

REPORT OF A. STUART ROBERTSON, SECRETARY-AUDITOR

for the NORMAL SCHOOL BOARD for the month of October, 1916.

The following is a condensed statement of the financial reports of the four Normal Schools for the month ending Sept. 30th, 1916, except for the Farmville School, which statement includes all receipts and expenditures from July 1st to Sept. 30th, 1916.

RECEIPTS.

	Farmville.	Harrisonburg	Fredericksburg	Radford.
Bal. Sept. 30	\$5,775.79	\$14,328.06	\$5541.02	\$2091.39
Receipts	35,974.70	10,147.24	14436.83	7611.40
	<u>\$41,750.49</u>	<u>24,475.30</u>	<u>19977.85</u>	<u>9703.29</u>

DISBURSEMENTS.

SCHOOL DEPARTMENT.

Faculty	6,786.75	1,352.15	1291.65	805.45
Employees	984.29	699.80	588.09	318.54
Trustees	132.12	54.74	26.65	29.15
School supplies	960.87	130.41	52.36	35.43
H.L. & Water	35.30	145.35	49.00	23.59
Printing & adv.	1318.45	51.50	58.00	326.96
Office exp.	96.60	32.92	51.27	13.58
Trav. exp.	70.90	83.98	33.30	27.96
Library	81.59	3.47	4.15	16.40
Stud. Loan Fund	720.00			20.00
Interest & Refund	151.00	1,700.55 - (S. S. Loan return)		
Bldgs.	7,342.92	4,903.67		2963.54
Repairs	3,111.99	319.85	197.60	123.57
Equipment	1,962.94	62.76	13.22	291.12
Insurance	1,007.00			
Contingent	17.72			
Supply room	2,051.00			
Entertainments		35.81	84.88	63.55

HOME DEPARTMENT.

Salaries	1,039.97	317.50	249.99	<del>103.36</del>
Wages	560.57	108.50	160.61	103.36
Laundry	560.67	289.39	89.60	34.91
Eq. & Supplies	1,812.81	8.15	.39	
Table	5,834.02	1,313.83	192.85	94.93
H.L. & W.	730.17	300.00	107.97	23.59
Infirmery	41.60			
Sundries	80.18			
Supply Room		658.39	139.77	
Refunds	17.00	4.70		
Bal. Oct. 1, 1916	4,256.26	11,858.58	16,582.80	4,387.66
	<u>\$ 41,750.49</u>	<u>\$24,475.30</u>	<u>\$19,977.85</u>	<u>\$9,703.29</u>



HARRISONBURG.

On Oct.20th I was at Harrisonburg and completed the examination of the accounts down to September 30th. I found the Treasurer's statement to agree with the books of the school, and all expenditures supported by vouchers in proper form.

The Treasurer's statement showed that on Sept.30th, the school had outstanding accounts as follows:

Bucher & Son, Service Building.	\$5450.00
Wages due and paid Oct.1st.	125.30
Other unpaid bills, approximately	3398.14
Total	<u>\$8973.44</u>

This shows a considerable reduction in the amount of indebtedness since the last report was made. This reduction has been made possible largely through the accumulation of the monthly appropriation from the State during the three summer months.

I stated in my last report that the regular school had borrowed \$5,000.00 from the Summer School. Of this amount \$4300.55 has been repaid to the Summer School, leaving a balance due the Summer School of \$699.45. This amount, however, just about represents the profit that was made on the Summer School operations, and so will not have to be paid, but in considering the disposition to be made of the Summer School profits, it must be remembered that the profits have already gone into the treasury in the ~~xxx~~ shape of a credit on the indebtedness of the regular school to the Summer School.

The Summer School accounts were not ready for audit on the occasion of my last visit, but will be examined later on.

There were on Oct.20th about 240 students enrolled, of which number some 174 were occupying rooms in the dormitories, About 225 of the students take their meals in the school dining room, and in addition about 25 members of the faculty and servants are fed at the school dining room.



In accordance with the request of the Board, I give the following statement of the traveling expenses paid in the month of September. It will be noted that a number of these payments were for trips made long prior to September.

HARRISONBURG.

Mar.10-12,	Dr.Burruss, Richmond during session of Gen.Assembly ..	\$19.59
Mar.24.	" " Board meeting	17.75
Apr.6.	" " to speak at 2nd Cong.Dist.meeting	8.90
Apr.14,	" " Board meeting	24.03
May 8.	" " taxi to meet speaker	.60
June 16.	" " to attend Va.Asso, Schools and colleges for girls .....	13.11
	Total	<u>\$83.98</u>

RADFORD.

Sept.4.	Dr.McConnell, auto for trip through Giles, Craig, & Montgomery counties .....	\$10.00
Sept.5.	Dr.McC. trip to Richmond, Amelia, Blacksburg, Tazewell and Bristol	13.61
Sept.16	Dr.McC. trip to Bristol .....	4.35
	Total	<u>\$27.96</u>

FARMVILLE.

July 20.	B.M.Cox to Richmond .....	\$ 7.25
Aug.2.	Dr.Jarman to Harrisonburg Board meeting .....	14.15
Aug.9.	Dr. Jarman to Richmond	4.50
Sept.9.	" " Board meeting	16.35
Aug.19.	Mr.Duke to Richmond to buy playgrounds apparatus and see to printing bulletin .....	5.00
Oct.3.	Mr.& Miss Cox to Richmond .....	23.65
	Total	<u>\$70.90</u>

FREDERICKSBURG.

Aug.29 -Sep.1.	Dr.Russell to New York to secure teachers	\$33.30
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I would suggest that the Board advise the school presidents of its views in regard to paying the expenses of prospective teachers who come to the schools to consult with the presidents about possible employment at the school. At Fredericksburg, these expenses have been paid, as I have pointed out in previous reports.