

REPORT OF A. STUART ROBERTSON, SECRETARY-AUDITOR FOR THE NORMAL
SCHOOL BOARD FOR THE MONTH OF DECEMBER 1918 - November accounts.

The following is a condensed statement of the Treasurer's reports
for the month of November, 1918.

	FARMVILLE	HARRISONBURG	FREDERICKSBURG	RADFORD
Bal Nov. 1st.		\$15,157.05	\$19,442.85	\$18,451.11
Receipts	27,356.66	7,517.51	21,457.55	7,704.43
Total		\$22,674.56	\$30,900.40	\$26,155.54

EXPENDITURES.

SCHOOL DEPARTMENT.

Faculty	6,022.97	3,037.50	2,294.90	2,759.56
Employees	487.83	773.27	1,005.90	523.09
Trustees	47.99	31.60	31.99	63.59
Sch. Supplies	115.38	16.34	172.56	41.18
H. L. & W.	1217.59	148.48	147.35	89.02
Pr. & Adv.	16.00	115.65	35.50	46.05
Office exp.	11.00	48.05	190.12	119.06
Trav. Expenses.	33.83	6.87	3.75	89.80
Library	21.17	42.07	57.45	33.52
Stud. Loan Fund				12.00
Buildings	2,394.93	5,784.82		278.74
Repairs	134.23	368.36	175.62	174.26
Equipment	291.19			4,260.72
Insurance	10.50			5.60
Int. & ref.	129.20			
Miscellaneous				31.00
Music		62.50		
Entertainment.		1.64		58.38

HOME DEPARTMENT.

Salaries	829.41	310.70	253.33	240.00
Wages	756.89	283.61	517.75	158.00
Laundry	435.74	399.14	402.31	239.78
Eq. & sup.	183.93	35.76	54.40	44.13
Table	4,341.99	2,497.41	3,604.70	2,487.75
H. L. & W.	254.29	368.45	294.67	189.41
Infirmary	15.80	96.29	329.14	15.00
Supply room	136.42	234.76	135.16	
Refunds		481.89	72.50	10.00
Sundries	91.25			4.68
Room rent		35.00		
Grounds		46.93		
Amt. over-paid	10,067.17			14,180.92
Bal. on hand		7,447.20	21,111.64	
Total.	\$27,946.70	\$22,674.56	\$30,900.40	\$26,155.54

Debit balance 590.04

HARRISONBURG.

On January 20th I went over the accounts at Harrisonburg for November and found the payments for the month supported by proper vouchers, ~~_____~~

~~_____~~. The treasurer's statement shows a balance on hand December 1st amounting to \$7,447.20 of which \$6,325.47 is to the credit of the general fund; \$676.16 to the Student Loan Fund and \$445.57 to the Special Building Fund, outstanding accounts on December 1st were reported as approximately \$3,000.00.

A regular payment of \$50.00 per month to Miss Moody is now charged to table, the check being for "household expenses". Miss Moody has charge of the practice house where six or eight girls board. These girls pay board to the school and a payment of \$50.00 is made to Miss Moody, who buys for cash, the supplies which are used in the practice house, the voucher in the Treasurer's office being simply her receipt and the cancelled check for the payment.

The refunds for the month amounting to \$481.91 were high because of the closing of the school at the time of the Influenza epidemic, in several cases where the rail-road fare from Harrisonburg to the girls home and return was more than the amount that would be saved by her absence. The pupil was refunded the amount of the rail-road fare.

Work is advancing more rapidly now on the Service Building and basement. The walls in the basement have been plastered and carpenters were laying and finishing the floors when I was at the school.

The heating plant is giving a great deal of trouble in the Science Hall. This is the oldest building and the pipes appear to have seen their best days. The day that I was at the school, a pipe broke in this building and Dr. Burruss tells me that he is constantly having trouble with escaping steam which will damage the work-work and plastering as well as equipment. As soon as the heat can be turned off from this building, steps should be taken to put the pipes and radiators in thorough state of repair.

Executive Committee Meeting.

At a meeting of the Executive Committee held in Richmond, January 23rd on the occasion of the Governor's conference with the trustees of State institutions, the committee in response to a request from the Governor, released Dr. Burruss for one-half of his time for the next two months to enable him to work with the Governor's Budget Committee. Most of the work can be done from his office in Harrisonburg, and can be done without detriment to the school. The committee deferred action on the wall and entrance at Radford and directed each of the School Presidents to apply for the privilege of self insurance under the Virginia Workmen's Compensation Act.

At the Governor's conference, it was brought out that some of the institutions have what is known as a budget meeting in the Spring, at which the budget for the ensuing session is taken up and disposed of. It immediately occurred to me, as I suppose it did to the members of the Board who were present, that it would be wise for the Normal School Board to adopt a similiar plan disposing of as many matters of this kind as possible at the April meeting. The Presidents would probably not be ready with all of their recommendations for the faculties so early, but a large amount of the work could be done in April, leaving more time for other reports at the annual meeting.