

REPORT OF A. STUART ROBERTSON, SECRETARY-AUDITOR FOR THE NORMAL SCHOOL BOARD FOR THE MONTH OF FEBRUARY, 1917. January Accounts.

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

	Farmville.	Harrisonburg.	Fredericksburg.	Radford.
Bal. Feb. 1	\$362.76	888.31	\$16,160.46	\$949.46
Receipts	13,946.09	13027.82	7,428.13	7067.56
Total	<u>14,308.85</u>	<u>13916.13</u>	<u>23,588.59</u>	<u>8016.92</u>

EXPENDITURES.

SCHOOL DEPARTMENT.

Faculty	5,634.81	2373.30	1,930.08	616.35
Employees	412.50	355.00	473.00	301.04
Trustees	78.01		35.00	35.00
School Supplies	84.57	186.62	219.83	16.15
Heat, Light & Water	16.79	173.34	162.65	58.47
Printing & Adv.	105.75	149.56	2.50	17.89
Office Expenses	78.93	32.30	38.99	171.79
Traveling Expenses			64.00	20.00
Library	73.55	126.90	71.56	36.56
Students Loan Fund				97.10
Buildings		2946.30		2109.63
Repairs	92.43	487.06	130.59	229.78
Equipment	20.25	285.21	18.47	110.44
Insurance		197.00		
Int. & Refunds		25.00		
Miscellaneous		95.73	49.44	310.25

HOME DEPARTMENT.

Salaries	746.64	191.00	279.99	99.16
Wages	563.08	183.02	192.10	331.00
Laundry	407.65	289.46	187.40	155.26
Eq. & Supplies	179.97	231.56	2.31	60.30
Table	3,915.03	2984.99	1196.93	1178.06
Heat, Light & Water	1,315.79	525.59	325.18	103.64
Infirmery	46.55	32.27	10.24	6.75
Supply room	334.96	641.13	9.62	
Refunds	15.00			
Sundries	28.62	8.78	6.00	17.54
Bal on hand	157.97	1396.01	1832.71	1922.71
Total	<u>\$14,308.85</u>	<u>13916.13</u>	<u>23588.59</u>	<u>8016.92</u>

HARRISONBURG.

The January statement of the Treasurer of the Harrisonburg School shows a balance on hand as of February 1st amounting to \$1396.01, and amounts due creditors as of that date as follows:

Bucher and Son.....	\$5450.00	
Other unpaid bills approximately	<u>2982.22</u>	\$8432.22
Accounts pd. on Feb. 1st	903.11	
Employees salaries and wages	522.10	
Other bills	<u>1366.89</u>	2792.10
		<u>\$ 11224.32</u>

I checked over these statements on March 16th and found the statements to agree with the books of the school and proper vouchers filed for all expenditures for the month of January.

I went to the kitchen and watched the manner of serving dinner in the new quarters, and was much pleased to see how quickly and efficiently the meal was served, and the apparent convenience afforded by the arrangement of the kitchen and serving room. A force was at work day and night on the new building in order to have the second floor ready for occupancy on the 19th of the month, and the addition of this building will mean much to the school.

I am glad to report that in the case of the Harrisonburg School Mr. Shewmake was also able to have the whole of the appropriations for buildings and improvements paid early in March, so that the outstanding obligations could be promptly taken care of.

The Treasurer handed me a financial statement for the Summer School of 1916, showing total receipts amounting to \$6225.02, and total expenditures of \$5559.92, leaving a balance of profits of \$665.10. I went over the vouchers for all the expenditures, and found them in proper form, and also checked up the receipts in a general way by comparing a large number of the receipt stubs with the entries on the cash book, and found that all entries, so far as my examination extended, had been properly and accurately made.

The traveling expenses paid during the month of January were
as follows:

FREDERICKSBURG.

November.	Dr. Russell - Trip to Richmond	\$3.10
December	" " " " "	4.80
"	" " Auto Bill	3.00
Jan. 9, 10 & 11	" Trip to Richmond, Petersburg and Hopewell, and to Richmond Jan. 15	11.85
Jan. 23,	Dr. Russell, Ticket book	36.85
Jan. 30.	Miss Fraser, trip to Richmond to chaperone girls attending Gluck concert	4.40
	Total	<u>\$64.00</u>

FARMVILLE

No traveling expenses paid in January

RADFORD

Jan. 19.	Dr. McConnell, Mileage book	20.00
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HARRISONBURG.

No traveling expenses paid in January.

From present indications it seems as if next year's coal supply is going to cost \$3.00 per ton at the mines, instead of \$1.25 as heretofore. This will mean an increase in the cost of fuel at the Farmville School of approximately \$3,000.00, and at the Harrisonburg School of \$1600.00 to \$1800.00; at the other schools in like proportion. In view of the advance in the cost of fuel, in addition to that of all food stuffs, I would respectfully suggest to the Board that they consider the advisability of advancing the charge for board, etc. a little more than was done at the Farmville meeting. It will be recalled that at that meeting the price was advanced from \$15.00 to \$17.00 per month. I believe that the price should be at least \$18.00 a month in order to keep up the present standard of the table.

Respectfully submitted.

March 17, 1917.