
- C. Reviews with the President on a periodic basis the purpose, position descriptions, and objectives of the business affairs administrative area.
- D. Communicates with and reports the needs and requirements of the business affairs administrative area to the President.
- E. Communicates regularly with all areas of the college to promote and improve services and to improve understanding of the purpose of the business affairs administrative area as it relates to the college mission.
- F. Delegates sufficient authority to business affairs managers to provide the right and freedom to take necessary action to obtain results for which the manager is accountable.
- G. Completes or directs special assignments as directed by the President.

II. Administrative Responsibilities

This officer:

- A. Directs, co-ordinates and evaluates the Comptroller's administrative area of responsibility.
- B. Directs, co-ordinates and evaluates the Director of Buildings and Grounds administrative area of responsibility.
- C. Directs, co-ordinates and evaluates the Director of Business Services administrative area of responsibility.
- D. Directs, co-ordinates and evaluates the Director of Personnel's administrative area of responsibility.
- E. Directs, co-ordinates and evaluates the Director of Bookstore's administrative area of responsibility.
- F. Directs and co-ordinates the preparation of the annual college budget and periodic review of the long-range financial plan.
- G. Directs and co-ordinates the annual review of the Business Office Procedure Manual.
- H. Directs and co-ordinates the annual review of the Non-academic Staff Personnel Manual.
- I. Directs and co-ordinates the annual review of the Facilities Manual, Campus Master Plan, and construction program.
- J. Directs and co-ordinates the regular distribution of business affairs financial and management reports to the President, Vice-Presidents, and other appropriate administrative areas.
- K. Directs and co-ordinates the preparation of special financial and other statistical reports.
- L. Directs and co-ordinates planning, financing, contract awards, and construction with H.E.W., I.B.A., and the Junior College Board.
- M. Participates on state and national committees that promote the community college movement.

- N. Attends professional meetings and keeps the college apprised of the most recent developments in the college business management area.
- O. Promotes a professional developmental program for each manager that will increase managerial effectiveness consistent with the individual's potential and personal aspirations.

III. Institutional Responsibilities

This officer:

- A. Directs the annual Board of Trustees' election.
- B. Directs the recording, compilation, and permanent recording of the minutes of the Board of Trustees.
- C. Serves as Treasurer of the college, by Board of Trustees' appointment, and performs all duties in accordance with state statutes and Board of Trustees' policy.

COMPTROLLER

The Comptroller's purpose within the Business Affairs purpose is to provide financial services which are responsive to the needs of the various segments of the college and at the same time to meet all legal, reporting, and accountability requirements of a public institution.

I. General Responsibilities

This officer:

- A. Plans, co-ordinates, and manages the accounting area, and maintains a financial accrual accounting system in accordance with Board of Trustees' policy and state and federal law.
- B. Exercises the authority delegated by the Vice-President of Business Affairs in the financial accounting area and is accountable for its operation.
- C. Reviews with the Vice-President of Business Affairs on a periodic basis the purpose, position descriptions, and the objectives of the financial accounting area.
- D. Communicates with the Vice-President of Business Affairs and reports the needs and requirements of the financial accounting area.
- E. Communicates regularly with appropriate areas of the college to promote and improve services and to improve understanding of the purpose of the financial accounting area as it relates to the purpose of the business affairs area.
- F. Delegates sufficient authority in the financial accounting area to allow each position decision-making power within their area of responsibility.
- G. Prepares progress reports on a regular basis that set forth major projects and their current status.
- H. Completes special assignments as directed by the Vice-President of Business Affairs.

II. Managerial Responsibilities

This officer:

- A. Manages the accounting function for the general funds.
- B. Manages the accounting function for the auxiliary enterprises fund.
- C. Manages the accounting function for the restricted purposes fund.
- D. Prepares financial statements and assists the Vice-President of Business Affairs in the areas of budgeting, cash projections, and long-range financial planning.
- E. Prepares and maintains financial accounting procedures on a current basis that reflect generally accepted accounting principles and standards. Communicates revisions or additions to procedures as they occur.
- F. Annually revises financial accounting section of Business Office Procedure Manual and the Accounting Manual.
- G. Prepares monthly financial statements for all funds and divisional budget statements.
- H. Maintains an internal control system and performs internal auditing procedures on a periodic basis.
- I. Manages and establishes procedures for invoice payment, preparation of payroll checks, and maintenance of payroll records.
- J. Manages and establishes procedures for the receipt and collection of cash and preparation of bank deposits.
- K. Establishes and maintains procedures that control the receipt and disbursement of funds.
- L. Prepares financial reports for governmental agencies and special reports as directed by the Vice-President of Business Affairs.
- M. Forecasts cash requirements and notifies the college treasurer of opportunities for investment of funds.

- N. Assists individuals having budget responsibility with problems regarding availability of funds and account classifications.
- O. Establishes procedures that will prevent the expenditure of funds from budget categories that do not have a budget balance. Co-ordinates budget transfers.
- P. Audits financial transactions based upon established procedures and returns documents that do not conform to these procedures.
- Q. Maintains the college insurance register.

DIRECTOR OF BUILDINGS AND GROUNDS

The Director of Buildings and Grounds' purpose within the Business Affairs purpose is to provide efficient physical plant facilities wherein citizens of the community may explore and pursue to their satisfaction the broad offerings of the college.

I. General Responsibilities

This officer:

- A. Plans, co-ordinates, and manages the buildings and grounds area in accordance with Board of Trustees' policy and in accordance with law.
- B. Exercises the authority delegated by the Vice-President of Business Affairs in the buildings and grounds area and is accountable for its operation.
- C. Reviews with the Vice-President of Business Affairs on a periodic basis the purpose, position descriptions, and the objectives of the buildings and grounds area.
- D. Communicates with the Vice-President of Business Affairs and reports the needs and requirements of the buildings and grounds area.
- E. Communicates regularly with appropriate areas of the college to promote and improve services and to improve understanding of the purpose of the buildings and grounds area as it relates to the purpose of the business affairs area.
- F. Delegates sufficient authority in the buildings and grounds area to allow each position decision-making power within their area of responsibility.
- G. Prepares progress reports on a regular basis that set forth major projects and their current status.
- H. Completes special assignments as directed by the Vice-President of Business Affairs.

II. Managerial Responsibilities

This officer:

- A. Administers the custodial and grounds operation for all physical facilities of the college.

- B. Is responsible for the repair and maintenance of the physical facilities of the college.
- C. Supervises and co-ordinates the construction of any new facilities of the college.
- D. Prepares and maintains pertinent files concerning the layout, design, specifications and cost of maintaining all facilities of the college.
- E. Fosters and maintains good relationships with departments served.
- F. Evaluates work requests as received from departments as to feasibility, priority and fiscal requirements and expedites as required.
- G. Initiates and implements a safety and fire protection policy for the college and is responsible for its constant evaluation and review.
- H. Is responsible for the security and traffic regulation services of the college and provides for the protection of college property and all persons therein.
- I. Interviews personnel for employment through the personnel department and recommends annual wage and salary rates.
- J. Initiates training programs for all staff.
- K. Co-ordinates the scheduling of building space for evening, holiday, and week-end use.
- L. Supervises the college vehicle pool.
- M. Provides maintenance for all college equipment, except for specialized instructional equipment.
- N. Maintains a key control system.
- O. Maintains a property accounting and inventory system.
- P. Supervises the operation of the utilities department.

- Q. Supervises the operation of the shipping and receiving department.
- R. Assists in the preparation of the annual building fund budget.
- S. Prepares cost estimates and specifications for proposed remodeling projects.
- T. Annually revises appropriate section of the Business Office Procedure Manual.
- U. Maintains appropriate insurance records and files claims.
- V. Prepares and maintains building and grounds procedures on a current basis. Communicates revisions or additions to procedures as they occur.
- W. Promotes the service concept as it applies to the buildings and grounds area and assists individuals with maintenance or remodeling problems.

DIRECTOR OF BUSINESS SERVICES

The Director of Business Services' purpose within the Business Affairs purpose is to provide the regularly expected services of procurement, facilities planning, duplicating and mail, plus special services, in the most efficient manner possible within the limitations of the monetary and physical resources available, while at the same time being on the alert for the inclusion of new services, or the expansion of present services through new methods or some innovative approach.

I. General Responsibilities

This officer:

- A. Plans, co-ordinates and manages the business services area in accordance with Board of Trustees' policy and as required by law.
- B. Exercises the authority delegated by the Vice-President of Business Affairs in the business services area and is accountable for its operation.
- C. Reviews with the Vice-President of Business Affairs on a periodic basis the purpose, position descriptions, and the objectives of the business services area.
- D. Communicates with the Vice-President of Business Affairs and reports the needs and requirements of the business services area.
- E. Communicates regularly with appropriate areas of the college to promote and improve services and to improve understanding of the purpose of the business services area as it relates to the purpose of the business affairs area.
- F. Delegates sufficient authority in the business services area to allow each position decision-making power within their area of responsibility.
- G. Prepares progress reports on a regular basis that set forth major projects and their current status.
- H. Completes special assignments as directed by the Vice-President of Business Affairs.

II. Managerial Responsibility

This officer:

- A. Co-ordinates and directs, through the Buyer, purchasing procedures in accordance with Board of Trustees' policy and the educational goals of the college.
- B. Initiates new and reviews established purchasing procedures to help insure that the operation is efficient and makes use, where practical, of new business practices.
- C. Assists in the establishment and operation of inventory control and identification of materials purchased under state or federal grants.
- D. Assists in the establishment and operation of capital assets inventory.
- E. Co-ordinates the establishment of standards covering equipment and furnishings used throughout the college.
- F. Recommends cost reducing procedures in the general operating areas of the college.
- G. Co-ordinates and directs, through the Supervisor of Campus Services, the centralized duplicating, mail-room, telephone, and secretarial services.
- H. Initiates new and reviews established campus services, to help insure that the operations are efficient and make use, where practical, of new equipment and procedures.
- I. Prepares, maintains and up-dates the college master plan.
- J. Acts as liason between the college and its architects for planning and new construction.
- K. Prepares construction reports and information for H.E.W., I.B.A., and the Illinois Junior College Board.
- L. Co-ordinates the faculty in the preparation of educational specifications for new facilities.

- M. Prepares specifications for equipment and furnishings for new facilities.
- N. Assists the Director of Physical Plant on projects involving completed facilities.
- O. Prepares cost studies and budget allocations for new facilities.
- P. Maintains the college's facilities inventory system.
- Q. Annually revises appropriate sections of the Business Office Procedure Manual.
- R. Prepares and maintains business services procedures on a current basis. Communicates revisions or additions to procedures as they occur.
- S. Establishes procedures that will prevent the expenditure of funds from budget categories that do not have a budget balance.

DIRECTOR OF PERSONNEL

The Director of Personnel's purpose within the Business Affairs purpose is to provide well balanced personnel services in the non-academic area that foster employee satisfaction based upon modern personnel practices.

I. General Responsibilities

This officer:

- A. Plans, co-ordinates and manages the non-academic personnel program in accordance with Board of Trustees' policy and in accordance with law.
- B. Exercises the authority delegated by the Vice-President of Business in the non-academic personnel area and is accountable for its operation.
- C. Reviews with the Vice-President of Business Affairs on a periodic basis the purpose, position descriptions, and the objectives of the personnel area.
- D. Communicates with the Vice-President of Business Affairs and reports the needs and requirements of the personnel area.
- E. Communicates regularly with appropriate areas of the college to promote and improve services and to improve understanding of the purpose of the personnel area as it relates to the purpose of the business affairs area.
- F. Delegates sufficient authority in the personnel area to allow each position decision-making power within their area of responsibility.
- G. Prepares progress reports on a regular basis that set forth major projects and their current status.
- H. Completes special assignments as directed by the Vice-President of Business Affairs.

II. Managerial Responsibilities

This officer:

- A. Employs non-academic employees in cooperation with the appropriate supervisor.

- B. Develops and administers a job classification system for all non-academic employees.
- C. Performs a record-keeping function for academic payroll and benefit records.
- D. Complies with the requirements of the Fair Labor Standards Act and serves as the Equal Opportunity Employment officer for new construction or other federal grants.
- E. Supervises recruitment, testing, reference checks, placement and orientation of non-academic employees.
- F. Administers the fringe benefit program for all college employees; prepares publications to assist all employees in the understanding of fringe benefits available; conducts studies of fringe benefits and assists in bidding specifications.
- G. Formulates and recommends personnel policies to be incorporated annually in the non-academic employees' handbook.
- H. Recommends promotion and transfer of qualified personnel in cooperation with the appropriate supervisors.
- I. Conducts in-service training programs for non-academic employees, in order to raise skill levels and acquaint employees with the overall goals and objectives of the college.
- J. Initiates and conducts pay administration and other statistical studies as required; recommends appropriate salary levels based upon these studies.
- K. Advises and assists in disciplinary matters, supervisory problems, and formal grievance procedures for non-academic employees.
- L. Advises and assists in the planning and coordination of labor negotiations.
- M. Communicates regularly with the non-academic staff in order to promote employee morale, explain college policies and institutional goals, and to act as their representative.

- N. Supervises the personnel office and establishes a record system compatible with data processing; establishes record retention policies; provides personnel information and statistics for appropriate administrative faculty.
- O. Screens all employment contracts or notices to meet college standards for consistency, policy, and budget allocations.
- P. Supervises annual and periodic college district elections.
- Q. Annually revises appropriate section of the Business Office Procedure Manual.
- R. Prepares and maintains personnel procedures on a current basis. Communicates revisions or additions to procedures as they occur.

DIRECTOR OF THE BOOKSTORE

The Director of the Bookstore's purpose within the Business Affairs purpose is to provide the educational materials and services to the college community necessary in the learning process, and to contribute to the college spirit while providing these services.

I. General Responsibilities

This officer:

- A. Plans, coordinates, and manages the bookstore area in accordance with Board of Trustees' policy and as required by law.
- B. Exercises the authority delegated by the Vice-President of Business in the bookstore and central stores areas and is accountable for their operations.
- C. Reviews with the Vice-President of Business Affairs on a periodic basis the purpose, position descriptions, and the objectives of the bookstore area.
- D. Communicates with the Vice-President of Business Affairs and reports the needs and requirements of the bookstore area.
- E. Communicates regularly with appropriate areas of the college to promote and improve services and to improve understanding of the purpose of the bookstore area as it relates to the purpose of the business affairs area.
- F. Delegates sufficient authority in the bookstore area to allow each position decision-making power within their area of responsibility.
- G. Prepares progress reports on a regular basis that set forth major projects and their current status.
- H. Completes special assignments as directed by the Vice-President of Business Affairs.

II. Managerial Responsibilities

This officer:

- A. Plans, organizes, and administers the operation of the bookstore.

- B. Develops requirements and qualifications for personnel under his supervision
- C. Employs, trains, and supervises personnel. Makes recommendations relative to hiring, promoting, and making salary adjustments.
- D. Has responsibility for the procurement and resale of textbooks, student supplies, and related college merchandise.
- E. Establishes and maintains ordering and receiving policies and procedures, inventory controls and sales records.
- F. Approves for payment all invoices pertaining to bookstore purchases.
- G. Directs the operation of Central Stores, which includes the purchase and distribution of all supplies to various offices throughout the campus and the distribution of a supplies catalog.
- H. Consults with faculty and staff on book requirements and related materials.
- I. Has responsibility for maintaining cash receipts and all accounting information required by the Business Office.
- J. Promotes increased sales through advertising.
- K. Establishes and maintains bookstore policies.
- L. Repurchases textbooks based upon their condition.
- M. Plans space and merchandising layouts.
- N. Establishes procedures to limit theft of bookstore merchandise.
- O. Prepares the annual budget and sales projections.
- P. Maintains adequate stockroom levels of merchandise.

BUYER

The Buyer is directly responsible for the day-to-day operation of the Purchasing Department and for the improvement of the operations through the initiation of new methods and procedures, and the review of established methods and procedures.

This staff member:

- A. Establishes and supervises practical and efficient purchasing procedures in accordance with Board policy and the educational goals of the college.
- B. Designs and, after approval, purchases necessary forms for the implementation and operation of any procedures established by the Purchasing Department.
- C. Supplies cost estimates, and general information to staff members.
- D. Compiles and maintains a catalog reference file, properly cross-referenced so that descriptions, prices and other pertinent information are available to staff members.
- E. Supervises the open purchase order file and prepares "Recommendations for purchases for Board action."
- F. Annually revises appropriate section of Business Office Procedure Manual.
- G. Continues a self-improvement program through college studies, seminars, workshops or self-study.
- H. Assists in other areas of the Business Services function whenever necessary.
- I. Performs related duties and special projects as assigned.

SUPERVISOR CAMPUS SERVICES

The Supervisor of Campus Services is directly responsible for the day-to-day operation of the Campus Services and for improvement of these operations, through the initiation of new methods and procedures and the review of established methods and procedures.

This staff member:

- A. Establishes and supervises the practical and efficient procedures in the operation of the centralized duplicating, telephone, mailroom and secretarial pool service areas.
- B. Recommends for approval new equipment and methods for improvement of existing services and for the expansion of services.
- C. Recommends time and cost reduction methods for his area.
- D. Initiates and maintains a program of training his personnel to be proficient in various areas of his operation.
- E. Continues a self-improvement program through college studies, seminars, workshops or self-study.
- F. Assists in other areas of the Business Services function wherever necessary.
- G. Annually revises appropriate section of the Business Office Procedures Manual.
- H. Performs related duties and special projects as assigned.

CUSTODIAL SUPERVISOR

The Custodial Supervisor is directly responsible for the organization, planning and supervision of all functions relating to custodial and housekeeping activities.

This staff member:

- A. Directs and coordinates the activity of the custodial group.
- B. Is responsible for stock control relating to custodial supplies.
- C. Prepares reports and authenticates time reports.
- D. Establishes work schedules.
- E. Recommends employment, promotion, transfer, and discharge of lesser graded employees.

MAINTENANCE SUPERVISOR

The Maintenance Supervisor is directly responsible for the maintenance of buildings and facilities.

This staff member:

- A. Prepares and implements preventative maintenance schedules in the areas of electrical equipment, excepting primary private service lines, plumbing to the buildings shut-off, water and sanitary service.
- B. Supervises painting and decorating and repair of furniture, movable and non-movable equipment normally found inside buildings.
- C. Establishes work schedules as directed.
- D. Authenticates time reports.
- E. Recommends employment, transfer, promotion, and discharge of lesser graded employees.
- F. Performs other duties as directed.

POWER PLANT SUPERVISOR

The Power Plant Supervisor is directly responsible for the coordination, direction, and supervision of the activity of the Power Plant and steam distribution system, electrical system, condensate system, water service system to main valve shut-off, sewage and storm water drain system, natural gas and fuel oil system.

This staff member:

- A. Recommends employment, promotion, transfer and termination of lesser graded employees.
- B. Is responsible for training and orientation of all utilities personnel.
- C. Submits utilities reports and utilities control studies.
- D. Establishes work schedules.
- E. Initiates and coordinates preventative maintenance schedules for all utilities systems.
- F. Maintains inventory.
- G. Is responsible for housekeeping in Power Plant, utilities tunnel, and other utilities locations.

GROUNDS SUPERVISOR

The Grounds Supervisor is directly responsible for the coordination, direction and supervision of the activities of the Roads and Grounds Department.

This staff member:

- A. Recommends employment, promotion, transfer and termination of lesser graded employees.
- B. Is responsible for maintenance of all plant roads and snow removal.
- C. Is responsible for vegetation control, landscaping, planting, pruning and plant disease eradication.
- D. Submits reports as directed.
- E. Establishes work schedules.
- F. Supervises fertilization, planting, and care of trees, flowers, plants and grass.
- G. Directs activity of labor pool.
- H. Supervises movement of supplies and equipment from receiving to location and coordinates activity with Storekeeper.
- I. Repairs roadways, drives, curbing and sidewalks.
- J. Provides insect and pest control service for grounds and buildings.

SAFETY SUPERVISOR

The Safety Supervisor is directly responsible for the coordination, direction and supervision of the activity of the Safety Department.

This staff member:

- A. Is responsible for the selection, training, promotion, transfer and termination of lesser graded employees.
- B. Is responsible for monthly fire and safety inspections.
- C. Submits reports to the Director of Buildings and Grounds.
- D. Implements the safety policies of the administration as directed.
- E. Coordinates activity with and maintains close liaison with local law enforcement agencies.

SHIPPING AND RECEIVING CLERK

The Shipping and Receiving Clerk is responsible for the operation of central receiving and shipping warehouse and plant storeroom.

This staff member:

- A. Receives, ships, distributes and disburses property.
- B. Maintains inventory.
- C. Implements purchasing-receiving, property control and delivery procedures.
- D. Initiates purchase requestions for materials and supplies used by the Physical Plant Division as directed.

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October	230,356	187,153	491,221
November	217,351	187,408	313,623
December	106,066	202,092	
January	154,366	202,093	
February	106,133	620,516	
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41-50	40	80	1.20	1.60	2.00	2.40	2.80	3.20	3.60	4.00
51-60	45	90	1.35	1.80	2.25	2.70	3.15	3.60	4.05	4.50
61-70	50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00
71-80	55	1.10	1.65	2.20	2.75	3.30	3.85	4.40	4.95	5.50
81-90	60	1.20	1.80	2.40	3.00	3.60	4.20	4.80	5.40	6.00
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Above costs are computed for standard 8½ x 11, white school grade bond paper, 20 lb.

ADDITIONAL CHARGES must be made for additional supplies or services, as follows:

- (8½ x 11) A. Colored Paper - 8½ x 11, 20 lb. school grade bond..... 5¢ per hundred sheets
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3 part ... 65¢ per hundred (33 sets)
4 part ... 70¢ per hundred (25 sets)
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- (8½ x 14)
Legal size, 8½ x 14, white, 20# school grade bond 10¢ per hundred or fraction
Legal size, 8½ x 14, colored, 20# school grade bond 15¢ per hundred or fraction
(on total order)
- 3 H.P. 3 Hole Punched, white or colored 20# bond..... 5¢ per hundred or fraction
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- Staple Stapling or saddle stitching..... 25¢ per hundred sets
- Specials: Special prices will be quoted on special jobs with metal plates, padding, cutting and saddle stitching with two and three staples, etc. Effective December 1, 1970.

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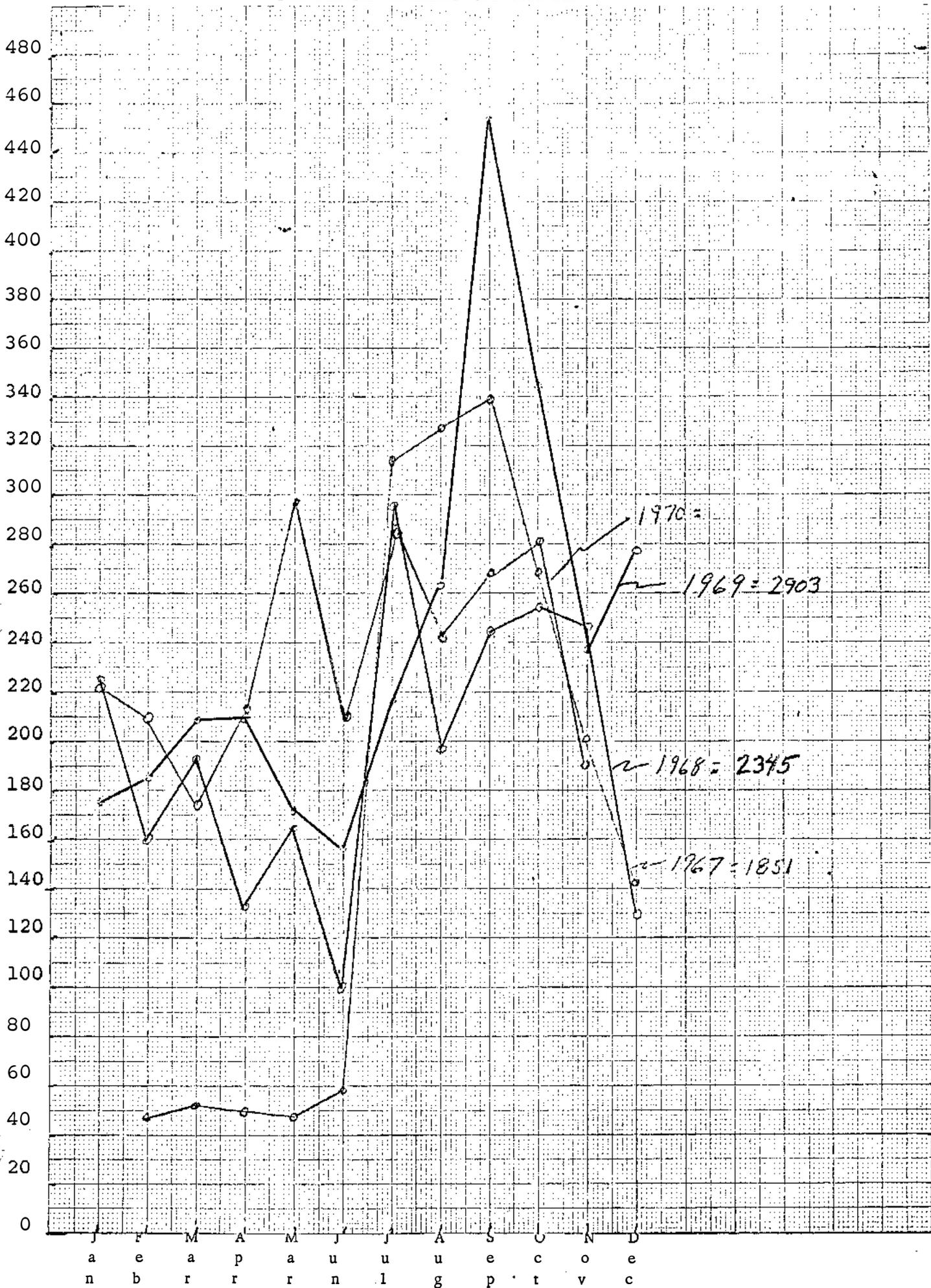
PURCHASE ORDERS

	<u>1967</u>		<u>1968</u>		<u>1969</u>		<u>1970</u>	
	MONTHLY	CUM.	MONTHLY	CUM.	MONTHLY	CUM.	MONTHLY	CUM.
January	-	-	225	225	176	176	222	222
February	48	48	161	386	186	362	210	432
March	53	101	193	579	209	571	174	606
April	50	151	133	712	210	781	217	823
May	48	199	164	876	172	953	301	1124
June	59	258	100	976	157	1110	210	1334
July	314	572	297	1273	217	1327	286	1620
Aug.	328	900	197	1470	263	1590	243	1863
Sept.	339	1239	244	1714	453	2043	269	2132
Oct.	269	1508	254	1968	344	2387	282	2414
Nov.	201	1709	247	2215	238	2625	192	2606
Dec.	<u>142</u>	<u>1851</u>	<u>130</u>	<u>2345</u>	<u>278</u>	<u>2903</u>	<u>225</u>	<u>2831</u>
TOTALS	1851		2345		2903		2831	

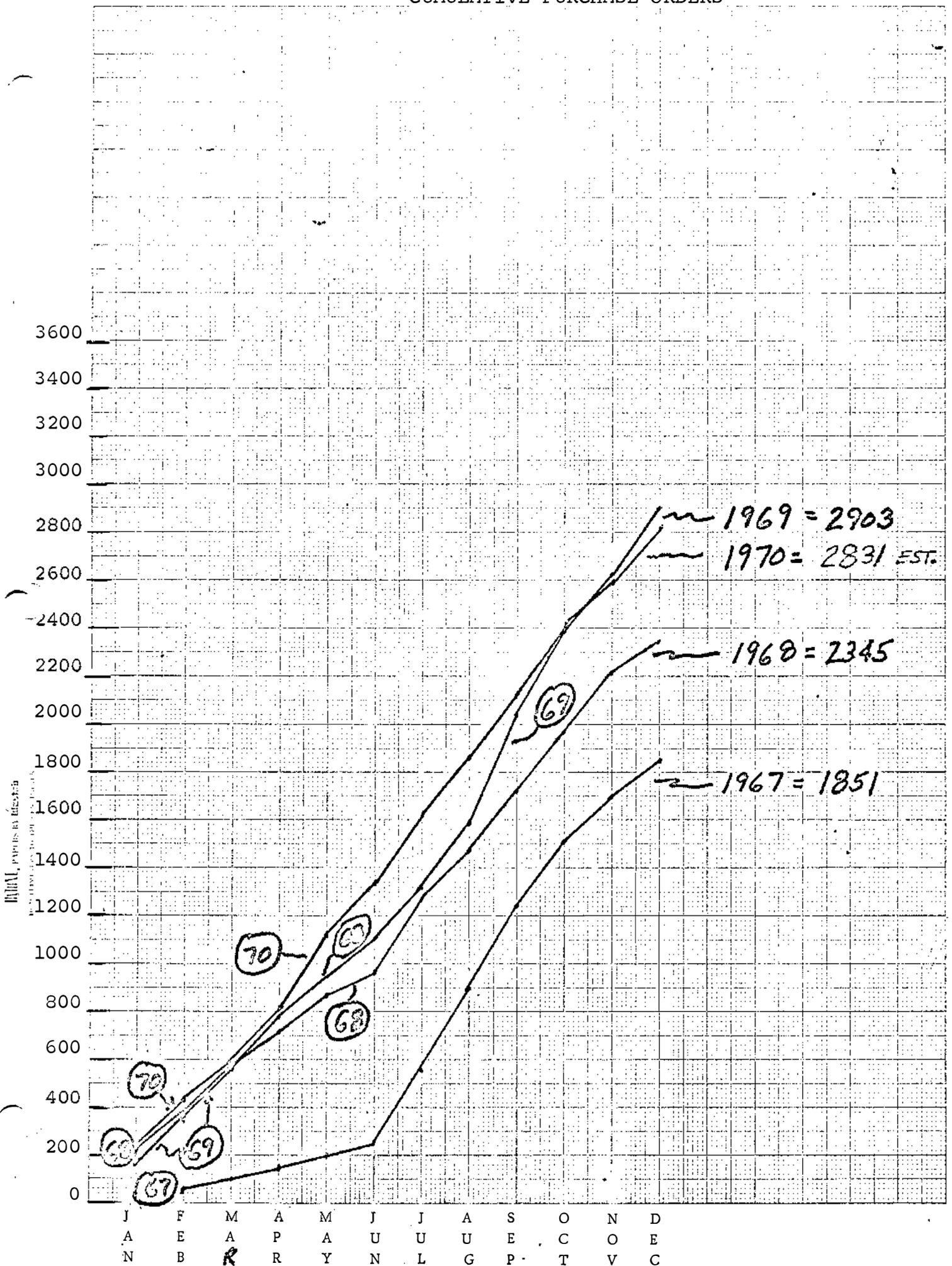
PURCHASE ORDERS BY MONTH

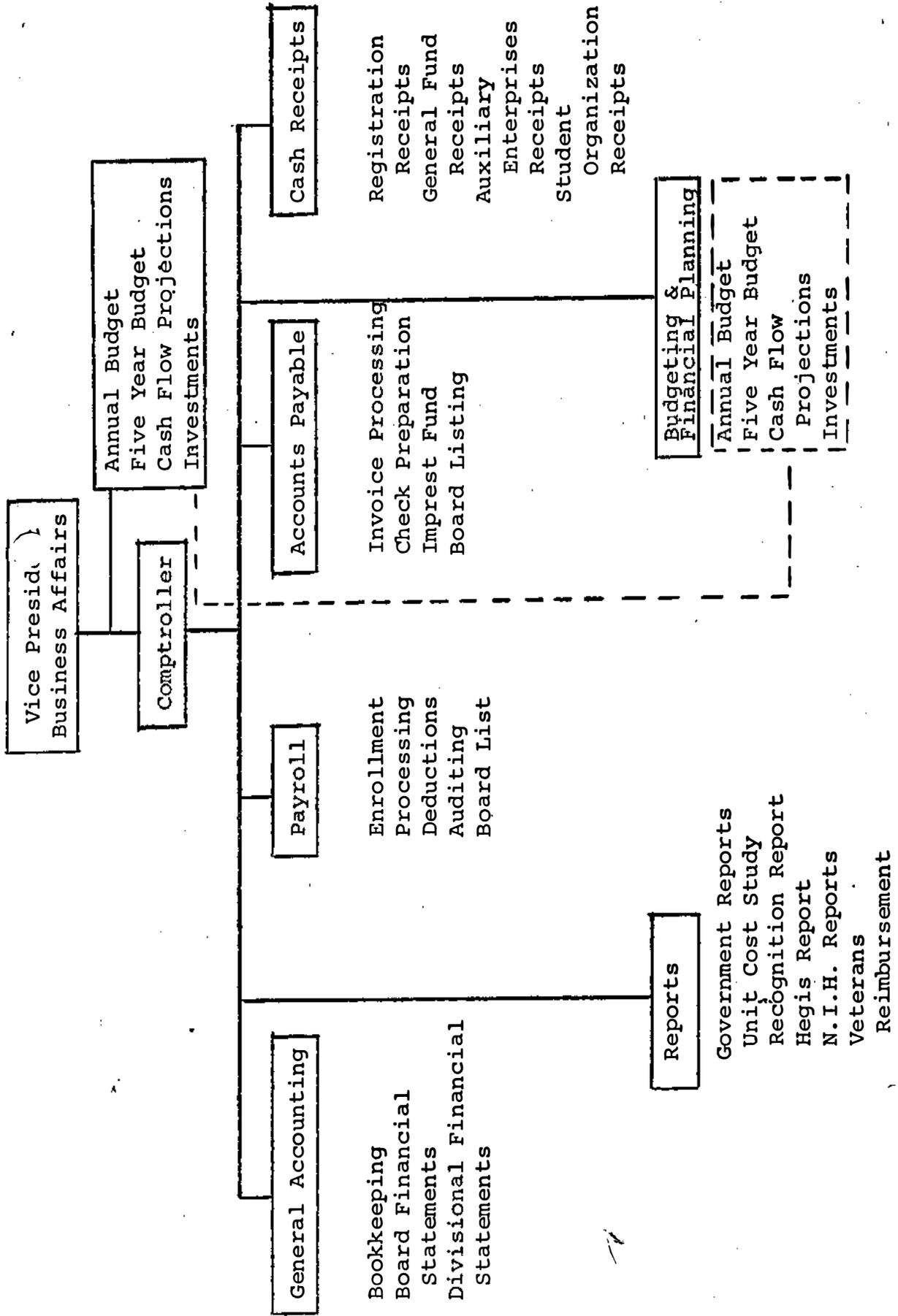
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1967-1970
 MONTHLY PURCHASE ORDERS BY MONTH
 IN MILLIONS OF THE COMPANY'S SALES



CUMULATIVE PURCHASE ORDERS





Vice President
Business Affairs

Comptroller

Annual Budget
Five Year Budget
Cash Flow Projections
Investments

General Accounting

Bookkeeping
Board Financial
Statements
Divisional Financial
Statements

Payroll

Enrollment
Processing
Deductions
Auditing
Board List

Accounts Payable

Invoice Processing
Check Preparation
Imprest Fund
Board Listing

Cash Receipts

Registration
Receipts
General Fund
Receipts
Auxiliary
Enterprises
Receipts
Student
Organization
Receipts

Reports

Government Reports
Unit Cost Study
Recognition Report
Hegis Report
N.I.H. Reports
Veterans
Reimbursement

Budgeting & Financial Planning

Annual Budget
Five Year Budget
Cash Flow
Projections
Investments

COMPTROLLER'S DEPARTMENT MONTHLY REPORT

MONTH OF NOVEMBER 1970

<u>Checks Processed</u>	<u>Number of Checks</u>	<u>Amount</u>
EDUCATIONAL FUND	214	\$108,622.78
BUILDING FUND	68	29,080.95
SITE & CONSTRUCTION FUND	7	7,547.97
AUXILIARY FUND	109	26,322.26
TRUST & AGENCY FUND	114	151,085.98
BOND & INTEREST FUND	<u>-0-</u>	<u>-0-</u>
	<u>512</u>	<u>\$322,659.94</u>
IMPREST FUND	<u>421</u>	<u>16,348.26</u>
PAYROLL CHECKS	<u>1358</u>	<u>\$391,613.02</u>
TOTAL	<u>2291</u>	<u>\$730,621.22</u>