

REPORT OF A. STUART ROBERTSON, SECRETARY-AUDITOR FOR THE NORMAL SCHOOL
BOARD FOR THE MONTH OF JULY, 1917. JUNE ACCOUNTS.

The following is a condensed statement of the Treasurers' reports
for the month of June, 1917.

	FARMVILLE.	HARRISONBURG	FREDERICKSBURG	RADFORD.
Bal. June 1	\$3449.41	\$2047.03	\$15,534.41	\$3611.95
Receipts	7031.14	8717.65	6,301.27	3351.68
Total	<u>\$10,530.55</u>	<u>\$10764.73</u>	<u>\$21,835.68</u>	<u>\$6963.63</u>

EXPENDITURES.

SCHOOL DEPARTMENT.

Faculty	433.33	2801.34	2584.84	2559.49
Employees	285.00	432.48	659.03	369.71
Trustees	47.38	180.27	62.41	92.30
Sch. Supplies	80.67	464.32	36.33	37.43
H. L. & Water	14.58	215.00	463.66	126.12
Pr. & Adv.	73.93	69.20	60.39	80.01
Office Expenses	18.55	70.08	73.93	23.62
Trav.	"	37.70	68.30	125.47
Library	1.00	33.19	4.32	116.37
Loan Fund		10.00		
Buildings	16.50	705.39	1399.52	27.42
Repairs	163.56	270.00	101.58	517.65
Equipment		449.26	49.22	544.38
Insurance		205.60		
Int. & refunds	120.00			
Miscellaneous	7.50	90.10	134.82	79.95

HOME DEPARTMENT.

Salaries	150.00	158.00	279.99	245.87
Wages		222.83	1157.09	46.05
Laundry		186.53	80.15	133.56
Eq. & Sup	6.17	95.64	131.96	195.20
Table		2190.85	1938.53	671.44
H. L. & Water	24.27	612.52	927.23	126.11
Infirmary			.35	
Supply Room	107.36	468.45	27.78	
Refunds		74.03		
Sundries		18.63	2.16	
Room Rent		52.50		
Balance	8980.75	650.53	11587.94	341.43
Total	<u>10530.55</u>	<u>10764.73</u>	<u>21835.68</u>	<u>6963.63</u>

A short time before the annual meeting in July a summary of the receipts and expenditures for the year ending June 30th, 1917, was submitted to the Board. At that time the accounts for May and June had not been audited, but the results for the year were shown in the statement. The summaries for the last two months of the year are given herewith.

I saw the State Accountant, Mr. Smith, and his assistant, Mr. Gathwright the latter part of July and found that they had made arrangements to check the accounts at all the Normal Schools in the last part of July and the first part of August, and I can now report that the State Accountant has examined the books for the fiscal year ending June 30, 1917.

RADFORD.

HARRISONBURG.

I was at Harrisonburg on Sept. 8th, but in the absence of the Treasurer who was away on her vacation, I did not examine the books. I spent some time with President Burruss in discussing the situation due to infantile paralysis in Harrisonburg and Rockingham, and returned to the school Sept. 18th when I checked over the May and June accounts. The Treasurer's statement for May showed a balance on hand amounting to \$2047.08 and outstanding bills on June 1st as follows: Unpaid bills \$2414.07 - accounts ~~paid~~ June 1st, \$5301.68 - Total \$7715.75. The June statement showed a balance on hand amounting to \$650.53, Accounts due on July 1st - Unpaid bills approximately \$4,000.00, accounts paid July 1st \$711.66 - Total \$4711.66. The receipts for the month showed an item of \$3,000.00 borrowed from the Summer School funds which should be added to the amount owed by the school on July 1st. I found both of these statements to agree with the books of the school and every expenditure supported by vouchers in proper form and amount.

The Summer School attendance was the largest in the history of the school, there being about 700 young ladies registered, and the work in the terms was highly gratifying to the president of the school. The Summer School accounts had not been completed when I was last at the school, but will be checked over at a later time.

It has been difficult to get a line on the prospects for the coming session on account of the prevalence of infantile paralysis in Harrisonburg and Rockingham county during the latter part of the summer. A great many of the new girls who had registered withdrew when they heard of the epidemic, and a few of the old girls were afraid to return. The situation now seems to be well in hand, however, and while it is impossible to say whether any more who have registered will withdraw, Dr. Burruss hopes that the school will be filled to capacity.

The interval between the Summer School and the regular session was utilized to make such repairs as were necessary. Dr. Burruss has done painting where it was necessary to protect the woodwork, and the basement room which was formerly used for a kitchen has been converted into class rooms for the Agricultural Department.

The traveling expenses ~~xxx~~ paid during the month of May were as follows:

RADFORD.

May 4. Jos.E.Avent - Rock Hill	\$24.20
May 4. W.E.Gilbert, one half expenses to Chicago, Apr. 20 as delegate to Nat. Community League Conference	23.40
Apr. 9. Trip to Bluefield. (W.E.Gilbert)	3.60
Apr. 7 " " Long Shop "50
Apr. 24 " " Christiansburg "	3.00
May 31 Dr. McConnell, Mileage	20.00
Total	<u>\$74.70</u>

FARMVILLE.

Mary D. Pearce, meeting at Orange	\$5.93
May 28. B.M.Cox, Richmond	9.00
May 12 Dr. Jarman committee meeting of Board at Richmond	9.60
Total	<u>\$24.53</u>

FREDERICKSBURG.

Dr. Russell, Trip to Richmond Apr. 18 -	\$4.80
A " " " " " " 2	4.50
" " " " " " 5 -	<u>4.75</u>
.....	\$14.05
May 12. Auto Bill	7.75
" " Miss Gamson, Trip to Radford Apr. 26-28	20.70
May 14 A.B.Chandler, Trip to Atlee to make com. address	4.63
Total	<u>\$47.13</u>

HARRISONBURG.

Miss Bishop, trip to Palmyra, March 29 to March 31 for Fluvanna County Teachers Meeting	\$10.15
Miss Greeg, trip to Front Royal March 15, for 7th Cong. District Teachers meeting	11.65
Total	<u>\$21.80</u>

The following is a statement of the traveling expenses paid out during the month of June:

FREDERICKSBURG.

Mr. Russell - Committee meeting Harrisonburg May 5		\$21.95
May 8 Mr. Russell - Richmond 2 days		10.95
May 31. A. B. Chandler, trip to Occoquan to deliver address		2.50
June 12. Taxi Bill		10.00
Mr. Russell, trips as follows:		
Portsmouth, June 19	\$4.40	
Stafford, May75	
Richmond, May 19	4.25	
" " 24	3.50	
Sunlight, May 30	2.00	
Spottsylvania, May 22	2.50	
Taxi	2.00	
Richmond May 25	3.70	
		23.10
	Total	\$68.30

FARMVILLE.

No traveling expenses paid in June.

RADFORD.

June 9. F. E. Gilbert, Suffolk, Franklin, Danville & Roanoke		\$19.13
May 8. Fannie B. Shelton, Burkeville to Radford & Return		3.40
May 18. Miss Bulifant - Pearisburg		2.90
Dr. McConnell-		
Trip to Roanoke, Feb. 5	\$1.60	
" " Charlottesville to see		
Dr. Page	2.59	
" " Charlottesville, Feb. to		
confer on courses of study ..	6.05	
" " Roanoke, Feb. for school		
supplies	1.45	
" to Richmond Feb 28- 4 days ..	16.25	
" " " March	6.00	
" " " " -Smith-Hughes		
bill, Asso. Va. Colleges	4.70	
" to Strasburg May, deliver address	14.60	
" to Pulaski (June)40	
.....		
.....		
	105.04	
Less Cash Voucher 4959	10.00	95.04
	Total	\$125.47

HARRISONBURG.

Dr. Burruss. Board meeting, Fredericksburg, Apr. 20-22		\$16.20
May 1. Dr. Sanger, Va. Asso. Colleges etc. at Radford		9.95
March. Vehicles for practice teaching		25.20
		11.55
	Total	37.70

Respectfully submitted. *Walter D. Doster*
Secretary-Auditor.