

REPORT OF A. STUART ROBERTSON, SECRETARY-AUDITOR for the  
NORMAL SCHOOL BOARD FOR THE MONTH OF NOVEMBER, 1916. NOVEMBER ACCTS.

The following is a condensed statement of the Treasurer's reports for the month of November, 1916.

|                | Farmville         | Harrisonburg      | Fredericksburg    | Radford.          |
|----------------|-------------------|-------------------|-------------------|-------------------|
| Balance Nov. 1 | \$1002.52         | \$6387.40         | \$15964.97        | \$3647.76         |
| Receipts       | 13140.07          | 5113.67           | 9801.09           | 8970.38           |
| Total          | <u>\$14142.39</u> | <u>\$11501.07</u> | <u>\$25766.06</u> | <u>\$12618.14</u> |

EXPENDITURES.

SCHOOL DEPARTMENT.

|                     |         |         |         |                              |
|---------------------|---------|---------|---------|------------------------------|
| Faculty             | 5554.27 | 2783.08 | 2477.98 | 2049.19                      |
| Employees           | 412.50  | 464.80  | 512.07  | <del>2009.19</del><br>299.03 |
| Trustees            |         | 29.64   | 29.65   | 29.64                        |
| School Supplies     | 248.11  | 94.69   | 290.86  | 107.48                       |
| Heat, Light & Water | 806.85  | 79.01   | 15.70   | 36.06                        |
| Printing & Adv.     | 23.00   | 5.20    | 33.00   | 112.60                       |
| Office Expenses     | 69.93   | 7.51    | 41.52   | 13.76                        |
| Travelling Expenses | 75.05   | 4.44    | 44.00   | 36.47                        |
| Library             | 67.48   | 3.26    | 16.78   | 428.66                       |
| Students Loan Fund  |         |         |         | 20.00                        |
| Buildings           |         | 4590.15 |         | 3806.25                      |
| Repairs             | 172.85  | 59.68   | 147.12  | 94.48                        |
| Equipment           | 27.28   | 252.54  | 84.50   | 141.91                       |
| Insurance           | 163.60  |         |         | 70.00                        |
| Int. & Refunds      | 75.00   |         |         |                              |
| Miscellaneous       | 61.60   | 170.08  | 195.68  | 145.00                       |

HOME DEPARTMENT.

|                     |                   |                   |                   |                   |
|---------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries            | 746.64            | 172.00            | 279.99            | 179.16            |
| Wages               | 553.03            | 355.50            | 692.03            | 241.20            |
| Laundry             | 419.99            | 364.61            | 307.52            | 157.61            |
| Eq. & Supplies      | 133.39            | 8.25              | 202.40            |                   |
| Table               | 3914.09           | 1050.42           | 2150.72           | 1433.05           |
| Heat, Light & Water | 163.00            | 188.29            | 31.36             | 36.06             |
| Infirmery           | 59.85             |                   |                   |                   |
| Supply Room         | 88.15             | 474.94            | 218.02            |                   |
| Refunds             |                   | 10.00             | <del>10.00</del>  |                   |
| Sundries            | 28.08             | 184.27            |                   | 20.00             |
| Bal on hand         | 278.65            | 148.71            | 17995.16          | 3202.46           |
| Total               | <u>\$14142.39</u> | <u>\$11501.07</u> | <u>\$25766.06</u> | <u>\$12618.14</u> |



NOVEMBER REPORT.

HARRISONBURG.

On January 9th I was at the Harrisonburg School and went over the November accts. The Treasurer's statement agreed with the books of the school, and all expenditures for the month were supported by proper vouchers in form and amount. This statement shows a balance on Hand Dec.1st. amounting to \$148.71, and amounts due creditors as of that date as follows:

|                              |                   |
|------------------------------|-------------------|
| Bucher & Son Building .....  | \$5450.00         |
| Faculty, $\frac{1}{2}$ month | 626.66            |
| Employees" "                 | 10.00             |
| Bills paid Dec.1st           | 407.60            |
| Other unpaid bills approx.   | 4 561.30          |
| Total                        | <u>\$11055.56</u> |

of which \$5450.00 is charged against the appropriation for buildings.

I went through the new building, and the work seemed to be progressing very satisfactorily, and it is hoped that it will be ready for occupancy some time in March.

The new stack and boilers have been installed and put in good working order.



The affairs of all the schools seem to be progressing nicely, and there is no particular matter requiring especial mention.

The travelling expenses paid during the month of November were as follows:

HARRISONBURG.

|          |  |                |
|----------|--|----------------|
| June 30. | Dr. Burruss, trip to Portsmouth to address the High School and to attend to business in Richmond | \$19.44        |
|          | Less amount paid by Portsmouth High School   | 15.00          |
|          |  | <u>\$ 4.44</u> |

FREDERICKSBURG.

|          |   |                |
|----------|---|----------------|
| Oct. 22. | Mr. Russell, trip to Caroline   | \$ 1.35        |
| Oct. 27. | To Matthews to address County Fair  | 19.75          |
| Nov. 9   | Taxi <del>fare</del> between school and town  | 6.75           |
|          | Trip to Caroline & trip to Charlottesville  | 15.15          |
|          | (Note. This is subject to a credit of \$3.38 paid by Mr. Maphis on account of Caroline trip.) |                |
| Oct. 12. | Miss Hinman-Trip to Richmond  | 1.00           |
|          | Total   | <u>\$44.00</u> |

RADFORD.

|          |  |                |
|----------|--|----------------|
| 1916.    |  |                |
| Nov. 10. | Dr. McConnell, Norton & Honaker  | 1.27           |
| " 17.    | " " address in Roanoke   | 1.80           |
| July 8   | Miss Pamplin's expenses in attending Writing Teachers Conference in Richmond | 19.70          |
| Nov. 20  | Dr. McConnell, Educational Conference, Washington D. C.                      | 7.00           |
| " 27     | " " " " Richmond Va  | 6.70           |
|          | Total  | <u>\$36.47</u> |

FARMVILLE.

|                     |   |                 |
|---------------------|---|-----------------|
| Nov. 25.            | Thomas D. Eason, expense of accompanying remains of Dr. Milledge to Memphis | \$55.35         |
| Nov. 23. to Dec. 1. | Dr. Jarman, Educational Conference, Richmond, Va.                           | 19.70           |
|                     | Total   | <u>\$ 75.05</u> |

The travelling expenses of teacher and students in going to and from the school at Rice where a rural school is conducted are charged to "Contingent," and ~~are~~ not to "Travelling Expenses." This item amounted to \$46.60 in November.

Respectfully submitted,

Secretary-Auditor.