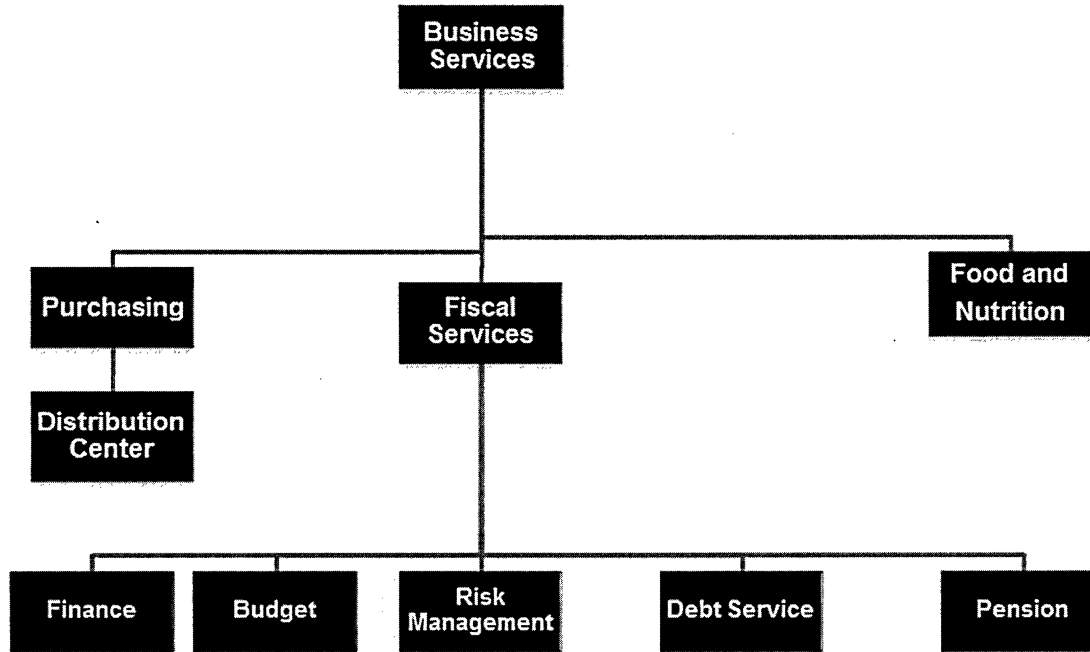


Business Services Summary

Business Service programs entail the day-to-day financial, budget, risk management, payroll, and purchasing operations to support the faculty and staff of the Board of Education.

"Better Business for the Betterment of Students"

PROGRAM COMPONENT ORGANIZATION



	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	Change FY16 - FY17	FY17 Budget
BUSINESS SERVICES	\$ 32,726,564	\$ 33,649,740	\$ 34,881,745	\$ 35,384,567	\$ 382,855	\$ 35,767,422
Fiscal Services	31,849,944	32,782,338	33,995,904	34,470,060	411,013	34,881,073
Purchasing	876,620	867,402	885,841	914,507	(28,158)	886,349

Summary Report

Business Services

By Object Code	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
Salaries	\$2,270,410	\$2,209,447	\$2,174,484	\$2,317,400	\$17,255	\$2,334,655
Contracted Services	\$121,954	\$95,450	\$84,956	\$89,356	\$0	\$89,356
Supplies	\$24,226	\$20,217	\$17,745	\$25,174	\$0	\$25,174
Other Charges	\$30,819,499	\$31,862,932	\$33,036,068	\$33,495,163	\$365,600	\$33,860,763
Equipment	\$1,633	\$7,925	\$79,281	\$17,474	\$0	\$17,474
Transfers	(\$511,159)	(\$546,231)	(\$510,789)	(\$560,000)	\$0	(\$560,000)
Total:	\$32,726,564	\$33,649,740	\$34,881,745	\$35,384,567	\$382,855	\$35,767,422

Budgeted Full Time Equivalent Positions

	FY14	FY15	FY16	16-17	FY17
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Assistant Supervisor	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	13.0	12.0	12.0	(1.0)	11.0
Director	2.0	2.0	2.0	0.0	2.0
Specialist 12 Month	10.0	11.0	11.0	0.0	11.0
Supervisor	2.0	2.0	2.0	0.0	2.0
Warehouse Person	5.0	5.0	5.0	0.0	5.0
	34.0	34.0	34.0	(1.0)	33.0

By State Category	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget	FY17 FTE
ADMINISTRATIVE SERVICES							
Contracted Services	\$121,954	\$95,450	\$84,956	\$89,356	\$0	\$89,356	
Equipment	\$1,633	\$7,925	\$79,281	\$17,474	\$0	\$17,474	
Other Charges	\$28,679	\$34,089	\$24,944	\$35,887	\$0	\$35,887	
Salaries	\$2,268,629	\$2,209,447	\$2,174,484	\$2,317,400	\$17,255	\$2,334,655	
Supplies	\$24,226	\$20,217	\$17,745	\$25,174	\$0	\$25,174	
Transfers	(\$511,159)	(\$546,231)	(\$510,789)	(\$560,000)	\$0	(\$560,000)	
TOTAL:	\$1,933,963	\$1,820,897	\$1,870,620	\$1,925,291	\$17,255	\$1,942,546	33.0
FIXED CHARGES							
Other Charges	\$30,790,820	\$31,457,585	\$32,502,707	\$32,950,857	\$348,975	\$33,299,832	
TOTAL:	\$30,790,820	\$31,457,585	\$32,502,707	\$32,950,857	\$348,975	\$33,299,832	0.0
CAPITAL OUTLAY							
Other Charges	\$0	\$371,258	\$508,418	\$508,419	\$16,625	\$525,044	
Salaries	\$1,781	\$0	\$0	\$0	\$0	\$0	
TOTAL:	\$1,781	\$371,258	\$508,418	\$508,419	\$16,625	\$525,044	0.0
Grand Total:	\$32,726,564	\$33,649,740	\$34,881,745	\$35,384,567	\$382,855	\$35,767,422	33.0

Fiscal Services

Program Overview

Fiscal Services encompasses the Office of the Assistant Superintendent and the Budget, Risk Management, and Finance Departments.

The Office of the Assistant Superintendent is responsible for the overall management and guidance of Business Services and its employees. This office oversees the preparation and review of the quarterly financial reports and the Comprehensive Annual Financial Report. The Assistant Superintendent also oversees ancillary finance systems relating to meal funds, testing and interscholastic athletics participation fees. In addition, the Assistant Superintendent is a participant in the MABE OPEB Investment Trust, a unique pooling arrangement for Maryland school districts, to reduce implementation and administrative costs by pooling monies designated for their OPEB liabilities.

The Budget Office is responsible for the compilation of data and records in the preparation of the annual budget. In addition, the Budget Office reviews and analyzes financial data and projections to determine requested funding for future periods; staffing requirements, budget requests; allocations; school financial reports; and budgetary estimates versus actual expenditures and revenues. The Budget Office is also responsible for the administration of the 403b and 457 deferred compensation plans.

Risk Management manages the various property and casualty insurance programs within the school system. The Risk Management Office administers and processes claims filed against HCPS. This includes Workers' Compensation, liability, property, and automobile liability. In addition, Risk Management focuses on preventing losses through training, historical loss analysis, hazard identification, risk assessment, risk avoidance and risk transfer. Providing a safe environment for students, staff, and system visitors is the purpose of risk management, which works closely with school administrators and central office staff to mitigate exposure to claims arising from accident or injury.

The Finance Office prepares all financial reports, manages all audits, performs accounting for all funds, manages grant accounting, receives and disburses payments, invests cash, oversees banking relations, and processes over 6,100 payments through the payroll system for regular, substitute and per diem employees each payday. Staff in the office facilitate the implementation of the financial, purchasing, and human resource integrated information management system and serve as the liaison to the software vendor.

Accomplishments – FY 2015

- Continued to receive national awards for the Budget and Comprehensive Annual Financial Report. (Board Goal 4)
- Received a clean A-133 and financial audit from SB & Company LLC with no Management Letter findings/comments. (Board Goal 4)
- Obtained the maximum amount of grant funding available through the MABE insurance programs for risk management and loss prevention initiatives. (Board Goal 4)
- Maintained an average inspection rating of 96.4% (benchmark is 90%) and 100% compliance with recommendations for the schools inspected in the MABE Safety/Peril Inspection program. (Board Goal 4)
- Provided professional development opportunities for staff at all levels. (Board Goal 3)
- Worked closely with the legislative auditors during their nine-month audit of the financial management practices of Harford County Public Schools. The final report was released in FY15, and cited no major findings. (Board Goal 4)
- Completed implementation of electronic student accident reporting. (Board Goal 4)
- Implemented the Lawson Budget Planning Module in order to increase accuracy and efficiency when forecasting personnel costs, allocating funds, and performing analyses. (Board Goal 4)
- Worked in collaboration with Offices of Technology and Human Resources to upgrade Business Software System from Version 9 to Version 10. (Board Goal 4)
- Increased rebates revenue by re-negotiating contract with P-card vendor and acting as Lead Agent on a national purchasing cooperative. (Board Goal 4)

Goals – FY 2017

- Develop comprehensive financial, budget, and risk management policies and procedures in keeping with best and recommended practices. (Board Goal 4)
- Seize opportunities to improve the school district's efficiency and reduce operating costs. (Board Goal 4)
- Ensure all grant funds are spent efficiently and in totality. (Board Goal 4)

Fiscal Services

- Complete MABE grant funding submission to obtain funding for risk management and loss prevention initiatives. (Board Goal 4)
- Achieve 100% compliance with all recommendations on MABE Safety/Peril Inspection program. (Board Goal 4)
- Obtain unqualified audit opinion with no Management Letter findings/comments. (Board Goal 4)

Objectives – FY 2017

- Continue to receive national awards for the Budget and Comprehensive Annual Financial Report. (Board Goal 4)
- Continue to ensure adherence to the updated Super Circular for Federal Grants. (Board Goal 4)
- Continue with future upgrades and improvements to the Lawson Financial Systems. (Board Goal 4)
- Provide professional opportunities for staff at all levels. (Board Goal 3)
- Complete MABE grant funding submission to obtain funding for risk management and loss prevention initiatives. (Board Goal 4)
- Achieve 100% compliance with all recommendations on MABE safety/peril school inspections. (Board Goal 4)
- Prepare for the next generation of the INFOR budget module. (Board Goal 4)

FY 2017 Funding Adjustments

The changes to Fiscal Services for fiscal 2017 include:

Wage and Benefits Adjustments of \$431,680:

- Salary/wage adjustments for Fiscal Services of \$45,413.
- Incremental pension adjustment from the State of Maryland, (\$332,516).
- Social security adjustments for all employees of \$653,116.
- Workers compensation insurance adjustments for all employees, \$65,667.

Base Budget Adjustments of \$347,159:

- Reversal of year end transfer for Social Security, \$315,000.
- Decrease in debt service interest on A. A. Roberty building lease, (\$16,625).
- Increase in debt service principal on A. A. Roberty building lease, \$16,625.
- Increases related to the position realignment within special education to provide additional support and reduce contracted services in Infants and Toddlers: social security, \$17,918; pension \$12,578; and workers compensation, \$1,663.

Cost Saving Measures of (\$369,909):

- Due to position and salary reductions the following expenses have been reduced accordingly:
 - social security (\$232,483)
 - pension (\$125,047)
 - workers compensation insurance (\$12,379)

Cost of Doing Business Adjustments of \$2,083:

- Projected 5% rate increase for liability insurance, \$25,546.
- Workers compensation insurance adjustments related to position changes, (23,463).

The increase in expenditures from the fiscal 2016 budget for Fiscal Services is \$411,013.

Fiscal Services

By Object Code

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
Salaries	\$1,432,479	\$1,383,388	\$1,337,414	\$1,451,261	\$45,413	\$1,496,674
Contracted Services	\$102,165	\$71,077	\$58,496	\$66,000	\$0	\$66,000
Supplies	\$16,148	\$13,325	\$11,063	\$14,874	\$0	\$14,874
Other Charges	\$30,809,046	\$31,855,692	\$33,028,919	\$33,484,408	\$365,600	\$33,850,008
Equipment	\$1,265	\$5,087	\$70,802	\$13,517	\$0	\$13,517
Transfers	(\$511,159)	(\$546,231)	(\$510,789)	(\$560,000)	\$0	(\$560,000)
Total:	\$31,849,944	\$32,782,338	\$33,995,904	\$34,470,060	\$411,013	\$34,881,073

Budgeted Full Time Equivalent Positions

	FY14	FY15	FY16	16-17	FY17
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Assistant Supervisor	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	8.0	8.0	8.0	0.0	8.0
Director	2.0	2.0	2.0	0.0	2.0
Specialist 12 Month	6.0	6.0	6.0	0.0	6.0
Supervisor	1.0	1.0	1.0	0.0	1.0
Total:	19.0	19.0	19.0	0.0	19.0

By State Category

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
FTE: 19.0						
ADMINISTRATIVE SERVICES						
Salaries						
1 PROFESSIONAL Fiscal Services 101-XXX-022-015 51100 FTE: 5.0	\$588,317	\$549,724	\$521,024	\$597,721	\$13,009	\$610,730
2 CLERICAL Fiscal Services 101-XXX-022-015 51110 FTE: 8.0	\$353,960	\$342,895	\$353,857	\$355,089	\$20,061	\$375,150
3 CLERICAL SUBSTITUTES Fiscal Services 101-XXX-022-015 51111 FTE: 0.0	\$2,928	\$0	\$0	\$0	\$0	\$0
4 MAINTENANCE/MECHANICS/TECHS Fiscal Services 101-XXX-022-015 51120 FTE: 6.0	\$483,622	\$485,068	\$453,852	\$495,795	\$12,343	\$508,138
5 CLERICAL OVERTIME Fiscal Services 101-XXX-022-015 51150 FTE: 0.0	\$1,870	\$5,701	\$8,681	\$2,656	\$0	\$2,656
Total Salaries	\$1,430,698	\$1,383,388	\$1,337,414	\$1,451,261	\$45,413	\$1,496,674
Contracted Services						
6 OTHER Fiscal Services 101-XXX-022-015 52170	\$31,196	\$42,957	\$34,220	\$37,000	\$0	\$37,000

By State Category		FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
ADMINISTRATIVE SERVICES							
Contracted Services							
7	CONSULTANTS Fiscal Services 101-XXX-022-015 52205	\$66,544	\$22,900	\$20,629	\$24,000	\$0	\$24,000
8	EQUIPMENT MAINTENANCE CONTRACT Fiscal Services 101-XXX-022-015 52360	\$1,836	\$1,872	\$1,872	\$1,800	\$0	\$1,800
9	COPIER / MACHINE RENTAL Fiscal Services 101-XXX-022-015 52370	\$2,589	\$3,348	\$1,775	\$3,200	\$0	\$3,200
Total Contracted Services		\$102,165	\$71,077	\$58,496	\$66,000	\$0	\$66,000
Supplies							
10	OFFICE Fiscal Services 101-XXX-022-015 53440	\$15,740	\$13,044	\$10,451	\$13,474	\$0	\$13,474
11	PRINTING Fiscal Services 101-XXX-022-015 53445	\$283	\$242	\$585	\$1,000	\$0	\$1,000
12	POSTAGE/COURIER SERVICE Fiscal Services 101-XXX-022-015 53450	\$65	\$13	\$27	\$100	\$0	\$100
13	BOOKS, SUBS, PERIODICALS Fiscal Services 101-XXX-022-015 53475	\$60	\$26	\$0	\$300	\$0	\$300
Total Supplies		\$16,148	\$13,325	\$11,063	\$14,874	\$0	\$14,874
Other Charges							
14	OTHER Fiscal Services 101-XXX-022-015 54170	\$0	\$167	\$997	\$1,500	\$0	\$1,500
15	MILEAGE, PARKING, TOLLS Fiscal Services 101-XXX-022-015 54720	\$4,385	\$3,548	\$1,628	\$5,000	\$0	\$5,000
16	PROFESSIONAL DUES Fiscal Services 101-XXX-022-015 54730	\$6,208	\$7,578	\$2,863	\$6,152	\$0	\$6,152
17	INSTITUTES, CONFERENCES, MTGS. Fiscal Services 101-XXX-022-015 54750	\$7,632	\$15,556	\$12,306	\$12,480	\$0	\$12,480
Total Other Charges		\$18,225	\$26,849	\$17,794	\$25,132	\$0	\$25,132
Equipment							
18	SOFTWARE Fiscal Services 101-XXX-022-015 55460	\$133	\$0	\$58,341	\$500	\$0	\$500
19	COMPUTERS/BUSINESS EQUIPMENT Fiscal Services 101-XXX-022-015 55805	\$1,132	\$5,087	\$12,460	\$12,517	\$0	\$12,517

By State Category		FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
ADMINISTRATIVE SERVICES							
Equipment							
20	OFFICE FURNITURE/EQUIPMENT Fiscal Services 101-XXX-022-015 55810	\$0	\$0	\$0	\$500	\$0	\$500
Total Equipment		\$1,265	\$5,087	\$70,802	\$13,517	\$0	\$13,517
Transfers							
21	INDIRECT COST RECOVERY Fiscal Services 101-XXX-022-015 89000	\$(511,159)	\$(546,231)	\$(510,789)	\$(560,000)	\$0	\$(560,000)
Total Transfers		\$(511,159)	\$(546,231)	\$(510,789)	\$(560,000)	\$0	\$(560,000)
Total ADMINISTRATIVE SERVICES		\$1,057,343	\$953,495	\$984,779	\$1,010,784	\$45,413	\$1,056,197
FIXED CHARGES							
Other Charges							
22	LIABILITY INSURANCE Fixed Charges, Fiscal Services 112-XXX-990-992 54655	\$623,422	\$634,491	\$698,066	\$644,960	\$25,546	\$670,506
23	RETIREMENT Fixed Charges, Fiscal Services 112-XXX-990-992 54665	\$9,626,103	\$10,485,442	\$11,198,130	\$11,895,674	\$(444,985)	\$11,450,689
24	SOCIAL SECURITY Fixed Charges, Fiscal Services 112-XXX-990-992 54675	\$18,358,015	\$18,128,708	\$18,306,040	\$18,100,577	\$753,551	\$18,854,128
25	WORKER'S COMPENSATION Fixed Charges, Fiscal Services 112-XXX-990-992 54685	\$1,855,736	\$1,881,400	\$1,985,067	\$1,994,242	\$31,488	\$2,025,730
26	DEBT SERVICE - INTEREST Fixed Charges, Fiscal Services 112-XXX-990-992 54901	\$327,544	\$327,544	\$315,404	\$315,404	\$(16,625)	\$298,779
Total Other Charges		\$30,790,820	\$31,457,585	\$32,502,707	\$32,950,857	\$348,975	\$33,299,832
Total FIXED CHARGES		\$30,790,820	\$31,457,585	\$32,502,707	\$32,950,857	\$348,975	\$33,299,832
FTE: 0.0							
CAPITAL OUTLAY							
Salaries							
27	PROFESSIONAL Capital Outlay 115-XXX-037-990 51100 FTE: 0.0	\$1,781	\$0	\$0	\$0	\$0	\$0
Total Salaries		\$1,781	\$0	\$0	\$0	\$0	\$0
Other Charges							
28	DEBT SERVICE - PRINCIPAL Principal Admin Bldg Lease 115-XXX-038-990 54900	\$0	\$371,258	\$508,418	\$508,419	\$16,625	\$525,044
Total Other Charges		\$0	\$371,258	\$508,418	\$508,419	\$16,625	\$525,044
Total CAPITAL OUTLAY		\$1,781	\$371,258	\$508,418	\$508,419	\$16,625	\$525,044
Report Total:		\$31,849,944	\$32,782,338	\$33,995,904	\$34,470,060	\$411,013	\$34,881,073

Purchasing

PURPOSE

The Purchasing Department consists of the Purchasing Office, the Distribution Center and Procurement Card Administration. This is a centralized procurement operation that transacts the acquisition of supplies and equipment, acquisition of services for the district, logistical support for items maintained in inventory and distribution throughout the district, as well as the operational administration of the P-Card program.

The mission of the Purchasing Department of Harford County Public Schools is to provide professional value-added strategic sourcing procurement and material management services, using effective, innovative processes that result in continuous customer satisfaction, while maintaining public trust with the assurance that each dollar expended will be used in the most efficient manner. The Purchasing Department is committed to improving processes to simplify the procurement process for our users.

The Distribution Center receives, ships, and stores materials for the school system as well as food items for the Food & Nutrition Department. It also provides courier delivery service to all locations within the district.

The HCPS Visa credit card program (P-Card) is administered in the Purchasing Office. It provides an efficient and cost effective method for routine purchases and payments by reducing paperwork, streamlining the purchasing cycle and expediting the receipt of goods ordered.

Purchasing Department commitment to our customers Service.....Savings.....Satisfaction

Accomplishments – FY 2015

- Implemented/launched an e-procurement shopping marketplace.
- Reduced inventory items at the Distribution Center.
- Streamlined the number of suppliers within like commodity areas, thus reducing out-of-contract spend.
- Served as Lead Agent for a US Communities solicitation, thus increasing revenue to the district.

Goals – FY 2017

- Expand the scope and usability of the shopping marketplace.
- Reduce district out-of-contract spend.
- Provide adequate professional development for the Purchasing Agents to maintain and/or achieve their Purchasing Certification.

Objectives – FY 2017

- Identify specific products requested via paper requisition that can be converted to the marketplace.
- Analyze spend data to expand supplier base and/or re-direct spend to contracted vendors.
- Focus professional development offerings by priority of purchasing agent certification retention and training for newer staff.

FY 2017 Funding Adjustments

The changes to Purchasing for fiscal 2017 include:

Wage and Benefits Adjustments of \$6,677:

- Salary/wage adjustments of \$22,066.
- Turnover adjustment, (\$15,389).

Cost Saving Measures of (\$34,835):

- Eliminate 1.0 FTE Purchasing Assistant position, (\$34,835).

The decrease in expenditures from the fiscal 2016 budget for Purchasing is (\$28,158).

Purchasing

By Object Code

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
Salaries	\$837,931	\$826,059	\$837,070	\$866,139	(\$28,158)	\$837,981
Contracted Services	\$19,789	\$24,373	\$26,460	\$23,356	\$0	\$23,356
Supplies	\$8,078	\$6,892	\$6,681	\$10,300	\$0	\$10,300
Other Charges	\$10,454	\$7,240	\$7,150	\$10,755	\$0	\$10,755
Equipment	\$368	\$2,838	\$8,480	\$3,957	\$0	\$3,957
Total:	\$876,620	\$867,402	\$885,841	\$914,507	(\$28,158)	\$886,349

Budgeted Full Time Equivalent Positions

	FY14	FY15	FY16	16-17	FY17
Clerical 12 Month	5.0	4.0	4.0	(1.0)	3.0
Specialist 12 Month	4.0	5.0	5.0	0.0	5.0
Supervisor	1.0	1.0	1.0	0.0	1.0
Warehouse Person	5.0	5.0	5.0	0.0	5.0
Total:	15.0	15.0	15.0	(1.0)	14.0

By State Category

	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
FTE: 14.0						
ADMINISTRATIVE SERVICES						
Salaries						
1 PROFESSIONAL Purchasing 101-XXX-022-020 51100 FTE: 1.0	\$96,412	\$96,412	\$98,837	\$98,837	\$2,719	\$101,556
2 CLERICAL Purchasing 101-XXX-022-020 51110 FTE: 3.0	\$217,708	\$166,889	\$147,601	\$160,461	\$(30,074)	\$130,387
3 MAINTENANCE/MECHANICS/TECHS Purchasing 101-XXX-022-020 51120 FTE: 10.0	\$523,565	\$562,758	\$590,225	\$606,336	\$(803)	\$605,533
4 TEMPORARY HELP Purchasing 101-XXX-022-020 51140 FTE: 0.0	\$0	\$0	\$406	\$387	\$0	\$387
5 MAINT./MECH./TECH. OVERTIME Purchasing 101-XXX-022-020 51160 FTE: 0.0	\$245	\$0	\$0	\$118	\$0	\$118
Total Salaries	\$837,931	\$826,059	\$837,070	\$866,139	\$(28,158)	\$837,981
Contracted Services						
6 OTHER Purchasing 101-XXX-022-020 52170	\$14,508	\$19,562	\$18,882	\$19,196	\$0	\$19,196
7 REPAIRS-EQUIPMENT Purchasing 101-XXX-022-020 52315	\$2,146	\$2,428	\$5,868	\$2,400	\$0	\$2,400

By State Category		FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
ADMINISTRATIVE SERVICES							
Contracted Services							
8	COPIER / MACHINE RENTAL Purchasing 101-XXX-022-020 52370	\$3,135	\$2,383	\$1,710	\$1,760	\$0	\$1,760
Total Contracted Services		\$19,789	\$24,373	\$26,460	\$23,356	\$0	\$23,356
Supplies							
9	OTHER Purchasing 101-XXX-022-020 53170	\$4,171	\$2,530	\$1,861	\$3,100	\$0	\$3,100
10	OFFICE Purchasing 101-XXX-022-020 53440	\$3,798	\$3,292	\$4,391	\$6,100	\$0	\$6,100
11	PRINTING Purchasing 101-XXX-022-020 53445	\$0	\$983	\$10	\$900	\$0	\$900
12	POSTAGE/COURIER SERVICE Purchasing 101-XXX-022-020 53450	\$0	\$87	\$0	\$50	\$0	\$50
13	BOOKS, SUBS, PERIODICALS Purchasing 101-XXX-022-020 53475	\$108	\$0	\$420	\$150	\$0	\$150
Total Supplies		\$8,078	\$6,892	\$6,681	\$10,300	\$0	\$10,300
Other Charges							
14	MILEAGE, PARKING, TOLLS Purchasing 101-XXX-022-020 54720	\$3,549	\$2,985	\$2,435	\$3,700	\$0	\$3,700
15	PROFESSIONAL DUES Purchasing 101-XXX-022-020 54730	\$1,866	\$918	\$774	\$1,755	\$0	\$1,755
16	INSTITUTES, CONFERENCES, MTGS. Purchasing 101-XXX-022-020 54750	\$5,039	\$3,337	\$3,940	\$5,300	\$0	\$5,300
Total Other Charges		\$10,454	\$7,240	\$7,150	\$10,755	\$0	\$10,755
Equipment							
17	OTHER EQUIPMENT Purchasing 101-XXX-022-020 55170	\$368	\$2,838	\$5,767	\$2,200	\$0	\$2,200
18	COMPUTERS/BUSINESS EQUIPMENT Purchasing 101-XXX-022-020 55805	\$0	\$0	\$2,713	\$1,757	\$0	\$1,757
Total Equipment		\$368	\$2,838	\$8,480	\$3,957	\$0	\$3,957
Total ADMINISTRATIVE SERVICES		\$876,620	\$867,402	\$885,841	\$914,507	\$(28,158)	\$886,349
Report Total:		\$876,620	\$867,402	\$885,841	\$914,507	\$(28,158)	\$886,349