

County of Sullivan, NH

Type of meeting: Board of Commissioners Regular Business Meeting Minutes
Date-Time: Monday, May 05, 2014; 3:00 PM
Place: Newport, NH – County Administration Building, 1st Floor
Commissioners Conference Room, 14 Main Street, 03773

Attendees: Commissioner Jeffrey Barrette, Chair; Commissioner Bennie Nelson, Vice Chair; Jessie Levine, County Manager; Ted Purdy, Sullivan County Health Care Administrator; Ross Cunningham, Department of Corrections Superintendent; and Sharon Callum, Administrative Assistant/Minute Taker.

Public attendees: Gayle Hedrington, 99.7 WNTK reporter.

The Chair brought the meeting to order at 3:00 PM and led all in the *Pledge of Allegiance*.

Agenda Item No. 1. County Manager's Report, *Jessie W. Levine*

Agenda Item No.1.a. CDBG Award – Earl Bourdon Centre

Preliminary notice was received that funding would be granted for the CDBG application submitted through the County. These funds relate to a Claremont Earl Bourdon Centre (EBC) parking lot and lighting improvements project. There is a 30-day appeal process before formal award is confirmed. The County Manager, Shelley Hadfield of Hadfield Associates LLC, Keith Thibault of Southwestern Community Services, Congress of Claremont Senior Citizens Coordinator Eugene Desjardins, EBC Regional Manager Alison Gagnon and Ms. Callum recently met to discuss the status of the project and next steps. Gagnon and Levine will attend the CDFA CDBG meeting May 20, 2014. A copy of the CDBG Grant Administrator Request for Proposal (RFP) ad was reviewed [Appendix A]. Ms. Levine noted that the RFP was placed and circulated; an immediate start is critical as an environmental review will be coming up fast. Commissioners discussed the January 2014 public hearing held on the CDBG funding, which covered the requirement for the delegation to accept the grant funds.

Agenda Item No.1.b. FY '14 April Financial Report

Commissioners and County Manager reviewed the April 2014 financial report [Appendix B.1-22]. Levine noted the County recently received a 2014 dues notice from New Hampshire Association of Counties; unfortunately, the County also paid 2013 dues in FY 2014, and therefore the *Dues & Licenses* line will show as overspent in the Commission, Nursing Home administration, and Corrections budgets. They are now caught up – she anticipates being back on track in FY15. Levine is reviewing the FY14 budget for unspent money in order to bring the IT consultants on sooner than FY15.

Agenda Item No. 1.c. Cell Phone Reimbursement Policy

A draft Mobile Phone Policy was distributed [Appendix C.1-5]. Levine she still needs to ensure it aligns with the Employee Personnel Policy and will tweak the document. The policy will be placed on the next agenda for approval, to be retroactive to January 1, 2014.

Agenda Item No. 1.d. Biomass Closeout Status

A copy of the Graham & Graham, PC *County of Sullivan, New Hampshire Report on Funding and Accumulated Costs to Development the Biomass Facility* report was distributed and reviewed [Appendix D.1-10]. Per report, \$187,000 project funds remain to complete further biomass facility work. Mr. Cressy is accounting for the remaining work needed. A copy of a letter [Appendix E]

from Tony Ferguson, Area Director for the USDA Wildland Fire Hazardous Fuels Award No. 12-DG-11420004-261, for \$250,000, was reviewed. The letter confirms receipt of the final financial and performance reports, that the final review was completed by Lew McCreery, and that USDA had officially closed the grant award. Levine noted there is a portion of the NCRC&D grant not yet billed as the project is not officially completed. Woodard & Curran (W&C) has a few minor items to complete; the Cambridge invoice for the belt filter arrived, but Cressy has requested they hold paying it as there are issues with the installation; and we should be receiving an invoice for the W&C retainage.

Agenda Item No. 1.e. Any other business: Primex's Effective Performance Evaluations Workshop - The County Human Resources Office organized two *Primex Effective Performance Evaluations* workshops in June at the Unity Complex, Ahern Building. A copy of the workshop notice was reviewed [Appendix F]. This is a free event to Primex members.

Agenda Item No. 2. Commissioners Report

Agenda Item No. 2.a.i Old Business: Goal Setting Update

Goal#1 *Continue to have effective and functional departments with a stable tax growth*

- a. Maximize revenue by increasing private pay and Medicare patients at Nursing Home to have 10% increase in FY2015 vs. FY2014. Status: on track.
- b. Negotiate and finalize union contract for the nursing home to avoid affordability tax. Status: on track.
- c. Facilities planning and CIP. Status: on track.
- d. Assessment of IT functions including use and future planning. Status: in progress.
- e. Assessment of all grant funded programs. Status: on going.
- f. Procure thermal recovery credits for bio-mass plant. Status: unable to do until belt filter is operational.
- g. Improve internal communication and internal functions of Human Resources. Status: on going. Levine indicated the HR Director will be attending the May Primex conference with her.
- h. Close out biomass project and event. Status: done.
- i. Health insurance analysis RFP and future planning. Status: done.
- j. Staffing needs at DOC to meet the needs of turnover rates, vacancies, budget, and current/future requirements. Status: review is underway.

Goal #2 *Examine the County's role as a regional employer and economic driver*

- a. Census, employee benefits, regional economic driver and economic impact overall. Status: not started.
- b. To visit each community to discuss issues, and why/what we do. Status: setting dates for Commissioners to be on municipal agendas.
- c. Continue to be visible with community organization. Status: the County Manager has joined Rotary, attended Newport Revite, and attended Chamber of Commerce events.
- d. Continue expansion of community services to include quantify history, availability and success. Status: the group was unsure the details on this and will check notes.
- e. Increase cable access presence. Status: they've begun filming meetings and will be sharing the videos with NCTV and CCTV.
- f. Written column. Status: not started, but will soon.

Goal #7 *Demonstrate success and leadership by facilitating our public health region. Develop a public health advisory committee.* Status: on going.

Agenda Item No. 2.a.ii. Old Business: Award IT Services Contract

Since the information technology consultant interviews were conducted, Levine held further conversations with Competitive Computers to negotiate a one year contract vs. three to five years, per request, so that the County could address its two concerns with Competitive's proposal: that strategic planning would be sufficient and if the consultant's staffing levels would meet the County's needs. Levine would like the Board to award the bid to Competitive Computers pending contract finalization, stating Mike Demars has promised to "make it work" and will be managing the contract himself. This is a \$91,000 per year total contact, including \$25,000 to manage network services and approximately 15 hrs/week of on-site assistance that might ebb and flow depending on timing. Levine noted they placed \$150,000 in the FY15 budget, which was reduced to \$140,000; Chair Barrette recommended keeping the budget figure as requested since he is certain that the IT assessment will bring forward additional technology needs of which we are not aware.

3:24 Motion: to award the Information Technology services contract to Competitive Computers of Claremont, NH, and to authorize the County Manager to negotiate and execute contract documents on behalf of Sullivan County. Made by: Nelson. Seconded by: Barrette. Discussion: Barrette is pleased to keep the money local and that they could work it out. Voice vote: all in favor.

Agenda Item No.2.a.iii. Award Audit Contracts

A document titled *Responses to Audit RFPs April 2014* [Appendix G] was distributed and reviewed. Levine indicated that Ted Purdy and Dodi Violette sat in on the interviews conducted with the four responding firms (Baker, Newman Noyes (BNN) LLC interviewed by phone). The latter has a breadth of experience in the health care industry and their pricing on the Medicaid/Medicare reports was advantageous; as the County looks at a feasibility study and opportunities at nursing home, BNN would be a good partner. Levine and Purdy recommended BNN for the Medicaid/Medicare reporting contract.

Levine noted that for the County's over all financial audits, Melanson Heath and Beaulieu were similar, however, Melanson Heath & Co. (MH & Co.) is located in NH and is bigger vs. Ron L. Beaulieu & Co. (Beaulieu) who is out of Portland ME. She pointed out that the Beaulieu contract appears less expensive, but they charge separately for non-audit services; ultimately, there is only a \$2,000 difference between the two firms. Her primary recommendation is to stay with MH&Co. considering they would be changing one of two components by switching to BNN. She added that while she believed Beaulieu would serve the County well, it would be their first time performing a Medicare audit in NH, and for the financial audit she thinks that given her newness, it would be a disadvantage to have everyone learning the County finances at the same time.

Purdy noted his reason for liking BN&N: they wanted to meet with the County prior to approval and sign off of cost reports, which allowed time for excellent discussions. Barrette noted he was impressed to see other bidders in this field of audit. Levine recommended on a future RFP release to separate the two programs, as it confused the auditors. Barrette recommended reducing the contract length in future RFP's to two years.

3:33 Motion: to award the Medicaid/Medicare reporting contract for FY2014-2016 to Baker, Newman, Noyes of Portland, Maine, and to authorize the County Manager to

negotiate and execute contract documents on behalf of Sullivan County. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

3:34 Motion: I further move to award the financial audit contract for FY2014-2016 to Melanson Heath & Co. and to authorize the County Manager to negotiate and execute contract documents on behalf of Sullivan County. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

Agenda Item No. 2.a.iv Old Business: Award Third Party Administrator Contract

The County had previously hired Bill Bald of Risk-ex Global to provide consulting services related to health insurance and the Affordable Care Act. Following the Commission's decision to change health plans to a high deductible plan, Ms. Levine asked Bald to facilitate a request for proposals for a Third Party Administrator to manage the Health Reimbursement Arrangement (HRA) and Flexible Spending Accounts (FSA). Two proposals were received: one from Group Dynamic and one from Benefit Strategies. Levine noted interviews were held last week with Bill Bald, Sam Fletcher from Human Resources, Laurie Geer from Payroll and a representative from Health Trust. Copies of the e-mail from William Bald with his recommendations and a document titled "*Sullivan County Financial Review of TPA Proposals*" that included comments on each proposal, were distributed and reviewed [Appendix H.1-4].

The pricing from the two consultants was very similar. Ms. Levine said that their recommendation is Group Dynamic, as they are stronger on compliance and had a deeper bench of personnel and experience. Levine confirmed the County is seeking to create a separate reserve fund for employee health deductions. The group briefly discussed fund creation protocol and that the Delegations' approved budget, with any additional necessary motions, would authorize spending from the fund. Barrette noted they need to budget any anticipated fees; and questioned if the same was being done for inmate medical costs. Levine confirmed medical fees for inmates will be placed as a budget change. Barrette pointed out, while County has a positive cash flow, they should make a conscious effort to place fund balance into the reserve account and budget where the meds run.

Comm. Nelson noted this discussion relates to the County's health care plan for employees: they are moving towards a high deductible and a contract with a firm that will manage the account where deductibles will be paid from.

3:43 Motion: to award the Third Party Administrator contract for Health Reimbursement Arrangement (HRA) and Flexible Spending Account (FSA) to Group Dynamic, Inc. of Falmouth, Maine, and to authorize the County Manager to negotiate and execute contract documents on behalf of Sullivan County. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

Agenda Item No. 2.a.v. County Attorney recommendation on Krueger account

An opinion letter dated April 28, 2014 from County Attorney Marc Hathaway with additional documents was distributed [Appendix I.1-10] and reviewed. This relates to a discussion broached by Christopher Kruger, son of Alice Krueger, at the April 21, 2014 Board meeting, where he requested that any excess money he paid on the account of his mother be refunded by the County directly to him vs. paying to the estate of his mother, to avoid probate. The County Attorney's opinion agreed with the Sullivan County Health Care Administrator's recommendation to refund to the Estate of Alice Krueger. Purdy has received no response since a copy of Mr. Hathaway's opinion

letter was mailed to Mr. Krueger. The Commissioners noted they "affirm the nursing home administrator's decision, and County Attorney's opinion, to refund money to the estate."

Agenda Item No. 2.a.vi. Confirm May 9 Commissioners' Budget Workshop

It was noted that the County Delegation Chair chooses the date for the public budget hearing. The group discussed if there was any outstanding data they were still waiting for and decided they needed more information on Human Services. Ms. Levine will follow up with Ms. Curtis. Mr. Barrette proposed cancelling the May 9, 2014 budget workshop and instead meeting at 2:00PM on May 19, 2014. The group discussed several venues at to hold the public hearing in order to be taped live. Levine will work this out with the Delegation Chair. The Commission canceled its May 9, 2014 meeting.

April 29, 2014 Our Community Our Future: Heroin and Prescription Drug Abuse Impact and Call to Action for Greater Sullivan County and the Upper Valley

Commissioner Nelson noted he and the County Manager attended the April 29, 2014 "Our Community Our Future: Heroin and Prescription Drug Abuse Impact and Call to Action for Greater Sullivan County and the Upper Valley" summit hosted by Communities United Regional Network Coordinator Liz Hennig at The Common Man Restaurant in Claremont. He noted it was well attended by the medical community and law enforcement and stated other organizations that attended included Good Beginnings and West Central Behavioral Health. He noted, attendees received a big overview of the regional problems; discussed the community next step (to create an action plan); indicated the group is working on the prescription drug abuse solutions; and the big thing is to get people out of working in silos and communicating and moving in the same direction. He added, the summit issues were aired on Channel 9 news and Claremont Police Chief Alex Scott was interviewed for the segment.

CDBG Earl Bourdon Centre Grant Press Meeting

Commissioner Barrette attended a grant-press meeting with the CDFA PR Director, where they released CDBG award recipient results to Fox 44 - Fox 44 ran a segment last week that discussed the funds Earl Bourdon Centre was awarded.

Agenda Item No. 2.b.i. New Business: DOC-Second Chance Act Grant Application

Supt. Cunningham provided the Commissioners with copies of:

1. A draft letter from the Sullivan County Criminal Justice Coordinating Committee Chair in support of a grant application for funding through a Second Chance Act: Two-Phase Adult Reentry Demonstration Program;
2. A draft two-page grant announcement and abstract document; and
3. The draft application budget and budget narrative.

[Appendix J.1-11]. Supt. Cunningham noted the work if funded by the grant would dovetail with their existing program. Two additional positions would be added into the community with a "storefront" program to be created through rental space with West Central Behavioral Health (WCBH) to support what currently exists. This would place more effort into the community to supervise and counsel offenders released and handle urine analysis requirements all within the community. The two Case Manager positions and one Licensed Clinician position would be handled through WCBH, while the County would hire the per diem Correctional Officer position. The application is still in draft format, but they would like authorization to move forward. The County will submit a cash match Waiver Request.

4:00 Motion: to authorize the Superintendent of Corrections and County Manager to apply for the \$558,000 Second Chance Act grant with the DOJ. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

Agenda Item No. 2.b.ii. New Business: National Corrections Officers and Employees Week
Supt. Cunningham thanked the Commission for signing the Certificate for Officer Peacock, who was voted Corrections Employee of the Year by his colleagues. They will be presenting the certificate to him at the National Correctional Officer and Employee Week cookout celebration Tuesday from 11 to 1. A press release was reviewed [Appendix K].

Supt. Cunningham indicated Donna Magee from WCBH has been hired as a replacement for Program Director Jane Coplan, who is leaving the County on June 25, 2014. He has just spoken to the County Manager about returning the position from Group II to Group I within the New Hampshire Retirement System. Magee has a clinical background and experienced with evidence based programming. Supt. Cunningham noted the Dartmouth "*Telling My Story*" project will run this Thursday and Friday at 6PM at the Unity Complex and is open to the public. Comm. Nelson requested Supt. Cunningham to provide a presentation for Newport REVITE at one of its Tuesday meetings.

Agenda Item No. 2.b.iii. National Nursing Home Week
An activities for residents and staff announcement document relating to National Nursing Home Week May 11-17 Theme: America The Beautiful, was distributed and reviewed [Appendix L]. Mr. Purdy invited the Commissioners and the public to attend any of the events planned at the Nursing Home.

Agenda Item No. 2.b.iv. Appointments to Upper Valley-Lake Sunapee Regional Planning Commission (UVLSRPC)

Ms. Levine noted Natural Resources Director Lionel Chute reminded her of the County's two vacant spots on the Upper Valley Lake Sunapee Regional Planning Commission – she and Chute would like to be appointed to those spots, which are non-voting since the County is not a dues-paying member. Levine noted her experience with UVLSRPC has been positive. Comm. Barrette supports them attending the meetings, but noted, most of what UVLSRPC assists with are efforts related to municipalities, such as bridges and roads, and County involvement would be a duplication of efforts, so the value from the County perspective is not there. Comm. Nelson added UVLSRPC reduced the County's membership dues and a UVLSRPC representative usually attends Commissioner meetings once a year to communicate regional efforts. Ms. Levine noted that UVLSRPC has offered to meet again with the Commission to discuss current projects.

4:09 Motion: to appoint County Manager Jessie Levine and Natural Resources Director Lionel Chute to represent Sullivan County on the Upper Valley Lake Sunapee Regional Planning Commission. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

Agenda Item No. 2.b.v. Appointments to NHAC Subcommittee on Medicaid
Ms. Levine referred to an e-mail from Betsy Miller of New Hampshire Association of Counties relating to a Long-term Care Study Group to analyze future county participation in Medicaid financing, noting the group's expected recommendations and including a list of the members [Appendix M.1-4]. Levine recommended they appoint her and Mr. Purdy to the NHAC Subcommittee.

4:10 Motion: appoint County Manager Jessie Levine and Nursing Home Administrator Ted Purdy to represent Sullivan County on the New Hampshire Association of Counties subcommittee on long-term care and Medicaid reimbursement. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

Agenda Item No. 2.b.vi. Application for \$500 Town Hall Meeting Stipend for DHHS SAMHSA CURN

A SAMHSA Drug Free Communities Town Hall Meeting document was distributed and reviewed [Appendix N.1-3]. Ms. Levine noted Communities United Regional Network (CURN) is seeking a \$500.00 stipend for town hall meetings. Ms. Callum confirmed they had received these types of stipends in the past.

4:11 Motion: to authorize Communities United to apply for the \$500 stipend for Town Hall Meetings relating to substance abuse prevention. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

Agenda Item No. 2.b.vii. New Business: Renewal of Federal Surplus Agreement

The Commissioners viewed the Federal surplus agreement, renewal form and note from Mr. Dupry indicating the agreement was expiring and to update authorized people.

4:12 Motion: to renew Sullivan County's contract with NH Department of Administrative Services authorizing the purchase of federal surplus property. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

Agenda Item No. 2.b.viii. New Business: Renewal of Postage Meter Contract

The Commissioners viewed the FP Mailing Solutions agreement that would allow the Commissioners Office to keep their current mail machine and to renew the contract for three years at \$32/month, billed quarterly [Appendix O.1-6].

4:14 Motion: to approve the renewal of Sullivan County's postage meter contract with FP Mailing Solutions in the amount of \$32/month. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

Agenda Item No. 2.b.ix. Select Board Meeting Schedule

A brief discussion ensued relating to any vacations planned by the Board members for Ms. Callum to consider when scheduling Commissioners on municipal agendas. The group debated when to begin attending the municipal meetings and decided to hold off until after their May 19, 2014 meeting.

Agenda Item No. 3. Public Participation

Ms. Hedrington requested clarification on the Second Chance Act (SCA) program. Comm. Nelson indicated this was programming funded through the Federal Department of Justice and the County has received several SCA grants over the years; funding, spoken of earlier in the meeting, would provide a site in either Claremont or Newport, probably at WCBH, or as a standalone, to provide follow up services for those released into the community. Comm. Barrette added that there are still details to work out.

Agenda Item No. 4. Meeting Minutes Review

Agenda Item No. 4.a. Amend Public Meeting Minutes: December 16, 2013, page 4

Levine pointed out, in the Dec. 16, 2013 minutes previously approved, a number appeared correctly in the discussion text but was transposed in the motion. The number should appear in the motion as \$250,000, not \$205,000.

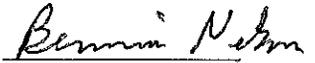
4:20 Motion: to amend the minutes of 12-16-13 as presented. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

Agenda Item No. 4.b. Public Meeting Minutes: April 21, 2014

4:21 Motion: to approve the April 21, 2014 meeting minutes. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

4:23 Motion to adjourn. Made by: Nelson. Seconded by: Barrette. Voice vote: all in favor.

Respectfully submitted,


Bennie Nelson, Vice Chair
Board of Commissioners

BN/sjc/jl

Date minutes approved:

5/19/14



Sullivan County NH, Board of Commissioners

Monday, May 5, 2014, 3:00 PM

**Newport NH County Complex
14 Main Street, 1st Floor
Commissioners Conference Room
Newport, NH 03773**

Regular Business Meeting Agenda

1. County Manager's Report, *Jessie W. Levine*
 - a. CDBG Award – Earl Bourdon Centre
 - b. FY '14 April Financial Report
 - c. Cell Phone Reimbursement Policy
 - d. Biomass Closeout Status
 - e. Any other business

2. Board of Commissioner Business
 - a. Old Business
 - i. Goal Setting Update
 - ii. Award IT Services Contract
 - iii. Award Audit Contract(s)
 - iv. Award Third Party Administrator Contract
 - v. County Attorney recommendation on Krueger account
 - vi. Confirm May 9 Commissioners' Budget Workshop
 - b. New Business
 - i. DOC: Second Chance Act Grant Application
 - ii. National Corrections Officers and Employees Week
 - iii. National Nursing Home Week
 - iv. Appointments to Upper Valley-Lake Sunapee Regional Planning Commission
 - v. Appointments to NHAC Subcommittee on Medicaid
 - vi. Application for \$500 Town Hall Meeting Stipend from DHHS SAMHSA for CURN
 - vii. Renewal of Federal Surplus Agreement
 - viii. Renewal of Postage Meter Contract
 - ix. Selectboard Meeting Schedule

3. Public Participation

4. Meeting Minutes Review
 - a. Amend Public Meeting Minutes: December 16, 2013, page 4, to correct \$205,000 to \$250,000
 - b. Public Meeting Minutes: April 21, 2014

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.

5. Adjourn meeting

Upcoming Events / Meetings

- May 2nd Fri. NHAC Executive Council Meeting
 Time: 10 AM
 Place: Concord, NH – Primex Building
- May 5th Mon. Conservation District Meeting
 Time: 4:30 PM
 Place: Unity, NH – Ahern Building
- May 12th Mon. Delegation Executive Finance Committee Meeting
 Time: 8:30 AM
 Place: Newport, NH – 14 Main Street, Commissioners Conference Rm.
- May 19th Mon. Delegation Executive Finance Committee Meeting
 Time: 8:30 AM
 Place: Unity, NH – 5 Nursing Home Drive, Ahern Building-Function Hall
- May 19th Mon. County Commissioners Regular Business Meeting
 Time: 3:00 PM
 Place: Unity, NH – 5 Nursing Home Drive, Ahern Building-Function Hall
- May 30th Fri. Delegation Executive Finance Committee Meeting
 Time: 8:30 AM
 Place: Newport, NH – 14 Main Street, Commissioners Conference Rm.

REQUEST FOR PROPOSALS

Sullivan County, New Hampshire

CDBG – Administration

Sullivan County, New Hampshire, requests written proposals from qualified firms or individuals interested in being considered for hire by the County as Grant Administrator to manage a \$185,590 Community Development Block Grant (CDBG) project. The project is the completion of parking and related improvements at the Earl M. Bourdon Centre in Claremont. Specific administrative services include the environmental review, maintenance of records, accounting, meetings, compliance with labor regulations including Davis-Bacon wage rate regulations, reporting, and other requirements requested by the CDBG Grant Agreement.

Maximum administration budget available is \$8,000.

The project is funded through a CDBG from the Community Development Finance Authority under the provisions, and subject to the requirements, of Title I of the Housing and Community Development Act of 1974, as amended. This is an equal opportunity/affirmative action agency. All qualified proposals will receive consideration without regard to race, color, religion, creed, age, sex or national origin. Previous CDBG administration experience is required. Proposals must describe experience in successfully administering community development block grants, and include the administration fee.

Proposals must be received no later than **Friday, May 16th, 2014, 12:00PM** Noon. Submit proposals to:

Jessie Levine, Sullivan County Manager
CDBG Admin RFP
14 Main Street, Suite 1
Newport, NH 03773

Sullivan County

Appendix B.

A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 4/1/2014

To Date: 4/30/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.100.04000	SUBSIDIARY REVENUES	(\$13,885,603.00)	\$0.00	(\$13,885,603.00)	\$0.00	\$0.00	\$0.00	0.00%
10.100.04001	INTEREST INCOME & SAVINGS	(\$12,500.00)	(\$253.69)	(\$3,876.92)	(\$8,623.08)	\$0.00	(\$8,623.08)	68.98%
10.100.04015	MISCELLANEOUS INCOME	\$0.00	(\$1.20)	(\$8,091.19)	\$8,091.19	\$0.00	\$8,091.19	0.00%
10.100.08055	SALE OF TIMBER	(\$15,000.00)	\$0.00	(\$11,081.17)	(\$3,918.83)	\$0.00	(\$3,918.83)	26.13%
10.100.08058	LAND RENTAL	(\$1,225.00)	(\$1,410.42)	(\$1,951.20)	\$729.20	\$0.00	\$729.20	-59.53%
10.100.09083	BEAGLE CLUB TAX REVENUE	(\$1,500.00)	(\$967.00)	(\$1,551.00)	\$1.00	\$0.00	\$51.00	-3.40%
10.100.09090	PRIOR YEAR FUND BAL-USED TO RE	(\$1,090,500.00)	\$0.00	\$0.00	(\$1,090,500.00)	\$0.00	(\$1,090,500.00)	100.00%
10.410.09081	EXTRADITION REIMBURSEMENT	(\$8,000.00)	(\$655.98)	(\$7,581.34)	(\$3,418.66)	\$0.00	(\$3,418.66)	42.73%
10.411.04019	VICTIM/WITNESS PROGRAM	(\$34,000.00)	\$0.00	(\$34,000.00)	\$0.00	\$0.00	\$0.00	0.00%
10.411.04020	VICTIM/WITNESS EDUCATION GRANT	(\$1,500.00)	\$0.00	\$0.00	(\$1,500.00)	\$0.00	(\$1,500.00)	100.00%
10.440.09012	SHERIFFS WRIT FEES	(\$84,000.00)	(\$13,955.00)	(\$61,797.43)	(\$22,202.57)	\$0.00	(\$22,202.57)	26.43%
10.440.09013	SHERIFF: MISCELLANEOUS INCOME	(\$14,000.00)	(\$900.87)	(\$14,773.90)	\$773.90	\$0.00	\$773.90	-5.53%
10.440.09085	SECURED JUVENILE TRANSPORTS	(\$6,000.00)	(\$7,726.00)	(\$7,724.38)	(\$2,275.62)	\$0.00	(\$2,275.62)	37.93%
10.443.09084	BAILIFF REFUND	(\$59,905.00)	\$0.00	(\$59,306.84)	(\$16,498.16)	\$0.00	(\$16,498.16)	27.54%
10.460.04018	WOODHULL/OPERA HOUSE RENTAL II	(\$210,984.00)	\$0.00	(\$175,820.00)	(\$35,164.00)	\$0.00	(\$35,164.00)	16.67%
10.475.06100	REIMBURSEMENT FROM UNH	\$0.00	\$0.00	(\$4,354.10)	\$4,354.10	\$0.00	\$4,354.10	0.00%
10.490.04021	HUMAN SERVICE STATE CREDITS	(\$25,000.00)	(\$1,018.76)	(\$29,100.86)	\$4,100.86	\$0.00	\$4,100.86	-16.40%
10.600.06040	COUNTY JAIL INCOME	(\$32,500.00)	\$0.00	(\$24,339.55)	(\$8,160.45)	\$0.00	(\$8,160.45)	25.11%
10.600.06041	CONTRACT INMATE HOUSING	(\$40,000.00)	(\$7,130.00)	(\$43,315.00)	\$3,815.00	\$0.00	\$3,815.00	-9.54%
10.600.06044	COUNTY JAIL INCOME-COMMISSION	(\$20,000.00)	(\$983.64)	(\$20,000.00)	(\$14,922.18)	\$0.00	(\$14,922.18)	42.63%
10.700.07600	FACILITIES REVENUE	\$0.00	\$0.00	(\$87.21)	\$87.21	\$0.00	\$87.21	0.00%
	Fund: GENERAL FUND - 10	(\$5,557,217.00)	(\$16,321.09)	(\$14,372,035.91)	(\$1,185,181.09)	\$0.00	(\$1,185,181.09)	7.62%

DRAFT

Sullivan County

A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 4/1/2014

To Date: 4/30/2014

Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
22.010.03007	SURCHARGE FEES	\$0.00	(\$1,053.03)	(\$26,672.84)	\$26,672.84	\$0.00	\$26,672.84	0.00%
22.420.02011	REGISTER OF DEEDS: FEES	(\$340,000.00)	(\$18,876.34)	(\$248,073.58)	(\$91,926.42)	\$0.00	(\$91,926.42)	27.04%
	Fund: REGISTER OF DEEDS - 22	(\$340,000.00)	(\$19,929.37)	(\$274,746.42)	(\$65,253.58)	\$0.00	(\$65,253.58)	19.19%

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Sullivan County

A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

From Date: 4/1/2014

To Date: 4/30/2014

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
24.202.02160	SAMHSA GRANT	\$0.00	\$0.00	(\$146.00)	\$146.00	\$0.00	\$146.00	0.00%
24.345.04300	ENFORCING UNDERAGE DRINKING	(\$10,000.00)	\$0.00	(\$4,469.29)	(\$5,540.71)	\$0.00	(\$5,540.71)	55.41%
24.527.05200	JAG	(\$12,052.00)	(\$10,168.76)	(\$12,795.88)	\$743.88	\$0.00	\$743.88	-6.17%
24.606.06039	GED TRAILS PROGRAM \$3,500	(\$3,500.00)	\$0.00	(\$875.00)	(\$2,625.00)	\$0.00	(\$2,625.00)	75.00%
24.645.06500	OUTSIDE DETAIL	(\$95,455.00)	(\$7,246.80)	(\$70,300.64)	(\$25,154.36)	\$0.00	(\$25,154.36)	26.31%
24.646.06500	HIGHWAY SAFETY	(\$6,505.00)	\$0.00	(\$6,327.56)	(\$177.44)	\$0.00	(\$177.44)	2.73%
24.745.07500	DRUG TASK FORCE REIMBURSEMENT	(\$30,000.00)	\$0.00	(\$31,620.04)	\$1,620.04	\$0.00	\$1,620.04	-5.40%
24.953.05900	REGIONAL NETWORK/CURN	(\$62,268.87)	\$0.00	(\$17,220.25)	(\$45,048.62)	\$0.00	(\$45,048.62)	24.16%
24.953.05901	REGIONAL NETWORK/CURN INDIRECT	(\$3,113.33)	\$0.00	(\$2,591.22)	(\$782.11)	\$0.00	(\$782.11)	25.12%
24.955.05774	PHNC - INDIRECT	(\$1,230.00)	\$0.00	(\$910.36)	(\$319.64)	\$0.00	(\$319.64)	25.99%
24.955.05775	PHNC -	(\$74,770.00)	\$0.00	(\$49,020.72)	(\$25,749.28)	\$0.00	(\$25,749.28)	34.44%
24.984.07000	SAMHSA DFC	(\$125,000.00)	\$0.00	(\$96,450.87)	(\$28,549.13)	\$0.00	(\$28,549.13)	22.84%
24.982.05766	RPHNS IMMUNIZATION REVENUE \$8,	(\$8,920.00)	\$0.00	(\$7,365.86)	(\$1,554.14)	\$0.00	(\$1,554.14)	51.06%
24.982.05767	RPHNS INDIRECT REVENUE \$875.00	(\$705.00)	\$0.00	(\$51.21)	(\$353.79)	\$0.00	(\$353.79)	50.18%
	Fund: GRANTS - 24	(\$433,517.00)	(\$17,415.56)	(\$327,211.90)	(\$106,305.10)	\$0.00	(\$106,305.10)	24.52%

DRAFT

Sullivan County

A. Monthly Revenue - Detail

From Date: 4/1/2014

To Date: 4/30/2014

Fiscal Year: 2013-2014

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.097.05021	INCOME STATE WELFARE	(\$5,900,605.00)	\$0.00	(\$4,782,940.34)	\$1,117,664.66	\$0.00	(\$1,117,664.66)	18.94%
40.097.05022	INCOME FROM PRIVATE	(\$1,741,050.00)	\$0.00	(\$991,223.16)	(\$749,826.84)	\$0.00	(\$749,826.84)	43.07%
40.097.05023	PRIVATE INSURANCE REVENUE	(\$35,000.00)	\$0.00	(\$66,269.70)	\$31,269.70	\$0.00	\$31,269.70	-89.34%
40.097.05024	CAFETERIA INCOME	(\$17,500.00)	(\$2,049.90)	(\$21,509.29)	\$4,009.23	\$0.00	\$4,009.23	-22.91%
40.097.05025	BAD DEBTS RECOVERED	\$0.00	(\$4.25)	(\$4.25)	\$4.25	\$0.00	\$4.25	0.00%
40.097.05026	MISCELLANEOUS INCOME	(\$20,000.00)	(\$3,015.02)	(\$20,484.94)	\$484.14	\$0.00	\$484.14	-2.42%
40.097.05031	RESPITE CARE: PRIVATE	\$0.00	\$0.00	\$65.00	(\$65.00)	\$0.00	(\$65.00)	0.00%
40.097.05034	MEALS REIMBURSEMENT	(\$340,051.00)	(\$28,337.59)	(\$272,375.90)	(\$56,675.10)	\$0.00	(\$56,675.10)	16.67%
40.097.05037	RESPITE CARE: HCBC	(\$5,000.00)	\$0.00	(\$5,450.88)	\$450.88	\$0.00	\$450.88	-9.02%
40.097.05038	PROPORTIONMENT SHARE FUND	(\$1,762,875.00)	\$0.00	\$0.00	(\$1,762,875.00)	\$0.00	(\$1,762,875.00)	100.00%
40.097.05039	MEDICAID ASSESSMENT	(\$1,296,480.00)	(\$509,552.00)	(\$1,552,083.18)	\$255,603.18	\$0.00	\$255,603.18	-19.72%
40.097.05040	MEDICARE PART B PT REVENUE	(\$413,952.00)	\$0.00	(\$346,998.99)	(\$66,953.01)	\$0.00	(\$66,953.01)	16.17%
40.097.05050	MEDICARE PART A: ROOM RATE RE	(\$1,560,375.00)	\$0.00	(\$843,307.58)	(\$717,067.42)	\$0.00	(\$717,067.42)	45.95%
40.097.05060	RESIDENT STORE FUND 40 REV	(\$6,500.00)	(\$238.24)	(\$31.94)	(\$4,548.06)	\$0.00	(\$4,548.06)	69.97%
40.097.05066	VENDING FUND 40 REV	\$0.00	(\$30.51)	(\$30.51)	\$30.51	\$0.00	\$30.51	0.00%
40.097.08060	CONTRA REVENUE: SCHC	\$200,000.00	\$0.00	(\$3,728.14)	\$203,728.14	\$0.00	\$203,728.14	101.86%
	Fund: HEALTH CARE - 40	(\$12,899,388.00)	(\$543,227.60)	(\$8,919,292.94)	(\$3,980,095.06)	\$0.00	(\$3,980,095.06)	30.85%

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Sullivan County

A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

From Date: 4/1/2014

To Date: 4/30/2014

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
41.097.05064	NH BOOK FUND - REVENUE	\$0.00	\$0.00	(\$12.65)	\$12.65	\$0.00	\$12.65 0.00%
41.097.05067	NH ALIX UNGREN FUND - REVENUE	\$0.00	\$0.00	(\$37.73)	\$37.73	\$0.00	\$37.73 0.00%
41.097.05068	NH ELSIE HARDISON FUND - REVEN	\$0.00	\$0.00	(\$25.24)	\$25.24	\$0.00	\$25.24 0.00%
	Fund: TRUST FUNDS - 41	\$0.00	\$0.00	(\$75.62)	\$75.62	\$0.00	\$75.62 0.00%

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Sullivan County

A. Monthly Revenue - Detail

From Date: 4/1/2014

To Date: 4/30/2014

Fiscal Year: 2013-2014

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
42.700.06047	BIOMASS BOND/LOAN PROCEEDS	(\$1,500,000.00)	\$0.00	(\$2,800,000.00)	\$1,300,000.00	\$0.00	\$1,300,000.00	-86.67%
	Fund: CAPITAL IMPROVEMENTS - 42	(\$1,500,000.00)	\$0.00	(\$2,800,000.00)	\$1,300,000.00	\$0.00	\$1,300,000.00	-86.67%

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Sullivan County

A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

Subtotal by Collapse Mask
Description

Include pre encumbrance

Print accounts with zero balance

From Date: 4/1/2014

To Date: 4/30/2014

Filter Encumbrance Detail by Date Range

Account Number

Grand Total:

GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
(\$30,730,122.00)	(\$616,893.62)	(\$26,693,362.79)	(\$4,036,759.21)	\$0.00	(\$4,036,759.21)	13.14%

End of Report

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Sullivan County

A. Monthly Expense Delegates Report

From Date: 4/1/2014

To Date: 4/30/2014

Fiscal Year: 2013-2014

 Subtotal by Collapse Mask

 Include pre encumbrance

 Print accounts with zero balance

 Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.400.10000	ELECTED OFFICIAL SALARY	\$29,656.00	\$2,281.14	\$25,239.18	\$4,415.82	\$4,562.43	(\$146.61)	-0.49%
10.400.10001	OFFICE SALARIES	\$122,081.00	\$8,965.74	\$99,700.06	\$22,380.94	\$17,620.80	\$4,760.14	3.90%
10.400.10007	E.T. BUY BACK	\$2,500.00	\$0.00	\$2,491.68	\$8.40	\$0.00	\$8.40	0.34%
10.400.10008	OVERTIME	\$2,500.00	\$327.90	\$3,116.99	(\$610.69)	\$0.00	(\$610.69)	-24.43%
10.400.11010	FICA	\$11,990.00	\$854.58	\$9,192.28	\$2,310.72	\$0.00	\$2,310.72	19.27%
10.400.11011	GROUP LIFE INSURANCE	\$130.00	\$6.56	\$72.16	\$57.84	\$0.00	\$57.84	44.49%
10.400.11012	GROUP HEALTH INSURANCE	\$28,182.00	\$2,348.40	\$23,484.06	\$4,698.00	\$0.00	\$4,698.00	16.67%
10.400.11013	RETIREMENT	\$11,259.00	\$859.70	\$9,632.24	\$1,626.76	\$0.00	\$1,626.76	14.45%
10.400.11014	WORKERS COMPENSATION	\$367.00	\$24.04	\$240.37	\$126.63	\$0.00	\$126.63	34.50%
10.400.11015	UNEMPLOYMENT COMP INSURANCE	\$184.00	\$0.00	\$170.29	\$13.71	\$0.00	\$13.71	7.45%
10.400.11016	DENTAL INSURANCE	\$1,287.00	\$106.32	\$842.56	\$444.44	\$0.00	\$444.44	34.53%
10.400.11017	EDUCATION & TRAINING	\$1,000.00	\$100.00	\$334.00	\$666.00	\$0.00	\$666.00	66.60%
10.400.11018	EXPENSE ACCOUNT	\$5,600.00	\$501.55	\$2,349.52	\$3,250.48	\$0.00	\$3,250.48	58.04%
10.400.12029	CONTRACT SERVICES	\$26,200.00	\$235.00	\$2,351.13	\$13,948.87	\$0.00	\$13,948.87	53.24%
10.400.12030	EQUIPMENT RENTAL	\$3,954.00	\$196.96	\$1,913.18	\$2,040.82	\$0.00	\$2,040.82	51.81%
10.400.12031	ADVERTISING & PUBLIC RELATIONS	\$1,500.00	\$0.00	\$1,139.50	\$360.50	\$0.00	\$360.50	24.03%
10.400.13036	OFFICE SUPPLIES	\$4,500.00	\$406.02	\$1,601.96	\$2,898.04	\$0.00	\$2,898.04	64.40%
10.400.13037	DUES, LICENSES & SUBSCRIPTIONS	\$9,857.00	\$7,623.20	\$6,656.20	(\$6,799.20)	\$0.00	(\$6,799.20)	-68.98%
10.400.13038	POSTAGE	\$3,000.00	(\$274.54)	\$233.22	\$2,766.88	\$0.00	\$2,766.88	92.23%
10.400.16068	TELEPHONE/INTERNET	\$4,000.00	\$253.18	\$2,610.74	\$1,369.26	\$0.00	\$1,369.26	34.23%
10.400.19082	GENERAL MAINTENANCE & REPAIRS	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
10.400.21097	EQUIPMENT	\$1,000.00	\$0.00	\$365.00	\$1,135.00	\$0.00	\$1,135.00	76.67%
	Dept: COMMISSIONERS OFFICE - 400	\$271,746.00	\$2,965.78	\$214,636.78	\$57,109.22	\$22,183.23	\$34,925.99	12.85%
10.401.10000	ELECTED OFFICIAL SALARY	\$4,960.00	\$381.92	\$4,226.08	\$733.92	\$763.87	(\$24.85)	-0.50%
10.401.11010	FICA	\$380.00	\$29.22	\$323.28	\$56.72	\$0.00	\$56.72	14.93%
10.401.11011	GROUP LIFE INSURANCE	\$22.00	\$1.64	\$18.04	\$3.96	\$0.00	\$3.96	18.00%
10.401.11014	WORKERS COMPENSATION	\$12.00	\$0.79	\$7.87	\$4.13	\$0.00	\$4.13	34.42%
10.401.11018	EXPENSE ACCOUNT	\$310.00	\$0.00	\$0.00	\$310.00	\$0.00	\$310.00	100.00%
10.401.12029	CONTRACT SERVICES	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
	Dept: TREASURER - 401	\$6,789.00	\$413.57	\$4,575.27	\$1,213.73	\$763.87	\$449.86	7.77%
10.402.12021	AUDIT	\$6,900.00	\$0.00	\$32,500.00	\$2,500.00	\$0.00	\$2,500.00	7.14%
10.402.12023	ACCOUNTANT	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
	Dept: AUDITOR - 402	\$37,000.00	\$0.00	\$32,500.00	\$4,500.00	\$0.00	\$4,500.00	12.16%
10.403.10001	SALARY	\$112,388.00	\$7,307.70	\$46,374.87	\$66,013.13	\$14,615.45	\$51,397.68	45.73%
10.403.10007	E.T. BUY BACK	\$2,162.00	\$0.00	\$0.00	\$2,162.00	\$0.00	\$2,162.00	100.00%
10.403.11010	FICA	\$8,764.00	\$552.08	\$3,364.21	\$5,399.79	\$0.00	\$5,399.79	61.61%
10.403.11011	GROUP LIFE INSURANCE	\$22.00	\$0.00	\$4.10	\$17.90	\$0.00	\$17.90	81.36%
10.403.11012	GROUP HEALTH INSURANCE	\$18,312.00	\$822.42	\$5,519.22	\$12,792.78	\$0.00	\$12,792.78	69.86%
10.403.11013	RETIREMENT	\$12,337.00	\$787.04	\$4,994.58	\$7,342.42	\$0.00	\$7,342.42	59.52%
10.403.11014	WORKERS COMPENSATION	\$267.00	\$17.49	\$174.87	\$92.13	\$0.00	\$92.13	34.51%
10.403.11015	UNEMPLOYMENT COMP INSURANCE	\$46.00	\$0.00	\$42.98	\$3.02	\$0.00	\$3.02	6.57%
10.403.11016	DENTAL INSURANCE	\$801.00	\$39.74	\$250.38	\$550.62	\$0.00	\$550.62	68.74%
10.403.11017	EDUCATION & TRAINING	\$2,750.00	\$165.00	\$195.00	\$2,555.00	\$0.00	\$2,555.00	92.91%
10.403.11018	EXPENSE ACCOUNT	\$1,200.00	\$0.00	\$420.00	\$780.00	\$0.00	\$780.00	65.00%
10.403.11019	TRAVEL	\$2,250.00	\$0.00	\$537.28	\$1,712.72	\$0.00	\$1,712.72	76.12%
10.403.13036	OFFICE SUPPLIES	\$500.00	\$148.50	\$208.49	\$291.51	\$0.00	\$291.51	58.30%
10.403.13037	DUES, LICENSES & SUBSCRIPTIONS	\$970.00	\$0.00	\$50.00	\$920.00	\$0.00	\$920.00	94.85%
10.403.16068	TELEPHONE/INTERNET	\$850.00	\$43.25	\$287.69	\$562.31	\$0.00	\$562.31	66.15%
	Dept: COUNTY MANAGER - 403	\$163,619.00	\$9,883.20	\$62,423.67	\$101,195.33	\$14,615.45	\$86,579.88	52.92%

Sullivan County

A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

From Date: 4/1/2014

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Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.405.10001	EMPLOYEE SALARY	\$50,000.00	\$3,846.16	\$41,382.33	\$8,617.67	\$7,692.35	\$925.32	1.85%
10.406.10007	E.T. BUY BACK	\$962.00	\$0.00	\$0.00	\$962.00	\$0.00	\$962.00	100.00%
10.406.11010	FICA	\$3,825.00	\$254.36	\$2,790.64	\$1,033.76	\$0.00	\$1,033.76	27.03%
10.406.11011	GROUP LIFE INSURANCE	\$22.00	\$1.64	\$1.20	\$13.80	\$0.00	\$13.80	62.73%
10.406.11012	GROUP HEALTH INSURANCE	\$23,684.00	\$1,973.62	\$18,749.30	\$4,934.61	\$0.00	\$4,934.61	20.84%
10.406.11013	RETIREMENT	\$5,385.00	\$414.24	\$4,349.52	\$1,035.48	\$0.00	\$1,035.48	19.23%
10.406.11014	WORKERS COMPENSATION	\$105.00	\$6.88	\$68.78	\$36.22	\$0.00	\$36.22	34.50%
10.406.11015	UNEMPLOYMENT COMP INSURANCE	\$46.00	\$0.00	\$42.98	\$3.02	\$0.00	\$3.02	6.57%
10.406.11016	DENTAL INSURANCE	\$1,306.00	\$106.96	\$601.75	\$504.25	\$0.00	\$504.25	38.61%
10.406.11017	EDUCATION & TRAINING	\$0.00	\$0.00	\$4.45	(\$4.45)	\$0.00	(\$4.45)	0.00%
10.406.13032	TRAVEL	\$1,500.00	\$0.00	\$439.37	\$1,060.63	\$0.00	\$1,060.63	70.71%
10.406.13036	GENERAL SUPPLIES	\$5,000.00	\$300.00	\$110.93	\$889.07	\$0.00	\$889.07	17.78%
10.406.13038	OFFICE SUPPLIES	\$500.00	\$79.94	\$202.39	(\$2.39)	\$0.00	(\$2.39)	-0.48%
10.406.16068	POSTAGE	\$500.00	\$0.00	\$230.62	\$269.38	\$0.00	\$269.38	53.88%
	TELEPHONE/INTERNET	\$550.00	\$32.50	\$424.32	\$125.68	\$0.00	\$125.68	22.85%
	Dept: NATURAL RESOURCES - 406	\$93,385.00	\$7,616.24	\$73,906.27	\$19,478.73	\$7,692.35	\$11,786.38	12.62%
10.407.21095	EMERGENCY RESERVE FUND	\$15,000.00	\$0.00	\$2,509.94	\$12,499.06	\$0.00	\$12,499.06	83.33%
	Dept: EMERGENCY RESERVE FUND - 407	\$15,000.00	\$0.00	\$2,509.94	\$12,499.06	\$0.00	\$12,499.06	83.33%
10.410.10000	ELECTED OFFICAL SALARY	\$77,002.00	\$4,268.84	\$68,664.30	\$12,137.70	\$12,137.71	(\$0.01)	0.00%
10.410.10001	ASSISTANT COUNTY ATTORNEY	\$151,002.00	\$1,104.06	\$128,104.66	\$23,327.34	\$22,926.30	\$399.04	0.26%
10.410.10002	EMPLOYEE SALARY	\$84,000.00	\$6,866.55	\$73,915.89	\$10,147.11	\$12,929.60	(\$2,782.49)	-3.31%
10.410.10007	E.T. BUY BACK	\$4,200.00	\$0.00	\$2,105.65	\$2,094.35	\$0.00	\$2,094.35	49.87%
10.410.10008	OVERTIME	\$5,000.00	\$540.75	\$5,249.43	(\$249.43)	\$0.00	(\$249.43)	-4.99%
10.410.11010	FICA	\$24,671.00	\$1,821.60	\$20,016.06	\$4,654.94	\$0.00	\$4,654.94	18.87%
10.410.11011	GROUP LIFE INSURANCE	\$135.00	\$6.02	\$99.22	\$35.78	\$0.00	\$35.78	26.50%
10.410.11012	GROUP HEALTH INSURANCE	\$72,043.00	\$4,733.22	\$47,332.31	\$24,710.69	\$0.00	\$24,710.69	34.30%
10.410.11013	RETIREMENT	\$34,733.00	\$2,664.55	\$29,039.83	\$5,693.17	\$0.00	\$5,693.17	16.39%
10.410.11014	WORKERS COMPENSATION	\$1,916.00	\$125.48	\$1,254.81	\$661.19	\$0.00	\$661.19	34.51%
10.410.11015	UNEMPLOYMENT COMP INSURANCE	\$303.00	\$0.00	\$279.14	\$23.86	\$0.00	\$23.86	7.87%
10.410.11016	DENTAL INSURANCE	\$4,000.00	\$337.40	\$2,699.26	\$1,928.74	\$0.00	\$1,928.74	41.68%
10.410.11017	EDUCATION AND TRAINING	\$4,000.00	\$149.00	\$1,213.00	\$2,787.00	\$0.00	\$2,787.00	69.68%
10.410.11019	TRAVEL EXPENSE	\$5,000.00	\$811.00	\$2,096.05	\$2,903.95	\$0.00	\$2,903.95	58.08%
10.410.12029	CONTRACT SERVICES	\$35,580.00	\$8,288.98	\$25,268.98	\$10,311.02	\$0.00	\$10,311.02	28.98%
10.410.13036	OFFICE SUPPLIES	\$6,900.00	\$375.31	\$3,405.50	\$3,494.50	\$0.00	\$3,494.50	50.64%
10.410.13037	DUES, LICENSES & SUBSCRIPTIONS	\$12,360.00	\$283.49	\$5,370.71	\$6,989.29	\$0.00	\$6,989.29	56.55%
10.410.13038	POSTAGE	\$1,500.00	\$145.08	\$1,166.03	\$333.97	\$0.00	\$333.97	22.26%
10.410.14045	EVIDENCE STORAGE	\$1,600.00	\$126.00	\$693.00	\$907.00	\$0.00	\$907.00	56.69%
10.410.14046	EXTRADITION COSTS	\$15,000.00	\$1,496.00	\$2,725.77	\$12,274.23	\$0.00	\$12,274.23	81.83%
10.410.14047	EXPERT WITNESS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.410.14048	INVESTIGATION	\$2,500.00	\$0.00	\$241.41	\$2,258.59	\$0.00	\$2,258.59	90.34%
10.410.14049	DEPOSITION AND TRANSCRIPTS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.410.16068	TELEPHONE/INTERNET	\$8,500.00	\$654.10	\$5,079.10	\$3,420.90	\$0.00	\$3,420.90	40.25%
10.410.19082	GENERAL MAINTENANCE & REPAIRS	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Dept: COUNTY ATTORNEY - 410	\$558,866.00	\$47,160.73	\$423,020.11	\$135,845.89	\$47,995.61	\$87,850.28	15.72%
10.411.10001	EMPLOYEE SALARY	\$54,419.00	\$4,186.08	\$46,046.79	\$8,372.21	\$8,372.18	\$0.03	0.00%
10.411.10007	E.T. BUY BACK	\$1,047.00	\$0.00	\$1,046.40	\$0.60	\$0.00	\$0.60	0.06%
10.411.11010	FICA	\$4,244.00	\$309.42	\$3,490.61	\$753.39	\$0.00	\$753.39	17.75%
10.411.11011	GROUP LIFE INSURANCE	\$22.00	\$1.64	\$18.04	\$3.96	\$0.00	\$3.96	18.00%

Sullivan County

A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 4/1/2014

To Date: 4/30/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.411.11012	GROUP HEALTH INSURANCE	\$9,870.00	\$822.42	\$8,224.20	\$1,645.80	\$0.00	\$1,645.80	16.67%
10.411.11013	RETIREMENT	\$5,974.00	\$450.84	\$5,071.93	\$902.07	\$0.00	\$902.07	15.10%
10.411.11014	WORKERS COMPENSATION	\$116.00	\$7.60	\$75.98	\$40.02	\$0.00	\$40.02	34.50%
10.411.11015	UNEMPLOYMENT COMP INSURANCE	\$46.00	\$0.00	\$37.98	\$8.02	\$0.00	\$8.02	17.43%
10.411.11016	DENTAL INSURANCE	\$488.00	\$39.74	\$317.92	\$168.08	\$0.00	\$168.08	34.58%
10.411.11017	EDUCATION AND TRAINING	\$1,650.00	\$0.00	\$0.00	\$1,650.00	\$0.00	\$1,650.00	100.00%
10.411.11019	TRAVEL EXPENSE	\$400.00	\$38.08	\$113.35	\$286.67	\$0.00	\$286.67	71.67%
10.411.12029	CONTRACT SERVICES	\$600.00	\$0.00	\$254.24	\$345.76	\$0.00	\$345.76	49.15%
10.411.13036	OFFICE SUPPLIES	\$1,100.00	\$0.00	\$42.13	\$357.87	\$0.00	\$357.87	32.53%
10.411.13037	DUES, LICENSES & SUBSCRIPTIONS	\$200.00	\$0.00	\$50.00	\$150.00	\$0.00	\$150.00	75.00%
10.411.13038	POSTAGE	\$500.00	\$22.90	\$227.05	\$272.95	\$0.00	\$272.95	54.59%
10.411.16068	TELEPHONE/INTERNET	\$900.00	\$2.89	\$634.20	\$265.80	\$0.00	\$265.80	29.53%
	Dept: VICTIM/WITNESS PROGRAM - 411	\$81,474.00	\$4,101.01	\$66,350.80	\$15,123.20	\$8,372.18	\$6,751.02	8.29%
10.440.10000	ELECTED OFFICIAL SALARY	\$66,368.00	\$5,176.92	\$56,043.63	\$10,354.37	\$10,353.82	\$0.55	0.00%
10.440.10001	SALARIES-DEPUTIES	\$280,429.00	\$19,585.08	\$226,941.30	\$53,487.70	\$66,745.60	(\$13,257.90)	-4.73%
10.440.10002	SALARIES-OFFICE STAFF	\$50,233.00	\$3,780.55	\$44,171.36	\$6,061.64	\$18,179.20	(\$12,117.56)	-24.12%
10.440.10006	ON CALL	\$5,460.00	\$210.00	\$4,410.00	\$1,050.00	\$0.00	\$1,050.00	19.23%
10.440.10007	E.T. BUY BACK	\$5,130.00	\$0.00	\$2,074.88	\$3,055.20	\$0.00	\$3,055.20	59.56%
10.440.10008	OVERTIME	\$3,200.00	\$283.83	\$6,173.37	\$1,638.23	\$0.00	\$1,638.23	19.71%
10.440.11010	FICA	\$1,345.00	\$687.34	\$9,458.18	\$2,878.82	\$0.00	\$2,878.82	23.32%
10.440.11011	GROUP LIFE INSURANCE	\$32.00	\$9.80	\$106.95	\$25.05	\$0.00	\$25.05	18.98%
10.440.11012	GROUP HEALTH INSURANCE	\$65,000.00	\$1,108.08	\$53,964.72	\$11,715.28	\$0.00	\$11,715.28	17.84%
10.440.11013	RETIREMENT	\$68,400.00	\$4,788.18	\$55,085.05	\$13,350.95	\$0.00	\$13,350.95	19.51%
10.440.11014	WORKERS COMPENSATION	\$13,850.00	\$907.39	\$9,073.82	\$4,781.18	\$0.00	\$4,781.18	34.51%
10.440.11015	UNEMPLOYMENT COMP INSURANCE	\$809.00	\$0.00	\$421.48	\$387.52	\$0.00	\$387.52	47.90%
10.440.11016	DENTAL INSURANCE	\$4,214.00	\$342.09	\$2,723.38	\$1,490.62	\$0.00	\$1,490.62	35.37%
10.440.11017	EDUCATION AND TRAINING	\$2,000.00	\$0.00	\$395.39	\$1,604.61	\$0.00	\$1,604.61	80.23%
10.440.11018	EXPENSE ACCOUNT	\$1,000.00	\$126.53	\$248.59	\$751.41	\$0.00	\$751.41	75.14%
10.440.12029	CONTRACT SERVICE	\$8,342.00	\$2,115.03	\$5,721.20	\$2,620.80	\$0.00	\$2,620.80	31.42%
10.440.13031	UNIFORMS	\$1,000.00	\$43.75	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
10.440.13032	GENERAL SUPPLIES	\$1,000.00	\$199.43	\$397.74	\$602.26	\$0.00	\$602.26	60.23%
10.440.13036	OFFICE SUPPLIES	\$1,500.00	\$0.00	\$807.20	\$692.80	\$0.00	\$692.80	46.19%
10.440.13037	DUES, LICENSES AND SUBSCRIPTIONS	\$900.00	\$0.00	\$717.95	\$182.05	\$0.00	\$182.05	20.23%
10.440.13038	POSTAGE	\$1,500.00	\$153.37	\$1,034.54	\$465.46	\$0.00	\$465.46	31.03%
10.440.13039	SECURITY SUPPLIES	\$500.00	\$296.39	\$455.74	\$44.26	\$0.00	\$44.26	8.85%
10.440.16067	COMMUNICATION LINE	\$4,500.00	\$0.00	\$1,125.00	\$3,375.00	\$0.00	\$3,375.00	75.00%
10.440.16068	TELEPHONE/INTERNET	\$5,700.00	\$458.85	\$5,606.68	\$93.32	\$0.00	\$93.32	1.64%
10.440.16069	GASOLINE	\$22,385.00	\$2,359.97	\$19,278.03	\$3,106.97	\$0.00	\$3,106.97	13.88%
10.440.19082	GENERAL MAINTENANCE & REPAIRS	\$1,800.00	\$103.68	\$1,778.74	\$21.26	\$0.00	\$21.26	1.18%
10.440.19083	RADIO MAINTENANCE & REPAIRS	\$4,000.00	\$0.00	\$3,320.35	\$679.65	\$0.00	\$679.65	16.99%
10.440.19084	VEHICLE REPAIR	\$5,500.00	\$39.95	\$5,539.95	(\$39.95)	\$0.00	(\$39.95)	-0.73%
10.440.20090	INTEREST PAYMENT	\$1,058.00	\$0.00	\$1,075.07	(\$17.07)	\$0.00	(\$17.07)	-1.61%
10.440.20091	PRINCIPAL PAYMENT	\$35,728.00	\$0.00	\$35,728.00	\$0.00	\$0.00	\$0.00	0.00%
10.440.21097	EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.440.22093	INSURANCE	\$2,965.00	\$0.00	\$2,965.00	\$0.00	\$0.00	\$0.00	0.00%
	Dept: SHERIFF'S OFFICE - 440	\$683,781.00	\$47,088.19	\$558,321.61	\$125,459.39	\$95,278.62	\$30,180.77	4.41%
10.443.10001	ATTENDANCE AT COURT	\$50,923.00	\$4,213.40	\$41,029.78	\$9,893.22	\$0.00	\$9,893.22	19.43%
10.443.11010	FICA	\$3,895.00	\$322.32	\$3,138.69	\$756.31	\$0.00	\$756.31	19.42%
10.443.11014	WORKERS COMPENSATION	\$1,645.00	\$107.73	\$1,077.32	\$567.68	\$0.00	\$567.68	34.51%
10.443.11015	UNEMPLOYMENT COMP INSURANCE	\$462.00	\$0.00	\$90.97	\$371.03	\$0.00	\$371.03	80.31%

Sullivan County

A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

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Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 4/1/2014

To Date: 4/30/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.443.22093	INSURANCE Dept: DEPUTY SHERIFFS BAILIFFS - 443	\$2,980.00 \$59,905.00	\$0.00 \$4,643.45	\$2,980.00 \$48,316.76	\$0.00 \$11,588.24	\$0.00 \$0.00	\$0.00 \$11,588.24	0.00% 19.34%
10.450.11019	TRAVEL EXPENSE	\$2,000.00	\$316.64	\$1,098.49	\$901.51	\$131.65	\$769.86	38.49%
10.450.12027	VIEWS Dept: MEDICAL REFEREE - 450	\$7,000.00 \$9,000.00	\$330.00 \$646.64	\$4,500.00 \$5,643.70	\$455.00 \$3,556.51	\$940.00 \$1,071.65	\$1,515.00 \$2,284.86	21.64% 25.39%
10.460.10001	EMPLOYEE SALARY	\$34,961.00	\$2,400.00	\$9,863.17	\$5,097.83	\$0.00	\$297.83	0.85%
10.460.10007	E.T. BUY BACK	\$661.00	\$0.00	\$0.00	\$661.00	\$0.00	\$661.00	100.00%
10.460.10008	OVERTIME/VAC COVERAGE	\$150.00	\$0.00	\$220.92	(\$70.92)	\$0.00	(\$70.92)	-47.28%
10.460.11010	FICA	\$2,783.00	\$159.72	\$2,123.17	\$659.83	\$0.00	\$659.83	23.71%
10.460.11011	GROUP LIFE INSURANCE	\$22.00	\$1.64	\$13.94	\$8.06	\$0.00	\$8.06	36.64%
10.460.11012	GROUP HEALTH INSURANCE	\$9,870.00	\$25.98	\$3,287.98	(\$3,397.98)	\$0.00	(\$3,397.98)	-34.43%
10.460.11013	RETIREMENT	\$3,853.00	\$258.48	\$240.07	\$612.93	\$0.00	\$612.93	15.91%
10.460.11014	WORKERS COMPENSATION	\$1,436.00	\$94.05	\$930.47	\$495.53	\$0.00	\$495.53	34.51%
10.460.11015	UNEMPLOYMENT COMP INSURANCE	\$46.00	\$0.00	\$37.98	\$8.02	\$0.00	\$8.02	17.43%
10.460.11016	DENTAL INSURANCE	\$486.00	\$65.58	\$512.70	(\$26.70)	\$0.00	(\$26.70)	-5.49%
10.460.12022	TOWN SHARE OF COURT HOUSE REN	\$38,442.00	\$0.00	\$45,851.56	(\$7,409.56)	\$0.00	(\$7,409.56)	-19.27%
10.460.12029	CONTRACT SERVICES	\$9,956.00	\$585.49	\$7,450.54	\$2,505.49	\$0.00	\$2,505.49	25.17%
10.460.13032	GENERAL SUPPLIES	\$1,000.00	\$0.00	\$123.44	\$887.56	\$0.00	\$887.56	88.76%
10.460.13033	CLEANING SUPPLIES	\$1,000.00	\$186.59	\$1,435.27	(\$425.27)	\$0.00	(\$425.27)	-42.53%
10.460.16061	ELECTRICITY	\$2,600.00	\$99.60	\$685.18	\$2,614.82	\$0.00	\$2,614.82	74.71%
10.460.16062	PROPANE	\$4,600.00	\$7.12	\$4,734.32	(\$734.32)	\$0.00	(\$734.32)	-18.36%
10.460.16063	WATER	\$344.00	\$0.00	\$263.81	\$571.19	\$0.00	\$571.19	68.41%
10.460.16064	SEWER	\$1,400.00	\$0.00	\$344.47	\$1,055.53	\$0.00	\$1,055.53	75.40%
10.460.19082	GENERAL MAINTENANCE & REPAIRS	\$7,820.00	\$1,035.56	\$4,220.97	\$3,599.03	\$0.00	\$3,599.03	46.02%
10.460.21097	EQUIPMENT Dept: COURT HOUSE - 460	\$4,750.00 \$126,971.00	\$0.00 \$6,963.81	\$0.00 \$115,508.93	\$0.00 \$11,462.07	\$0.00 \$4,800.00	\$4,750.00 \$6,662.07	100.00% 5.25%
10.475.12029	CONTRACT SERVICE	\$224,004.00	\$6,053.99	\$224,459.72	(\$455.72)	\$0.00	(\$455.72)	-0.20%
10.475.12030	RENTAL SERVICES	\$0.00	\$0.00	\$778.39	(\$778.39)	\$0.00	(\$778.39)	0.00%
10.475.13032	GENERAL SUPPLIES	\$0.00	\$356.00	\$356.00	(\$356.00)	\$0.00	(\$356.00)	0.00%
10.475.16061	ELECTRICITY	\$0.00	\$225.82	\$1,707.23	(\$1,707.23)	\$0.00	(\$1,707.23)	0.00%
10.475.16062	PROPANE	\$0.00	\$932.87	\$7,347.43	(\$7,347.43)	\$0.00	(\$7,347.43)	0.00%
10.475.16063	WATER	\$0.00	\$0.00	\$85.56	(\$85.56)	\$0.00	(\$85.56)	0.00%
10.475.16064	SEWER	\$0.00	\$0.00	\$111.72	(\$111.72)	\$0.00	(\$111.72)	0.00%
10.475.16068	TELEPHONE/INTERNET	\$0.00	\$263.61	\$2,260.46	(\$2,260.46)	\$0.00	(\$2,260.46)	0.00%
10.475.19082	GENERAL MAINTENANCE & REPAIRS Dept: COOPERATIVE EXTENSION SERVICE - 470	\$0.00 \$224,004.00	\$0.00 \$57,832.29	\$236.54 \$237,343.05	(\$236.54) (\$13,339.05)	\$0.00 \$0.00	(\$236.54) (\$13,339.05)	0.00% -5.95%
10.481.21096	DOC BLDG ADDITION CAPITAL Dept: DOC CAPITAL - 481	\$30,000.00 \$30,000.00	\$0.00 \$0.00	\$0.00 \$0.00	\$30,000.00 \$30,000.00	\$0.00 \$0.00	\$30,000.00 \$30,000.00	100.00% 100.00%
10.482.21096	WOODHULL COMPLEX BLDG ADD CAF Dept: WOODHULL COMPLEX CAPITAL - 482	\$60,000.00 \$60,000.00	\$0.00 \$0.00	\$0.00 \$0.00	\$60,000.00 \$60,000.00	\$0.00 \$0.00	\$60,000.00 \$60,000.00	100.00% 100.00%
10.484.21096	UNITY COMPLEX BLDG ADD CAPITAL Dept: UNITY COMPLEX CAPITAL - 484	\$260,000.00 \$260,000.00	\$0.00 \$0.00	\$378,054.75 \$378,054.75	(\$118,054.75) (\$118,054.75)	\$8,500.00 \$8,500.00	(\$126,554.75) (\$126,554.75)	-48.67% -48.67%
10.490.11018	EXPENSE ACCOUNT	\$250.00	\$0.00	\$276.80	(\$26.80)	\$0.00	(\$26.80)	-10.72%
10.490.12029	CONTRACT SERVICES	\$1,400.00	\$0.00	\$781.25	\$618.75	\$0.00	\$618.75	44.20%
10.490.13036	OFFICE SUPPLIES	\$200.00	\$0.00	\$10.46	\$189.54	\$0.00	\$189.54	94.77%

Sullivan County

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.490.13037	DUES, LICENSES & SUBSCRIPTIONS	\$80.00	\$0.00	\$81.08	(\$1.08)	\$0.00	(\$1.08)	-1.35%
10.490.13038	POSTAGE	\$40.00	\$0.00	\$0.46	\$38.54	\$0.00	\$39.54	98.85%
10.490.15052	HCBC-INC.	\$1,668,266.00	\$129,579.76	\$1,137,768.46	\$530,497.54	\$0.00	\$530,497.54	31.80%
10.490.15056	INTERMEDIATE NURSING CARE	\$3,331,399.00	\$323,018.24	\$2,621,207.54	\$710,191.46	\$0.00	\$710,191.46	21.32%
	Dept: HUMAN SERVICES - 490	\$5,001,635.00	\$452,598.00	\$3,760,126.05	\$1,241,508.95	\$0.00	\$1,241,508.95	24.82%
10.497.12029	CONTRACT SERVICES	\$9,956.00	\$585.49	\$7,450.54	\$2,505.46	\$0.00	\$2,505.46	25.17%
10.497.13032	GENERAL SUPPLIES	\$600.00	\$0.00	\$131.38	\$468.62	\$0.00	\$468.62	78.10%
10.497.13033	CLEANING SUPPLIES	\$1,000.00	\$186.57	\$1,425.25	(\$425.25)	\$0.00	(\$425.25)	-42.53%
10.497.16061	ELECTRICITY	\$34,140.00	\$3,438.67	\$27,048.71	\$7,091.29	\$0.00	\$7,091.29	20.77%
10.497.16062	PROPANE	\$4,000.00	\$551.12	\$4,734.31	(\$734.31)	\$0.00	(\$734.31)	-18.36%
10.497.16063	WATER	\$1,325.00	\$0.00	\$986.66	\$338.34	\$0.00	\$338.34	25.54%
10.497.16064	SEWER	\$1,200.00	\$0.00	\$809.97	\$390.03	\$0.00	\$390.03	32.50%
10.497.19082	GENERAL MAINTENANCE & REPAIRS	\$7,500.00	\$1,000.00	\$103.94	(\$1,603.94)	\$0.00	(\$1,603.94)	-21.39%
10.497.21097	EQUIPMENT	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.497.22093	INSURANCE	\$24,080.00	\$0.00	\$24,080.00	\$0.00	\$0.00	\$0.00	0.00%
	Dept: WOODHULL COUNTY COMPLEX - 497	\$84,301.00	\$5,803.38	\$75,770.76	\$8,530.24	\$0.00	\$8,530.24	10.12%
10.520.10001	SALARIES	\$158,256.00	\$12,741.33	\$143,790.48	\$14,465.51	\$24,957.26	(\$10,491.75)	-6.63%
10.520.10007	ET BUY BACK	\$0.00	\$0.00	\$2,180.00	\$35.00	\$0.00	\$35.00	1.27%
10.520.10008	OVERTIME	\$500.00	\$0.00	\$823.76	(\$123.76)	\$0.00	(\$123.76)	-24.75%
10.520.11010	FICA	\$12,358.00	\$880.66	\$10,290.43	\$2,067.57	\$0.00	\$2,067.57	16.73%
10.520.11011	GROUP LIFE INSURANCE	\$5.00	\$7.02	\$54.12	\$10.88	\$0.00	\$10.88	16.74%
10.520.11012	GROUP HEALTH INSURANCE	\$41,995.00	\$3,499.66	\$34,996.00	\$7,000.00	\$0.00	\$7,000.00	16.67%
10.520.11013	RETIREMENT	\$15,836.00	\$1,170.86	\$13,082.80	\$2,753.20	\$0.00	\$2,753.20	17.39%
10.520.11014	WORKERS COMPENSATION	\$342.00	\$22.40	\$223.99	\$118.01	\$0.00	\$118.01	34.51%
10.520.11015	UNEMPLOYMENT COMP INSURANCE	\$138.00	\$0.00	\$151.93	(\$13.93)	\$0.00	(\$13.93)	-10.09%
10.520.11016	DENTAL INSURANCE	\$2,908.00	\$238.06	\$1,904.48	\$1,003.52	\$0.00	\$1,003.52	34.51%
10.520.11017	EDUCATION & TRAINING	\$7,000.00	\$500.00	\$6,030.59	\$969.41	\$0.00	\$969.41	13.85%
10.520.11019	TRAVEL EXPENSE	\$1,500.00	\$0.00	\$743.60	\$756.40	\$0.00	\$756.40	50.43%
10.520.12020	LEGAL EXPENSE	\$10,000.00	\$2,900.00	\$5,400.00	\$4,600.00	\$0.00	\$4,600.00	46.00%
10.520.12026	EMPLOYEE APPRECIATION	\$8,000.00	\$0.00	\$5,052.00	\$2,948.00	\$0.00	\$2,948.00	36.85%
10.520.12029	CONTRACT SERVICES	\$1,490.00	\$1,490.00	\$23,043.13	\$16,251.87	\$0.00	\$16,251.87	41.36%
10.520.12031	ADVERTISING & PUBLIC RELATIONS	\$25,000.00	\$4,795.23	\$21,355.55	\$3,644.45	\$0.00	\$3,644.45	14.58%
10.520.13036	OFFICE SUPPLIES	\$4,250.00	\$0.48	\$3,454.55	\$795.45	\$0.00	\$795.45	18.72%
10.520.13037	DUES, LICENSES & SUBSCRIPTIONS	\$230.00	\$0.00	\$30.00	\$200.00	\$0.00	\$200.00	86.96%
10.520.19082	GENERAL MAINTENANCE	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
10.520.21097	EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
	Dept: HUMAN RESOURCES - 520	\$331,677.00	\$28,243.54	\$272,946.42	\$58,731.58	\$24,957.26	\$33,774.32	10.18%
10.600.10001	EMPLOYEE SALARIES	\$2,015,561.00	\$147,856.95	\$1,623,588.14	\$391,972.86	\$289,332.55	\$102,640.31	5.09%
10.600.10007	ET BUY BACK	\$15,000.00	\$0.00	\$12,855.67	\$2,144.33	\$0.00	\$2,144.33	14.30%
10.600.10008	OVERTIME	\$30,000.00	\$1,840.06	\$35,481.17	(\$5,481.17)	\$0.00	(\$5,481.17)	-18.27%
10.600.11010	FICA	\$61,355.00	\$3,758.67	\$47,730.79	\$13,624.21	\$0.00	\$13,624.21	22.21%
10.600.11011	GROUP LIFE INSURANCE	\$1,012.00	\$69.70	\$744.56	\$267.44	\$0.00	\$267.44	26.43%
10.600.11012	GROUP HEALTH INSURANCE	\$540,692.00	\$38,418.94	\$376,924.68	\$163,767.32	\$0.00	\$163,767.32	30.29%
10.600.11013	RETIREMENT	\$432,042.00	\$30,413.97	\$338,599.86	\$93,442.14	\$0.00	\$93,442.14	21.63%
10.600.11014	WORKERS COMPENSATION	\$64,855.00	\$4,247.49	\$42,474.43	\$22,380.57	\$0.00	\$22,380.57	34.51%
10.600.11015	UNEMPLOYMENT COMP INSURANCE	\$29,808.00	\$0.00	\$16,514.44	\$13,293.56	\$0.00	\$13,293.56	44.60%
10.600.11016	DENTAL INSURANCE	\$29,702.00	\$2,111.02	\$16,911.28	\$12,790.72	\$0.00	\$12,790.72	43.08%
10.600.11017	EDUCATION AND CONFERENCES	\$16,600.00	\$1,866.18	\$9,687.50	\$6,912.50	\$0.00	\$6,912.50	41.64%
10.600.11019	TRAVEL EXPENSE	\$8,800.00	\$973.10	\$5,128.94	\$3,671.06	\$0.00	\$3,671.06	41.72%

Sullivan County

A. Monthly Expense Delegates Report

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Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 4/1/2014

To Date: 4/30/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.600.12029	CONTRACT SERVICES	\$65,078.00	\$4,119.27	\$46,745.10	\$18,332.90	\$0.00	\$18,332.90	28.17%
10.600.13031	UNIFORMS	\$19,000.00	\$1,260.50	\$18,422.45	\$577.55	\$0.00	\$577.55	3.04%
10.600.13032	GENERAL SUPPLIES	\$15,000.00	\$1,806.36	\$11,719.15	\$3,280.85	\$0.00	\$3,280.85	21.87%
10.600.13033	CLEANING SUPPLIES	\$13,000.00	\$790.31	\$6,544.16	\$6,455.84	\$0.00	\$6,455.84	49.66%
10.600.13036	OFFICE SUPPLIES	\$17,500.00	\$740.04	\$11,410.69	\$6,089.31	\$0.00	\$6,089.31	34.76%
10.600.13037	DUES, LICENSES AND SUBSCRIPTIO	\$4,103.00	\$2,000.00	\$6,076.16	(\$1,973.45)	\$0.00	(\$1,973.45)	-48.10%
10.600.13038	POSTAGE	\$2,400.00	\$248.99	\$688.74	\$1,711.26	\$0.00	\$1,711.26	71.30%
10.600.13039	SECURITY SUPPLIES	\$13,149.00	\$147.40	\$1,544.74	\$4,604.26	\$217.50	\$4,386.76	33.36%
10.800.14041	CLOTHING: INMATE	\$17,000.00	\$70.50	\$18,837.52	\$3,162.48	\$0.00	\$3,162.48	18.60%
10.600.14042	FOOD	\$340,051.00	\$28,337.56	\$283,375.90	\$56,675.10	\$0.00	\$56,675.10	16.67%
10.600.14052	MEDICAL EXPENSES	\$180,500.00	\$16,286.71	\$138,938.65	\$41,561.35	\$0.00	\$41,561.35	23.03%
10.600.16065	FUEL OIL	\$42,770.00	\$0.00	\$82,630.22	(\$39,860.22)	\$0.00	(\$39,860.22)	-93.20%
10.600.16068	TELEPHONE/INTERNET	\$18,000.00	\$183.60	\$10,892.14	\$7,107.86	\$0.00	\$7,107.86	39.49%
10.600.16069	GASOLINE	\$9,000.00	\$909.92	\$3,258.43	\$3,641.57	\$0.00	\$3,641.57	40.46%
10.600.18080	CARE OF GROUNDS	\$4,000.00	\$0.00	\$2,736.78	\$1,263.22	\$0.00	\$1,263.22	31.58%
10.600.19082	GENERAL MAINTENANCE & REPAIRS	\$37,240.00	\$3,865.47	\$29,171.51	\$8,068.49	\$0.00	\$8,068.49	21.67%
10.600.19084	VEHICLE REPAIR	\$7,000.00	\$1,244.27	\$5,511.87	\$1,488.13	\$0.00	\$1,488.13	21.26%
10.600.20090	INTEREST PAYMENT	\$265.00	\$0.00	\$282.06	(\$17.06)	\$0.00	(\$17.06)	-6.44%
10.600.20091	PRINCIPAL PAYMENT	\$8,937.00	\$0.00	\$8,937.00	\$0.00	\$0.00	\$0.00	0.00%
10.600.21097	EQUIPMENT	\$2,340.00	\$0.00	\$11,158.74	\$1,741.56	\$0.00	\$1,741.56	13.49%
10.600.22093	INSURANCE	\$27,500.00	\$0.00	\$27,000.00	\$0.00	\$0.00	\$0.00	0.00%
10.600.22094	INMATE COMMISSION EXPENSE	\$35,000.00	\$995.67	\$12,069.73	\$22,930.27	\$0.00	\$22,930.27	65.52%
	Dept: DEPARTMENT OF CORRECTION - 600	\$4,134,100.00	\$29,072.29	\$3,269,209.19	\$865,820.81	\$289,550.05	\$576,070.76	13.93%
10.700.16060	BIOMASS FUEL	\$140,000.00	\$17,329.29	\$82,350.72	\$57,649.28	\$0.00	\$57,649.28	41.18%
10.700.16061	ELECTRICITY	\$249,875.00	\$16,640.30	\$163,187.34	\$86,687.66	\$0.00	\$86,687.66	34.69%
10.700.16062	PROPANE	\$10,000.00	\$0.00	\$10,215.34	(\$215.34)	\$0.00	(\$215.34)	-2.15%
10.700.19081	SEWER/WATER MAINT REPAIR	\$84,000.00	\$9,799.00	\$74,528.51	\$9,471.49	\$0.00	\$9,471.49	11.28%
10.700.19082	GENERAL MAINTENANCE & REPAIRS	\$22,500.00	\$1,061.16	\$2,906.03	\$19,593.97	\$0.00	\$19,593.97	87.08%
10.700.19085	BIO MASS FACILITY MAINT & REPA	\$29,000.00	\$996.14	\$17,573.61	\$11,426.39	\$0.00	\$11,426.39	39.40%
10.700.20090	INTEREST PAYMENT	\$104.00	\$0.00	\$102.42	\$1.58	\$0.00	\$1.58	1.52%
10.700.20091	PRINCIPAL PAYMENT	\$5,260.00	\$0.00	\$5,266.50	\$3.50	\$0.00	\$3.50	0.07%
	Dept: FACILITIES - 700	\$640,739.00	\$45,825.89	\$358,120.47	\$184,618.53	\$0.00	\$184,618.53	34.14%
10.861.15051	SC ORAL HEALTH COLLABORATIVE	\$5,000.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	50.00%
10.861.15055	LAKE SUNAPEE MEDIATION	\$7,500.00	\$1,875.00	\$5,625.00	\$1,875.00	\$0.00	\$1,875.00	25.00%
10.861.15056	COMMUNITY ALLIANCE FAMILY SERV	\$25,000.00	\$6,250.00	\$18,750.00	\$6,250.00	\$0.00	\$6,250.00	25.00%
10.861.15059	WEST CENTRAL BEHAVIORAL SERVICE	\$10,000.00	\$0.00	\$2,500.00	\$7,500.00	\$0.00	\$7,500.00	75.00%
10.861.15062	COMMUNITY TRANSFORMATION	\$30,000.00	\$7,500.00	\$22,500.00	\$7,500.00	\$0.00	\$7,500.00	25.00%
10.861.15064	TURNING POINTS	\$55,000.00	\$13,750.00	\$41,250.00	\$13,750.00	\$0.00	\$13,750.00	25.00%
10.861.15065	SOUP KITCHEN/FOOD PANTRY	\$15,000.00	\$3,750.00	\$11,250.00	\$3,750.00	\$0.00	\$3,750.00	25.00%
10.861.15066	BIG BROTHERS/BIG SISTERS	\$5,000.00	\$1,250.00	\$3,750.00	\$1,250.00	\$0.00	\$1,250.00	25.00%
10.861.15070	ROAD TO INDEPENDENCE	\$1,500.00	\$375.00	\$1,125.00	\$375.00	\$0.00	\$375.00	25.00%
10.861.15072	GOLD BEGINNINGS OF SULL CTY	\$27,500.00	\$6,875.00	\$20,625.00	\$6,875.00	\$0.00	\$6,875.00	25.00%
	Dept: COUNTY GRANTS - 861	\$181,500.00	\$41,625.00	\$129,875.00	\$51,625.00	\$0.00	\$51,625.00	28.44%
10.900.20092	INTEREST ON RPT ANTICIPATION	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
	Dept: INTEREST NOTES - 900	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.970.20090	INTEREST ON BONDED DEBT	\$248,425.00	\$0.00	\$164,050.00	\$84,375.00	\$0.00	\$84,375.00	33.96%
10.970.20091	PRINCIPAL ON BONDED DEBT	\$749,545.00	\$0.00	\$660,000.00	\$89,545.00	\$0.00	\$89,545.00	11.95%
	Dept: BONDED DEBT - 970	\$997,970.00	\$0.00	\$824,050.00	\$173,920.00	\$0.00	\$173,920.00	17.43%

Sullivan County

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10.980.12031	DELEGATION: ADVERTISING	\$500.00	\$0.00	\$195.00	\$305.00	\$0.00	\$305.00	61.00%
10.980.17076	DELEGATION EXPENSES	\$3,000.00	\$0.00	\$98.38	\$2,901.61	\$0.00	\$2,901.61	96.72%
	Dept: DELEGATION EXPENSES - 980	\$3,500.00	\$0.00	\$297.99	\$3,206.61	\$0.00	\$3,206.61	91.62%
10.997.05990	IMPLIED TRANSFERS	\$1,987,259.00	\$0.00	\$1,470,972.75	\$516,286.25	\$0.00	\$516,286.25	25.98%
10.997.15996	TRANSFER IN ACCOUNTING/ADMIN	(\$223,736.00)	\$0.00	\$0.00	(\$223,736.00)	\$0.00	(\$223,736.00)	100.00%
10.997.15997	TRANSFER IN HR/PAYROLL	(\$170,691.00)	\$0.00	\$0.00	(\$170,691.00)	\$0.00	(\$170,691.00)	100.00%
	Dept: TRANSFER OUT - 997	\$1,592,832.00	\$0.00	\$1,470,972.75	\$121,859.25	\$0.00	\$121,859.25	7.65%
	Fund: GENERAL FUND - 10	\$15,554,524.00	\$1,082,792.00	\$12,382,465.46	\$3,172,058.54	\$525,780.27	\$2,646,278.27	17.01%
22.420.10000	ELECTED OFFICAL SALARY	\$55,015.00	\$0.00	\$46,432.20	\$8,582.80	\$8,582.80	\$0.00	0.00%
22.420.10001	EMPLOYEE SALARIES	\$127,161.00	\$9,282.40	\$106,562.93	\$24,598.07	\$18,164.80	\$6,433.27	5.06%
22.420.10007	E.T. BUY BACK	\$1,670.00	\$0.00	\$0.00	\$1,670.00	\$0.00	\$1,670.00	100.00%
22.420.10008	OVERTIME	\$500.00	\$0.00	\$186.55	\$313.45	\$0.00	\$313.45	62.69%
22.420.11010	FICA	\$14,102.00	\$977.26	\$10,736.78	\$3,365.22	\$0.00	\$3,365.22	23.86%
22.420.11011	GROUP LIFE INSURANCE	\$108.00	\$7.38	\$76.26	\$31.74	\$0.00	\$31.74	29.39%
22.420.11012	GROUP HEALTH INSURANCE	\$66,671.00	\$4,029.68	\$3,348.65	\$23,322.35	\$0.00	\$23,322.35	34.98%
22.420.11013	RETIREMENT	\$10,455.00	\$1,440.34	\$1,737.22	\$3,916.58	\$0.00	\$3,916.58	19.73%
22.420.11014	WORKERS COMPENSATION	\$228.00	\$28.03	\$9.30	\$147.70	\$0.00	\$147.70	34.51%
22.420.11015	UNEMPLOYMENT COMP INSURANCE	\$161.00	\$0.00	\$132.94	\$28.06	\$0.00	\$28.06	17.43%
22.420.11016	DENTAL INSURANCE	\$3,000.00	\$27.84	\$2,141.87	\$1,178.13	\$0.00	\$1,178.13	35.49%
22.420.11018	EXPENSE ACCOUNT	\$1,000.00	\$191.84	\$806.04	\$193.96	\$0.00	\$193.96	19.40%
22.420.12029	CONTRACT SERVICES	\$69,620.00	\$0.00	\$63,934.29	\$5,685.71	\$0.00	\$5,685.71	8.17%
22.420.12030	EQUIPMENT RENTAL	\$436.00	\$0.00	\$335.40	\$100.60	\$0.00	\$100.60	23.07%
22.420.13036	OFFICE SUPPLIES	\$2,500.00	\$1,020.36	\$2,778.07	(\$278.07)	\$0.00	(\$278.07)	-11.12%
22.420.13037	DUES, LICENSES AND SUBSCRIPTIONS	\$800.00	\$0.00	\$794.75	\$5.25	\$0.00	\$5.25	0.66%
22.420.16068	TELEPHONE/INTERNET	\$2,316.00	\$238.35	\$2,952.20	(\$636.20)	\$0.00	(\$636.20)	-27.47%
22.420.19082	GENERAL MAINTENANCE & REPAIRS	\$300.00	\$0.00	\$67.50	\$232.50	\$0.00	\$232.50	77.50%
	Dept: REGISTER OF DEEDS - 421	\$365,962.00	\$21,778.86	\$293,504.15	\$72,457.85	\$28,747.60	\$45,710.25	12.49%
22.997.05991	TRANSFER REGISTRY/GEN.FUND	(\$25,962.00)	\$0.00	\$0.00	(\$25,962.00)	\$0.00	(\$25,962.00)	100.00%
	Dept: TRANSFER OUT - 997	(\$25,962.00)	\$0.00	\$0.00	(\$25,962.00)	\$0.00	(\$25,962.00)	100.00%
	Fund: REGISTER OF DEEDS - 22	\$340,000.00	\$21,778.86	\$293,504.15	\$46,495.85	\$26,747.60	\$19,748.25	5.81%
24.345.10008	OVERTIME	\$1,607.00	\$0.00	\$729.07	\$877.93	\$0.00	\$877.93	54.63%
24.345.11010	FICA	\$24.00	\$0.00	\$10.30	\$13.70	\$0.00	\$13.70	57.08%
24.345.11011	GROUP LIFE/DISABILITY	\$0.00	\$0.00	\$0.20	(\$0.20)	\$0.00	(\$0.20)	0.00%
24.345.11012	GROUP HEALTH INSURANCE	\$0.00	\$0.00	\$70.52	(\$70.52)	\$0.00	(\$70.52)	0.00%
24.345.11013	RETIREMENT	\$408.00	\$0.00	\$184.45	\$223.55	\$0.00	\$223.55	54.79%
24.345.11014	WORKERS COMPENSATION	\$52.00	\$3.41	\$34.07	\$17.93	\$0.00	\$17.93	34.48%
24.345.11016	DENTAL INSURANCE	\$0.00	\$0.00	\$6.65	(\$6.65)	\$0.00	(\$6.65)	0.00%
24.345.17073	MISCELLANEOUS EXPENSES	\$7,909.00	\$0.00	\$3,667.48	\$4,241.52	\$0.00	\$4,241.52	53.63%
	Dept: ENFORCING UNDERAGE DRIVING LAWS - 345	\$10,000.00	\$3.41	\$4,702.74	\$5,297.26	\$0.00	\$5,297.26	52.97%
24.527.10001	OFFICE SALARIES	\$11,195.00	\$688.80	\$32,216.48	(\$21,021.48)	\$0.00	(\$21,021.48)	-187.78%
24.527.11010	FICA	\$857.00	\$52.68	\$2,436.37	(\$1,579.37)	\$0.00	(\$1,579.37)	-184.29%
	Dept: JAG GRANT - 527	\$12,052.00	\$741.48	\$34,652.85	(\$22,600.85)	\$0.00	(\$22,600.85)	-187.53%
24.606.11018	EXPENSE ACCOUNT \$3,500	\$3,500.00	\$0.00	\$629.00	\$2,871.00	\$0.00	\$2,871.00	82.03%

Sullivan County

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
Dept: GED TRAIL PROGRAM - 606		\$3,500.00	\$0.00	\$629.00	\$2,871.00	\$0.00	\$2,871.00	82.03%
24.645.10001	DEPUTY SHERIFF PAYROLL	\$66,893.00	\$6,238.43	\$44,330.06	\$22,562.95	\$35,894.40	(\$13,331.45)	-19.93%
24.645.10008	OVERTIME	\$2,000.00	\$0.00	\$2,952.48	(\$952.85)	\$0.00	(\$952.85)	-47.64%
24.645.11010	FICA	\$5,146.00	\$90.48	\$3,848.32	\$1,099.68	\$0.00	\$2,099.68	40.80%
24.645.11013	RETIREMENT	\$508.00	\$0.00	\$74.98	(\$291.06)	\$0.00	(\$239.06)	-47.06%
24.645.11014	WORKERS COMPENSATION	\$4,093.00	\$288.06	\$2,880.56	\$1,412.44	\$0.00	\$1,412.44	34.51%
24.645.11015	UNEMPLOYMENT COMP INSURANCE	\$347.00	\$0.00	\$0.00	\$347.00	\$0.00	\$347.00	100.00%
24.645.12029	CONTRACT SERVICES	\$1,985.00	\$0.00	\$0.00	\$1,985.00	\$0.00	\$1,985.00	100.00%
24.645.13031	UNIFORMS	\$500.00	\$171.05	\$265.00	\$235.00	\$0.00	\$235.00	47.00%
24.645.13039	SECURITY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
24.645.16069	GASOLINE	\$6,073.00	\$0.00	\$1,078.41	\$4,994.59	\$0.00	\$4,994.59	82.24%
24.645.17073	MISCELLANEOUS EXPENSE	\$2,539.00	\$0.00	\$2,537.92	\$1.08	\$0.00	\$1.08	0.04%
24.645.19082	GENERAL MAINTENANCE & REPAIRS	\$371.00	\$0.00	\$0.00	\$371.00	\$0.00	\$371.00	100.00%
24.645.19083	RADIO MAINTENANCE	\$500.00	\$0.00	\$20.00	(\$20.00)	\$0.00	(\$20.00)	-4.00%
24.645.19084	VEHICLE REPAIR	\$4,000.00	\$869.68	\$3,869.44	\$130.56	\$0.00	\$130.56	3.26%
Dept: OUTSIDE DETAIL - 645		\$95,455.00	\$7,637.70	\$62,027.61	\$33,427.39	\$35,894.40	(\$2,467.01)	-2.58%
24.646.10001	SALARIES-DEPUTIES	\$0.00	\$0.00	\$170.49	(\$170.49)	\$35,894.40	(\$36,064.89)	0.00%
24.646.10008	OVERTIME	\$1,000.00	\$123.98	\$3,268.24	\$1,731.26	\$0.00	\$1,731.26	34.63%
24.646.11010	FICA	\$73.00	\$1.59	\$16.68	\$26.32	\$0.00	\$26.32	36.05%
24.646.11011	GROUP LIFE/DISABILITY	\$0.00	\$0.04	\$1.09	(\$1.09)	\$0.00	(\$1.09)	0.00%
24.646.11012	GROUP HEALTH INSURANCE	\$0.00	\$0.14	\$696.96	(\$696.96)	\$0.00	(\$696.96)	0.00%
24.646.11013	RETIREMENT	\$1,220.00	\$31.36	\$870.10	\$399.90	\$0.00	\$399.90	31.49%
24.646.11014	WORKERS COMPENSATION	\$162.00	\$10.61	\$106.10	\$55.90	\$0.00	\$55.90	34.51%
24.646.11016	DENTAL INSURANCE	\$0.00	\$2.87	\$30.03	(\$30.03)	\$0.00	(\$30.03)	0.00%
Dept: HIGHWAY SAFETY - 646		\$6,505.00	\$223.59	\$5,190.19	\$1,314.81	\$35,894.40	(\$34,579.59)	-531.58%
24.745.10001	SALARIES-DEPUTY	\$27,868.00	\$4,582.40	\$32,441.60	(\$4,573.60)	\$15,392.00	(\$19,965.60)	-71.64%
24.745.11010	FICA	\$2,132.00	\$350.58	\$2,471.80	(\$339.80)	\$0.00	(\$339.80)	-15.94%
Dept: DRUG TASK FORCE GRANT - 745		\$30,000.00	\$4,932.98	\$34,913.40	(\$4,913.40)	\$15,392.00	(\$20,305.40)	-67.68%
24.953.10001	REGIONAL NETWORK/TURN COOP	\$1,981.67	\$4,366.64	\$35,303.25	\$678.42	\$8,733.24	(\$8,054.82)	-22.39%
24.953.11010	FICA	\$4,348.00	\$334.06	\$3,674.66	\$673.34	\$0.00	\$673.34	15.49%
24.953.11011	LIFE INSURANCE	\$24.00	\$1.64	\$18.04	\$5.96	\$0.00	\$5.96	24.83%
24.953.11013	RETIREMENT	\$6,123.00	\$470.28	\$5,173.08	\$949.92	\$0.00	\$949.92	15.51%
24.953.11014	WORKERS COMPENSATION	\$110.00	\$7.20	\$72.03	\$37.97	\$0.00	\$37.97	34.52%
24.953.11015	UNEMPLOYMENT COMP INSURANCE	\$180.00	\$0.00	\$18.17	\$161.83	\$0.00	\$161.83	89.91%
24.953.11017	EDUCATION & TRAINING	\$2,500.00	\$0.00	\$2,469.85	\$30.15	\$0.00	\$30.15	1.21%
24.953.11018	EXPENSE ACCOUNT State budget \$	\$3,113.33	\$0.00	\$0.00	\$3,113.33	\$0.00	\$3,113.33	100.00%
24.953.11019	TRAVEL	\$2,500.00	\$0.00	\$1,713.63	\$786.37	\$0.00	\$786.37	31.45%
24.953.12020	AUDIT & LEGAL	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
24.953.12029	CONTRACT SERVICES	\$5,000.00	\$400.00	\$4,894.94	\$105.06	\$0.00	\$105.06	2.10%
24.953.12031	ADVERTISING	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
24.953.13036	OFFICE SUPPLIES FY11 \$3,100	\$2,000.00	\$748.82	\$1,370.68	\$629.32	\$0.00	\$629.32	31.47%
24.953.13038	POSTAGE	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
24.953.16068	TELEPHONE INTERNET	\$1,200.00	\$8.33	\$73.80	\$1,126.20	\$0.00	\$1,126.20	93.85%
24.953.19082	GENERAL MAINTENANCE & REPAIRS	\$500.00	\$59.99	\$189.98	\$310.02	\$0.00	\$310.02	62.00%
Dept: REGIONAL NETWORK/CUFSAP - 953		\$65,380.00	\$6,396.96	\$54,972.11	\$10,407.89	\$8,733.24	\$1,674.65	2.56%
24.955.10001	SALARY	\$46,363.00	\$3,566.34	\$39,229.76	\$7,133.24	\$7,132.65	\$0.59	0.00%
24.955.11010	FICA	\$3,733.00	\$280.18	\$3,089.00	\$644.00	\$0.00	\$644.00	17.25%

Sullivan County

A. Monthly Expense Delegates Report

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Filter Encumbrance Detail by Date Range

From Date: 4/1/2014

To Date: 4/30/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
24.955.11011	LIFE INSURANCE	\$24.00	\$1.64	\$18.04	\$5.96	\$0.00	\$5.96	24.83%
24.955.11012	GROUP HEALTH INSURANCE	\$10,577.00	\$822.42	\$8,224.20	\$2,352.80	\$0.00	\$2,352.80	22.24%
24.955.11013	RETIREMENT	\$5,256.00	\$404.32	\$4,447.52	\$808.48	\$0.00	\$808.48	15.38%
24.955.11014	WORKERS COMPENSATION	\$110.00	\$7.20	\$70.83	\$37.97	\$0.00	\$37.97	34.52%
24.955.11015	UNEMPLOYMENT COMP INSURANCE	\$180.00	\$0.00	\$0.00	\$180.00	\$0.00	\$180.00	100.00%
24.955.11016	DENTAL INSURANCE	\$477.00	\$39.74	\$317.92	\$159.08	\$0.00	\$159.08	33.35%
24.955.11018	EXPENSE ACCOUNT \$1,530	\$823.00	\$0.00	\$442.16	\$380.84	\$52.42	\$328.42	39.91%
24.955.11019	TRAVEL	\$2,350.00	\$420.04	\$2,686.64	\$200.00	\$0.00	\$200.00	100.00%
24.955.12020	LEGAL SERVICES	\$200.00	\$0.00	\$0.00	(\$336.64)	\$0.00	(\$336.64)	-14.33%
24.955.12029	CONTRACT SERVICES	\$2,500.00	\$0.00	\$1,677.84	\$822.16	\$0.00	\$822.16	32.89%
24.955.12031	ADVERTISING	\$750.00	\$0.00	\$312.40	\$437.60	\$0.00	\$437.60	58.35%
24.955.13032	GENERAL SUPPLIES	\$0.00	\$0.46	\$59.46	(\$59.46)	\$0.00	(\$59.46)	0.00%
24.955.13036	OFFICE SUPPLIES	\$300.00	\$0.00	\$163.59	\$136.41	\$0.00	\$136.41	45.47%
24.955.13037	SUBSCRIPTIONS	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	100.00%
24.955.16068	TELEPHONE/INTERNET	\$1,000.00	\$59.08	\$345.03	\$654.97	\$0.00	\$654.97	65.50%
24.955.19082	GENERAL MAINTENANCE & REPAIRS	\$600.00	(\$162.89)	\$16.94	\$583.06	\$0.00	\$583.06	97.18%
24.955.21097	NEW EQUIPMENT	\$0.00	\$169.88	(\$245.68)	\$245.68	\$0.00	\$245.68	0.00%
	Dept: PHNC - 955	\$75,293.00	\$5,667.38	\$60,856.85	\$14,436.15	\$7,185.07	\$7,251.08	9.63%
24.964.10001	SALARY FOR DFC	\$3,466.76	\$3,466.76	\$3,466.76	\$7,120.64	\$6,913.48	\$207.16	0.39%
24.964.11010	FICA	\$636.00	\$264.44	\$2,998.84	\$727.16	\$0.00	\$727.16	20.00%
24.964.11011	LIFE INSURANCE	\$26.00	\$1.64	\$18.04	\$7.96	\$0.00	\$7.96	30.62%
24.964.11012	HEALTH INSURANCE	\$19,488.00	\$0.00	\$0.00	\$19,488.00	\$0.00	\$19,488.00	100.00%
24.964.11013	RETIREMENT	\$4,360.00	\$372.30	\$4,095.30	\$257.70	\$0.00	\$257.70	5.92%
24.964.11014	WORKERS COMPENSATION	\$1,180.00	\$77.80	\$778.02	\$409.98	\$0.00	\$409.98	34.51%
24.964.11015	UNEMPLOYMENT COMP INSURANCE	\$22.00	\$0.00	\$37.98	(\$15.98)	\$0.00	(\$15.98)	-72.64%
24.964.11016	DENTAL INSURANCE	\$1,131.00	\$0.00	\$0.00	\$1,131.00	\$0.00	\$1,131.00	100.00%
24.964.11017	TRAINING & EDUCATION	\$500.00	\$0.00	\$350.00	\$150.00	\$0.00	\$150.00	30.00%
24.964.11018	EXPENSE ACCOUNT	\$6,500.00	\$1,103.50	\$34,015.13	(\$27,515.13)	\$0.00	(\$27,515.13)	-423.31%
24.964.11019	TRAVEL	\$7,860.00	\$2,306.74	\$12,250.73	(\$4,390.73)	\$0.00	(\$4,390.73)	-55.86%
24.964.12029	CONTRACT SERVICES	\$14,275.00	\$107.50	\$5,947.95	\$8,327.05	\$61.25	\$8,265.80	57.90%
24.964.12030	EQUIPMENT RENTAL	\$1,908.00	\$185.36	\$1,131.86	\$776.14	\$0.00	\$776.14	40.68%
24.964.12031	MARKETING/ADVERTISING	\$320.00	\$320.00	\$1,978.10	\$2,054.90	\$0.00	\$2,054.90	60.95%
24.964.13030	OCCUPANCY/OFFICE REN	\$1,692.00	\$0.00	\$0.00	\$1,692.00	\$0.00	\$1,692.00	100.00%
24.964.13032	GENERAL SUPPLIES	\$4,700.00	\$27.50	\$1,994.22	\$2,705.78	\$0.00	\$2,705.78	57.57%
24.964.13038	POSTAGE	\$180.00	\$0.48	\$1.42	\$178.58	\$0.00	\$178.58	99.21%
	Dept: SALARY DFC \$125,000 - 964	\$125,000.00	\$8,224.02	\$111,894.95	\$13,105.05	\$6,974.73	\$6,130.32	4.90%
24.982.10001	OFFICE SALARY	\$2,440.00	\$187.70	\$2,064.68	\$375.32	\$375.40	(\$0.08)	0.00%
24.982.11018	EXPENSE ACCOUNT	\$705.00	\$0.00	\$0.00	\$705.00	\$0.00	\$705.00	100.00%
24.982.11019	TRAVEL	\$650.00	\$0.00	\$137.01	\$512.99	\$0.00	\$512.99	78.92%
24.982.12029	CONTRACT SERVICES	\$5,330.00	\$0.00	\$2,432.96	\$2,897.04	\$0.00	\$2,897.04	54.35%
24.982.12031	ADVERTISING	\$500.00	\$0.00	\$106.61	\$393.39	\$0.00	\$393.39	78.68%
	Dept: RPHNS-IMMUNIZATION - 982	\$9,625.00	\$187.70	\$4,741.26	\$4,883.74	\$375.40	\$4,508.34	46.84%
	Dept: GRANTS - 24	\$432,810.00	\$34,015.22	\$374,580.96	\$58,229.04	\$110,449.24	(\$52,220.20)	-12.07%
40.480.21096	SCHC CAPITAL BUILDING ADDITION	\$170,000.00	\$0.00	\$34,003.32	\$135,996.68	\$0.00	\$135,996.68	80.00%
40.480.21097	SCHC CAPITAL	\$120,500.00	\$14,382.90	\$81,087.08	\$39,412.92	\$0.00	\$39,412.92	32.71%
	Dept: SCHC CAPITAL - 480	\$290,500.00	\$14,382.90	\$115,090.40	\$175,409.60	\$0.00	\$175,409.60	60.38%
40.492.10001	MARKETING SALARIES	\$75,608.00	\$5,821.13	\$64,062.89	\$11,543.11	\$11,632.64	(\$89.53)	-0.12%

Sullivan County

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 Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.492.10008	OVERTIME	\$600.00	\$88.02	\$426.31	\$173.69	\$0.00	\$173.69	28.95%
40.492.11010	FICA	\$5,830.00	\$369.39	\$4,145.40	\$1,684.60	\$0.00	\$1,684.60	28.90%
40.492.11011	GROUP LIFE INSURANCE	\$43.00	\$3.28	\$36.00	\$6.92	\$0.00	\$6.92	16.09%
40.492.11012	GROUP HEALTH INSURANCE	\$33,554.00	\$3,947.24	\$38,321.20	(\$4,767.20)	\$0.00	(\$4,767.20)	-14.21%
40.492.11013	RETIREMENT	\$8,207.00	\$636.42	\$6,445.53	\$1,261.47	\$0.00	\$1,261.47	15.37%
40.492.11014	WORKERS COMPENSATION	\$286.00	\$18.73	\$187.00	\$98.70	\$0.00	\$98.70	34.51%
40.492.11015	UNEMPLOYMENT COMP INSURANCE	\$92.00	\$0.00	\$75.97	\$16.03	\$0.00	\$16.03	17.42%
40.492.11016	DENTAL INSURANCE	\$1,792.00	\$213.80	\$1,643.24	\$148.76	\$0.00	\$148.76	8.30%
40.492.11017	EDUCATION AND TRAINING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
40.492.11019	TRAVEL EXPENSES	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
40.492.12031	ADVERTISING & PUBLIC RELATION	\$7,500.00	\$529.00	\$3,986.61	\$3,513.39	\$0.00	\$3,513.39	46.85%
40.492.13032	MARKETING SUPPLIES & MATERIAL	\$2,000.00	\$7.69	\$525.96	\$1,474.04	\$0.00	\$1,474.04	73.70%
40.492.13036	OFFICE SUPPLIES	\$1,000.00	\$9.67	\$690.79	\$309.21	\$0.00	\$309.21	30.92%
	Dept: MARKETING - 492	\$137,760.00	\$11,785.37	\$1,204.28	\$16,712.72	\$11,632.64	\$5,080.08	3.69%
40.500.10001	SALARIES	\$209,408.00	\$14,877.14	\$163,574.60	\$45,833.40	\$29,717.21	\$16,116.19	7.70%
40.500.10007	E.T. BUY BACK	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
40.500.10008	OVERTIME	\$500.00	\$0.00	\$188.25	\$311.75	\$0.00	\$311.75	62.35%
40.500.11010	FICA	\$16,203.00	\$1,090.31	\$12,053.24	\$4,149.76	\$0.00	\$4,149.76	25.61%
40.500.11011	GROUP LIFE INSURANCE	\$43.00	\$4.92	\$37.12	\$10.88	\$0.00	\$10.88	16.74%
40.500.11012	GROUP HEALTH INSURANCE	\$31,466.00	\$3,288.80	\$32,838.00	\$6,578.00	\$0.00	\$6,578.00	16.67%
40.500.11013	RETIREMENT	\$21,462.00	\$1,602.27	\$17,637.33	\$3,424.67	\$0.00	\$3,424.67	16.26%
40.500.11014	WORKERS COMPENSATION	\$418.00	\$75.00	\$371.98	\$196.02	\$0.00	\$196.02	34.51%
40.500.11015	UNEMPLOYMENT COMP INSURANCE	\$118.00	\$0.00	\$113.95	\$24.05	\$0.00	\$24.05	17.43%
40.500.11016	DENTAL INSURANCE	\$2,088.00	\$131.16	\$1,049.28	\$1,038.72	\$0.00	\$1,038.72	49.75%
40.500.11017	EDUCATION & CONFERENCES	\$4,500.00	\$0.00	\$1,030.97	\$3,469.03	\$0.00	\$3,469.03	77.09%
40.500.11019	TRAVEL	\$1,000.00	\$0.00	\$610.44	\$389.56	\$0.00	\$389.56	38.96%
40.500.12021	AUDIT	\$7,500.00	\$0.00	\$6,043.10	\$1,456.90	\$0.00	\$1,456.90	19.43%
40.500.12029	CONTRACT SERVICES	\$76,542.00	\$6,704.69	\$76,089.63	\$452.37	\$0.00	\$452.37	0.59%
40.500.13032	GENERAL SUPPLIES	\$0.00	\$0.00	\$7.82	(\$7.82)	\$0.00	(\$7.82)	0.00%
40.500.13036	OFFICE SUPPLIES	\$6,500.00	\$188.89	\$2,931.16	\$3,568.84	\$0.00	\$3,568.84	54.91%
40.500.13037	DUES, LICENSES & SUBSCRIPTIONS	\$7,710.00	\$5,850.00	\$10,750.80	(\$3,040.80)	\$0.00	(\$3,040.80)	-39.44%
40.500.13038	POSTAGE	\$3,000.00	\$600.00	\$3,969.97	\$2,030.03	\$0.00	\$2,030.03	33.83%
40.500.18068	TELEPHONE/INTERNET	\$36,000.00	\$2,901.33	\$25,299.11	\$10,700.89	\$0.00	\$10,700.89	29.72%
40.500.20092	MEDICAID ASSESSMENT	\$633,126.00	\$156,894.16	\$448,150.13	\$184,975.87	\$0.00	\$184,975.87	29.22%
40.500.21097	EQUIPMENT	\$10,000.00	\$0.00	\$3,630.78	\$6,369.22	\$0.00	\$6,369.22	63.69%
40.500.22093	INSURANCE	\$51,880.00	\$0.00	\$51,869.00	\$11.00	\$0.00	\$11.00	0.02%
	Dept: ADMINISTRATION - 501	\$1,131,156.00	\$194,170.87	\$858,313.66	\$272,842.34	\$29,717.21	\$243,125.13	21.49%
40.501.15051	RESIDENT STORE FUND	\$6,500.00	\$498.55	\$2,386.90	\$4,113.10	\$0.00	\$4,113.10	63.28%
	Dept: SCHC RESIDENT ACCOUNT - 501	\$6,500.00	\$498.55	\$2,386.90	\$4,113.10	\$0.00	\$4,113.10	63.28%
40.530.10001	SALARIES	\$746,118.00	\$52,930.58	\$614,568.04	\$131,549.96	\$104,851.37	\$26,698.59	3.58%
40.530.10007	E.T. BUY BACK	\$1,200.00	\$0.00	\$832.40	\$367.60	\$0.00	\$367.60	30.63%
40.530.10008	OVERTIME	\$17,000.00	\$1,970.48	\$27,663.67	(\$10,663.67)	\$0.00	(\$10,663.67)	-62.73%
40.530.10009	PERFORMANCE INCREASE	\$2,000.00	\$0.00	\$1,500.00	\$500.00	\$0.00	\$500.00	25.00%
40.530.11010	FICA	\$58,623.00	\$3,802.50	\$45,141.50	\$13,481.50	\$0.00	\$13,481.50	23.00%
40.530.11011	GROUP LIFE INSURANCE	\$518.00	\$32.80	\$371.46	\$146.54	\$0.00	\$146.54	28.29%
40.530.11012	GROUP HEALTH INSURANCE	\$275,386.00	\$16,341.40	\$171,631.96	\$103,754.04	\$0.00	\$103,754.04	37.68%
40.530.11013	RETIREMENT	\$82,533.00	\$5,665.30	\$66,262.48	\$16,270.52	\$0.00	\$16,270.52	19.71%
40.530.11014	WORKERS COMPENSATION	\$25,152.00	\$1,647.26	\$16,472.40	\$8,679.60	\$0.00	\$8,679.60	34.51%
40.530.11015	UNEMPLOYMENT COMP INSURANCE	\$1,150.00	\$0.00	\$949.58	\$200.42	\$0.00	\$200.42	17.43%

Sullivan County

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40.530.11016	DENTAL INSURANCE	\$15,977.00	\$1,102.12	\$9,160.66	\$6,816.34	\$0.00	\$6,816.34	42.66%
40.530.11017	EDUCATION & CONFERENCES	\$3,000.00	\$140.00	\$335.00	\$2,665.00	\$0.00	\$2,665.00	88.83%
40.530.12029	CONTRACT SERVICES	\$64,000.00	\$6,784.50	\$48,064.21	\$15,935.79	\$0.00	\$15,935.79	24.90%
40.530.13032	GENERAL SUPPLIES	\$67,000.00	\$6,075.73	\$44,734.35	\$22,268.57	\$0.00	\$22,268.57	33.24%
40.530.14042	FOOD	\$689,227.00	\$62,698.81	\$558,528.19	\$130,655.32	\$0.00	\$130,655.32	18.96%
40.530.21097	EQUIPMENT	\$14,000.00	\$237.89	\$6,215.34	\$7,784.09	\$0.00	\$7,784.09	55.60%
	Dept: DIETARY - 530	\$2,062,864.00	\$159,429.37	\$1,612,472.36	\$450,411.64	\$104,851.37	\$345,560.25	16.75%
40.540.10001	SALARIES SUPERVISORS STAFF	\$582,733.00	\$44,413.80	\$488,301.80	\$94,431.20	\$88,027.01	\$6,104.19	1.05%
40.540.10002	SALARIES REGISTERED NURSES	\$442,919.00	\$30,848.72	\$362,974.74	\$79,944.26	\$65,713.92	\$14,230.34	3.21%
40.540.10003	SALARIES L.P.N.'S	\$859,215.00	\$63,031.36	\$663,262.17	\$295,952.83	\$109,847.72	\$186,105.11	19.40%
40.540.10004	SALARIES NURSING AIDES	\$1,750,725.00	\$128,153.31	\$1,572,336.82	\$178,385.18	\$228,476.15	(\$50,090.97)	-2.86%
40.540.10006	CLERICAL	\$122,178.00	\$9,217.33	\$106,199.28	\$15,979.72	\$18,793.31	(\$2,813.59)	-2.30%
40.540.10007	E.T. BUY BACK	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	50.00%
40.540.10008	OVERTIME	\$402,318.00	\$27,278.31	\$27,943.50	\$124,374.50	\$0.00	\$124,374.50	30.91%
40.540.10009	PERFORMANCE INCREASE	\$10,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	50.00%
40.540.10022	SALARIES RN - PER DIEM	\$108,445.00	\$8,983.09	\$125,525.13	(\$17,080.13)	\$80,640.00	(\$97,720.13)	-90.11%
40.540.10033	SALARIES L.P.N.'S - PER DIEM	\$234,459.00	\$16,180.55	\$137,516.64	\$96,942.36	\$58,880.00	\$38,062.36	16.23%
40.540.10044	SALARIES NURSING AIDES-PER DIE	\$302,538.00	\$18,594.87	\$188,827.61	\$105,710.39	\$87,840.00	\$17,870.39	5.91%
40.540.10055	RN AGENCY NURSING	\$0.00	\$0.00	\$3,589.25	(\$3,589.25)	\$0.00	(\$3,589.25)	0.00%
40.540.10066	LPN AGENCY NURSING	\$0.00	\$925.30	\$18,299.30	(\$18,299.30)	\$0.00	(\$18,299.30)	0.00%
40.540.10077	LNA AGENCY NURSING	\$0.00	\$0.352.94	\$32,866.65	(\$32,866.65)	\$0.00	(\$32,866.65)	0.00%
40.540.11010	FICA	\$376,277.00	\$23,277.04	\$279,650.83	\$97,076.17	\$171.36	\$96,904.81	25.72%
40.540.11011	GROUP LIFE INSURANCE	\$2,400.00	\$137.76	\$1,501.42	\$948.58	\$0.00	\$948.58	38.72%
40.540.11012	GROUP HEALTH INSURANCE	\$1,120,931.00	\$85,164.55	\$866,747.00	\$254,184.00	\$0.00	\$254,184.00	22.68%
40.540.11013	RETIREMENT	\$341,000.00	\$22,764.57	\$265,509.04	\$75,490.96	\$0.00	\$75,490.96	22.14%
40.540.11014	WORKERS COMPENSATION	\$160,852.00	\$10,534.55	\$105,344.22	\$55,507.78	\$0.00	\$55,507.78	34.51%
40.540.11015	UNEMPLOYMENT COMP INSURANCE	\$47,500.00	\$0.00	\$39,297.78	\$8,202.22	\$0.00	\$8,202.22	17.27%
40.540.11016	DENTAL INSURANCE	\$56,859.00	\$4,627.56	\$37,867.97	\$19,191.03	\$0.00	\$19,191.03	33.75%
40.540.11017	EDUCATION & CONFERENCES	\$10,000.00	\$106.24	\$7,511.94	\$2,488.06	\$0.00	\$2,488.06	24.88%
40.540.12029	CONTRACT SERVICES	\$0.00	\$0.00	\$970.00	(\$970.00)	\$0.00	(\$970.00)	0.00%
40.540.12030	EQUIPMENT	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
40.540.13032	GENERAL SUPPLIES	\$26,100.00	\$2,342.19	\$16,639.46	\$3,360.54	\$0.00	\$3,360.54	16.80%
40.540.14052	MEDICAL SUPPLIES	\$280,000.00	\$24,102.33	\$203,382.76	\$76,617.24	\$0.00	\$76,617.24	27.36%
40.540.14053	OXYGEN	\$11,500.00	\$1,626.02	\$11,701.02	(\$201.02)	\$0.00	(\$201.02)	-1.75%
40.540.19082	GENERAL MAINTENANCE & REPAIRS	\$10,000.00	\$83.49	\$7,513.66	\$2,486.34	\$0.00	\$2,486.34	24.86%
40.540.21097	EQUIPMENT	\$35,000.00	\$3,550.69	\$22,205.28	\$12,794.72	\$0.00	\$12,794.72	36.56%
	Dept: NURSING - 540	\$7,396,360.00	\$537,356.67	\$5,865,868.63	\$1,530,481.37	\$738,389.47	\$792,091.90	10.71%
40.550.10001	SALARIES	\$389,634.00	\$30,828.53	\$321,209.28	\$68,424.72	\$62,749.47	\$5,675.25	1.46%
40.550.10007	E.T BUY BACK	\$1,800.00	\$0.00	\$1,342.60	\$457.40	\$0.00	\$457.40	25.41%
40.550.10008	OVERTIME	\$9,550.00	\$1,456.52	\$18,811.61	(\$9,261.61)	\$0.00	(\$9,261.61)	-96.98%
40.550.10009	PERFORMANCE INCREASE	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
40.550.11010	FICA	\$30,714.00	\$2,364.23	\$25,017.19	\$5,696.81	\$0.00	\$5,696.81	18.55%
40.550.11011	GROUP LIFE INSURANCE	\$195.00	\$13.12	\$133.66	\$61.34	\$0.00	\$61.34	31.46%
40.550.11012	GROUP HEALTH INSURANCE	\$127,593.00	\$5,772.10	\$62,746.58	\$64,846.42	\$0.00	\$64,846.42	50.82%
40.550.11013	RETIREMENT	\$39,426.00	\$3,104.46	\$34,599.38	\$4,826.62	\$0.00	\$4,826.62	12.24%
40.550.11014	WORKERS COMPENSATION	\$12,873.00	\$843.08	\$8,430.70	\$4,442.30	\$0.00	\$4,442.30	34.51%
40.550.11015	UNEMPLOYMENT COMP INSURANCE	\$1,320.00	\$0.00	\$1,089.95	\$230.05	\$0.00	\$230.05	17.43%
40.550.11016	DENTAL INSURANCE	\$5,774.00	\$314.04	\$2,750.38	\$3,023.62	\$0.00	\$3,023.62	52.37%
40.550.11017	EDUCATION & TRAINING	\$3,000.00	\$76.16	\$1,411.15	\$1,588.85	\$0.00	\$1,588.85	52.96%
40.550.12025	OPERATIONS: DIETARY MAINTENANC	\$10,000.00	\$171.90	\$8,977.53	\$1,022.47	\$0.00	\$1,022.47	10.22%

Sullivan County

A. Monthly Expense Delegates Report

From Date: 4/1/2014

To Date: 4/30/2014

Fiscal Year: 2013-2014

 Subtotal by Collapse Mask

 Include pre encumbrance

 Print accounts with zero balance

 Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.550.12029	CONTRACT SERVICES	\$103,840.00	\$6,178.79	\$53,619.82	\$50,220.18	\$0.00	\$50,220.18	48.36%
40.550.13032	GENERAL SUPPLIES	\$21,000.00	\$1,196.43	\$9,366.86	\$11,633.14	\$0.00	\$11,633.14	55.40%
40.550.13037	DUES,LICENSES & SUBSCRIPTIONS	\$2,220.00	\$350.00	\$1,835.00	\$385.00	\$0.00	\$385.00	17.34%
40.550.16062	PROPANE	\$10,000.00	\$1,779.30	\$19,206.94	(\$9,206.94)	\$0.00	(\$9,206.94)	-92.07%
40.550.16065	FUEL OIL	\$50,000.00	\$3,413.95	\$68,133.72	(\$18,133.72)	\$0.00	(\$18,133.72)	-36.27%
40.550.16069	GASOLINE	\$9,000.00	\$588.74	\$8,256.93	\$743.17	\$0.00	\$743.17	8.26%
40.550.18080	CARE OF GROUNDS	\$8,000.00	\$110.16	\$6,655.63	\$1,344.37	\$0.00	\$1,344.37	16.80%
40.550.19082	GENERAL MAINTENANCE & REPAIRS	\$70,000.00	\$9,060.85	\$9,407.71	\$9,592.29	\$0.00	\$9,592.29	13.70%
40.550.19084	VEHICLE REPAIRS	\$7,000.00	\$2,826.84	\$6,383.05	\$1,616.95	\$0.00	\$1,616.95	23.10%
40.550.20090	INTEREST PAYMENT	\$692.00	\$0.00	\$707.10	(\$15.10)	\$0.00	(\$15.10)	-2.18%
40.550.20091	PRINCIPAL PAYMENT	\$26,920.00	\$0.00	\$26,919.99	\$0.01	\$0.00	\$0.01	0.00%
40.550.20093	TAXES-PROPERTY	\$32,500.00	\$0.00	\$17,898.00	\$14,602.00	\$0.00	\$14,602.00	44.93%
40.550.21097	EQUIPMENT	\$2,000.00	\$0.00	\$0,910.36	(\$7,910.36)	\$0.00	(\$7,910.36)	-395.52%
	Dept: OPERATION OF PLANT - 550	\$975,551.00	\$70,448.00	\$52,221.02	\$200,229.98	\$62,749.47	\$137,480.51	14.09%
40.555.10001	OFFICE SALARIES	\$34,557.00	\$2,667.97	\$29,253.88	\$5,303.12	\$5,315.20	(\$12.08)	-0.03%
40.555.10008	OVERTIME	\$250.00	\$12.46	\$374.49	(\$124.49)	\$0.00	(\$124.49)	-49.80%
40.555.11010	FICA	\$2,663.00	\$181.16	\$2,029.25	\$633.75	\$0.00	\$633.75	23.80%
40.555.11011	GROUP LIFE/DISABILITY	\$22.00	\$1.64	\$18.04	\$3.96	\$0.00	\$3.96	18.00%
40.555.11012	GROUP HEALTH INSURANCE	\$3,412.00	\$1,525.98	\$15,056.90	\$3,052.20	\$0.00	\$3,052.20	16.67%
40.555.11013	RETIREMENT	\$7,749.00	\$288.68	\$3,180.96	\$558.04	\$0.00	\$558.04	14.89%
40.555.11014	WORKERS COMPENSATION	\$1,118.00	\$73.22	\$732.19	\$385.81	\$0.00	\$385.81	34.51%
40.555.11015	UNEMPLOYMENT COMP INSURANCE	\$184.00	\$0.00	\$151.93	\$32.07	\$0.00	\$32.07	17.43%
40.555.11016	DENTAL INSURANCE	\$80.00	\$65.68	\$524.64	\$276.36	\$0.00	\$276.36	34.50%
40.555.11017	EDUCATION & TRAINING	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
40.555.12029	CONTRACT SERVICES	\$350.00	\$0.00	\$162.42	\$187.58	\$0.00	\$187.58	53.59%
40.555.13032	GENERAL SUPPLIES	\$700.00	\$0.00	\$815.56	(\$115.56)	\$0.00	(\$115.56)	-16.51%
40.555.19082	GENERAL MAINTENANCE & REPAIRS	\$250.00	\$0.00	\$53.68	\$196.32	\$0.00	\$196.32	78.53%
	Dept: CENTRAL SUPPLY - 550	\$63,206.00	\$4,816.69	\$52,566.84	\$10,639.16	\$5,315.20	\$5,323.96	8.42%
40.560.10001	SALARIES	\$187,547.00	\$13,335.91	\$149,071.48	\$38,475.52	\$24,920.32	\$13,555.20	7.23%
40.560.10008	OVERTIME	\$4,500.00	\$232.83	\$3,340.36	\$1,159.64	\$0.00	\$1,159.64	25.77%
40.560.10009	PERFORMANCE INCREASE	\$100.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
40.560.11010	FICA	\$14,730.00	\$990.42	\$11,347.97	\$3,382.03	\$0.00	\$3,382.03	22.96%
40.560.11011	GROUP LIFE INSURANCE	\$132.00	\$8.20	\$89.38	\$42.62	\$0.00	\$42.62	32.29%
40.560.11012	GROUP HEALTH INSURANCE	\$18,305.00	\$2,228.20	\$15,956.23	\$2,348.77	\$0.00	\$2,348.77	12.83%
40.560.11013	RETIREMENT	\$20,738.00	\$1,326.06	\$15,058.02	\$5,679.98	\$0.00	\$5,679.98	27.39%
40.560.11014	WORKERS COMPENSATION	\$6,140.00	\$402.12	\$4,021.17	\$2,118.83	\$0.00	\$2,118.83	34.51%
40.560.11015	UNEMPLOYMENT COMP INSURANCE	\$276.00	\$0.00	\$944.63	(\$668.63)	\$0.00	(\$668.63)	-242.26%
40.560.11016	DENTAL INSURANCE	\$1,311.00	\$201.16	\$1,577.37	(\$266.37)	\$0.00	(\$266.37)	-20.32%
40.560.11017	EDUCATION & TRAINING	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
40.560.13032	GENERAL SUPPLIES	\$21,500.00	\$807.17	\$9,704.42	\$11,795.58	\$0.00	\$11,795.58	54.86%
40.560.14043	LINEN	\$36,300.00	\$6,787.87	\$28,245.43	\$8,054.57	\$0.00	\$8,054.57	22.19%
40.560.19082	GENERAL MAINTENANCE & REPAIRS	\$12,500.00	\$658.90	\$6,379.10	\$6,120.90	\$0.00	\$6,120.90	48.97%
40.560.21097	EQUIPMENT	\$1,500.00	\$0.00	\$1,205.05	\$294.95	\$0.00	\$294.95	19.66%
	Dept: LAUNDRY & LINEN - 560	\$326,479.00	\$26,978.84	\$246,940.61	\$79,538.39	\$24,920.32	\$54,618.07	16.73%
40.570.10001	SALARIES	\$376,934.00	\$26,750.97	\$308,128.39	\$68,805.61	\$51,800.06	\$17,005.55	4.51%
40.570.10008	OVERTIME	\$5,000.00	\$49.76	\$2,247.33	\$2,752.67	\$0.00	\$2,752.67	55.05%
40.570.10009	PERFORMANCE INCREASE	\$1,500.00	\$0.00	\$500.00	\$1,000.00	\$0.00	\$1,000.00	66.67%
40.570.11010	FICA	\$29,333.00	\$1,863.50	\$21,519.87	\$7,813.13	\$0.00	\$7,813.13	26.64%
40.570.11011	GROUP LIFE INSURANCE	\$324.00	\$18.04	\$218.12	\$105.88	\$0.00	\$105.88	32.68%

Sullivan County

A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 4/1/2014

To Date: 4/30/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.570.11012	GROUP HEALTH INSURANCE	\$125,435.00	\$7,149.28	\$87,518.21	\$37,916.79	\$0.00	\$37,916.79	30.23%
40.570.11013	RETIREMENT	\$41,296.00	\$2,603.47	\$30,809.38	\$10,486.62	\$0.00	\$10,486.62	25.39%
40.570.11014	WORKERS COMPENSATION	\$12,333.00	\$807.71	\$8,077.04	\$4,255.96	\$0.00	\$4,255.96	34.51%
40.570.11015	UNEMPLOYMENT COMP INSURANCE	\$2,940.00	\$0.00	\$2,427.92	\$512.38	\$0.00	\$512.38	17.43%
40.570.11016	DENTAL INSURANCE	\$8,203.00	\$576.18	\$4,822.93	\$3,380.07	\$0.00	\$3,380.07	39.99%
40.570.11017	EDUCATION & TRAINING	\$1,000.00	\$0.00	\$127.23	\$872.03	\$0.00	\$872.03	87.20%
40.570.12039	FLOOR CARE	\$7,500.00	\$374.50	\$8,057.38	(\$557.38)	\$0.00	(\$557.38)	-7.43%
40.570.13033	CLEANING SUPPLIES	\$37,000.00	\$3,744.69	\$27,511.90	\$9,488.10	\$0.00	\$9,488.10	25.64%
40.570.19082	GENERAL MAINTENANCE & REPAIRS	\$3,000.00	\$198.73	\$1,997.18	\$1,202.82	\$0.00	\$1,202.82	40.09%
40.570.21097	EQUIPMENT	\$2,850.00	\$0.00	\$1,867.44	\$982.56	\$0.00	\$982.56	34.48%
	Dept: HOUSEKEEPING - 570	\$854,648.00	\$44,130.58	\$505,730.76	\$148,917.24	\$51,800.06	\$97,117.18	14.84%
40.580.12029	CONTRACT SERVICES	\$27,000.00	\$400.10	\$0,172.20	\$6,827.80	\$0.00	\$6,827.80	25.29%
40.580.14044	DRUGS - BILLABLE	\$9,500.00	\$482.28	\$357.92	\$6,142.08	\$0.00	\$6,142.08	64.65%
	Dept: PHYSICIAN & PHARMACY - 580	\$36,500.00	\$2,777.48	\$23,530.12	\$12,969.88	\$0.00	\$12,969.88	35.53%
40.585.12052	THERAPY SERVICES	\$260,000.00	\$16,092.54	\$137,406.56	\$122,593.44	\$0.00	\$122,593.44	47.15%
40.585.12035	MED. PART A: SPEECH EXPENSES	\$0.00	\$0.00	\$48.98	(\$48.98)	\$0.00	(\$48.98)	0.00%
40.585.12036	MED. PART A: XRAY EXPENSE	\$4,500.00	\$0.00	\$3,241.48	\$1,258.58	\$0.00	\$1,258.58	27.97%
40.585.12037	MED. PART A: LAB EXPENSE	\$14,000.00	\$164.78	\$9,275.26	\$9,724.75	\$0.00	\$9,724.75	64.83%
40.585.12038	MED. PART A: AMBULANCE EX	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
40.585.14044	MED. PART A: PHARMACY EXP	\$150,000.00	\$10,964.70	\$89,943.21	\$90,056.79	\$0.00	\$90,056.79	60.04%
40.585.14052	MEDICAL EXPENSES	\$5,000.00	\$0.00	\$270.01	\$4,729.99	\$0.00	\$4,729.99	94.60%
	Dept: MEDICARE PART A - 585	\$436,000.00	\$7,222.02	\$206,185.43	\$229,814.57	\$0.00	\$229,814.57	52.71%
40.586.12033	PHYSICAL THERAPY SERVICES	\$129,153.00	\$15,407.02	\$129,374.89	(\$221.89)	\$0.00	(\$221.89)	-0.17%
40.586.12034	OCCUPATIONAL THERAPY SERVICES	\$129,153.00	\$9,760.94	\$89,766.72	\$39,386.28	\$0.00	\$39,386.28	30.50%
40.586.12035	SPEECH THERAPY SERVICES	\$64,577.00	\$5,690.40	\$50,927.24	\$13,649.76	\$0.00	\$13,649.76	21.14%
	Dept: MEDICARE PART B - 586	\$322,883.00	\$30,848.36	\$270,068.85	\$52,814.15	\$0.00	\$52,814.15	16.36%
40.589.12029	MEDICAID SPEECH THERAPY	\$8,000.00	\$88.78	\$1,125.45	\$6,874.55	\$0.00	\$6,874.55	85.93%
	Dept: MEDICAID SPEECH THERAPY - 589	\$8,000.00	\$88.78	\$1,125.45	\$6,874.55	\$0.00	\$6,874.55	85.93%
40.591.10001	SALARIES	\$0.00	\$0.00	\$224.85	(\$224.85)	\$0.00	(\$224.85)	0.00%
40.591.11010	FICA	\$0.00	\$0.00	\$17.20	(\$17.20)	\$0.00	(\$17.20)	0.00%
40.591.11013	RETIREMENT	\$0.00	\$0.00	\$24.22	(\$24.22)	\$0.00	(\$24.22)	0.00%
40.591.12029	CONTRACT SERVICES	\$25,000.00	\$1,646.77	\$15,169.82	\$9,800.18	\$0.00	\$9,800.18	39.20%
40.591.13032	GENERAL SUPPLIES	\$15,000.00	\$1,064.52	\$13,225.68	\$1,774.32	\$0.00	\$1,774.32	11.83%
	Dept: PHYSICIAN THERAPY - 591	\$40,000.00	\$2,711.29	\$28,691.77	\$11,308.23	\$0.00	\$11,308.23	28.27%
40.592.12029	CONTRACT SERVICES	\$20,000.00	\$154.44	\$7,487.20	\$12,512.80	\$0.00	\$12,512.80	62.56%
40.592.13032	GENERAL SUPPLIES	\$4,000.00	\$21.41	\$1,391.93	\$2,608.07	\$0.00	\$2,608.07	65.20%
	Dept: OCCUPATIONAL THERAPY - 592	\$24,000.00	\$175.85	\$8,879.13	\$15,120.87	\$0.00	\$15,120.87	63.00%
40.593.10001	SALARIES	\$237,672.00	\$15,358.54	\$177,391.28	\$60,280.72	\$32,486.03	\$27,794.69	11.69%
40.593.10008	OVERTIME	\$2,000.00	\$42.66	\$282.15	\$1,717.85	\$0.00	\$1,717.85	85.89%
40.593.10009	PERFORMANCE INCREASE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
40.593.11010	FICA	\$18,412.00	\$1,115.06	\$12,965.22	\$5,446.78	\$0.00	\$5,446.78	29.58%
40.593.11011	GROUP LIFE INSURANCE	\$176.00	\$9.84	\$113.98	\$62.02	\$0.00	\$62.02	35.24%
40.593.11012	GROUP HEALTH INSURANCE	\$35,175.00	\$2,931.12	\$29,311.20	\$5,863.80	\$0.00	\$5,863.80	16.67%
40.593.11013	RETIREMENT	\$25,199.00	\$1,477.77	\$17,187.12	\$8,011.88	\$0.00	\$8,011.88	31.79%
40.593.11014	WORKERS COMPENSATION	\$7,632.00	\$499.84	\$4,998.31	\$2,633.69	\$0.00	\$2,633.69	34.51%

Sullivan County

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Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 4/1/2014

To Date: 4/30/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.593.11015	UNEMPLOYMENT COMP INSURANCE	\$1,472.00	\$0.00	\$1,215.46	\$256.54	\$0.00	\$256.54	17.43%
40.593.11016	DENTAL INSURANCE	\$3,741.00	\$201.76	\$1,609.28	\$2,131.72	\$0.00	\$2,131.72	56.88%
40.593.11017	EDUCATION & TRAINING	\$1,500.00	\$0.00	\$908.21	\$591.79	\$0.00	\$591.79	39.45%
40.593.12029	CONTRACT SERVICES	\$16,000.00	\$2,614.60	\$12,184.86	\$3,815.54	\$0.00	\$3,815.54	23.85%
40.593.13032	GENERAL SUPPLIES	\$8,000.00	\$1,659.44	\$5,322.17	\$2,672.83	\$0.00	\$2,672.83	33.41%
40.593.21097	EQUIPMENT	\$3,300.00	\$1,219.93	\$2,185.01	\$1,114.89	\$0.00	\$1,114.89	33.89%
	Dept: RECREATIONAL THERAPY - 593	\$361,279.00	\$27,129.96	\$265,681.95	\$95,597.05	\$32,486.03	\$63,111.02	17.47%
40.594.10001	EMPLOYEE SALARIES	\$99,750.00	\$7,597.84	\$86,621.22	\$11,128.78	\$14,770.55	(\$3,641.77)	-3.65%
40.594.10007	E.T. BUY BACK	\$1,700.00	\$0.00	\$1,022.40	\$677.60	\$0.00	\$677.60	39.86%
40.594.10008	OVERTIME	\$0.00	\$8.10	\$330.94	(\$330.94)	\$0.00	(\$330.94)	0.00%
40.594.11010	FICA	\$7,761.00	\$615.83	\$6,437.18	\$1,323.82	\$0.00	\$1,323.82	17.06%
40.594.11011	GROUP LIFE INSURANCE	\$44.00	\$3.28	\$32.80	\$11.20	\$0.00	\$11.20	25.45%
40.594.11012	GROUP HEALTH INSURANCE	\$23,684.00	\$1,973.52	\$20,014.54	\$2,869.46	\$0.00	\$2,869.46	12.72%
40.594.11013	RETIREMENT	\$10,926.00	\$797.64	\$8,683.81	\$2,272.19	\$0.00	\$2,272.19	20.80%
40.594.11014	WORKERS COMPENSATION	\$2,972.00	\$194.64	\$1,946.40	\$1,025.60	\$0.00	\$1,025.60	34.51%
40.594.11015	UNEMPLOYMENT COMP INSURANCE	\$368.00	\$0.00	\$303.87	\$64.13	\$0.00	\$64.13	17.43%
40.594.11016	DENTAL INSURANCE	\$2,107.00	\$213.80	\$1,734.66	\$372.34	\$0.00	\$372.34	17.67%
40.594.11017	EDUCATION & TRAINING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
40.594.11019	TRAVEL EXPENSE	\$208.00	\$0.00	\$54.81	\$195.19	\$0.00	\$195.19	78.08%
40.594.12029	CONTRACT SERVICES	\$70,000.00	\$1,894.86	\$13,007.66	\$6,902.34	\$0.00	\$6,902.34	34.51%
	Dept: SOCIAL SERVICES - 594	\$170,162.00	\$1,223.60	\$145,050.29	\$27,511.71	\$14,770.55	\$12,741.16	7.47%
40.596.12029	CONTRACT SERVICES	\$22,000.00	\$1,745.94	\$15,333.78	\$6,666.22	\$0.00	\$6,666.22	30.30%
	Dept: DENTAL SERVICE - 596	\$22,000.00	\$1,745.94	\$15,333.78	\$6,666.22	\$0.00	\$6,666.22	30.30%
40.997.05990	IMPLIED TRANSFERS	(\$1,961,297.00)	\$0.00	(\$1,470,972.75)	(\$490,324.25)	\$0.00	(\$490,324.25)	25.00%
40.997.15996	TRANSFER OUT ACCOUNTING PAYABLE	\$223,736.00	\$0.00	\$0.00	\$223,736.00	\$0.00	\$223,736.00	100.00%
40.997.15997	TRANSFER OUT HR/PAYROLL	\$170,691.00	\$0.00	\$0.00	\$170,691.00	\$0.00	\$170,691.00	100.00%
	Dept: TRANSFER OUT - 997	(\$1,566,870.00)	\$0.00	(\$1,470,972.75)	(\$95,897.25)	\$0.00	(\$95,897.25)	6.12%
	Fund: HEALTH CARE - 40	\$12,899,388.00	\$1,169,925.57	\$9,847,312.50	\$3,252,075.50	\$1,076,632.32	\$2,175,443.18	16.86%
41.505.15051	SCHC BOOK FUND-EXPENSE	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	100.00%
	Dept: SCHC BOOK FUNDS - 505	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	100.00%
41.508.15051	SCHC ALIX MINGREN FUND-EXPENSE	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
	Dept: SCHC ALIX MINGREN FUND - 508	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
41.509.15051	SCHC ELSIE HARDISON FUND-EXPENSE	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
	Dept: SCHC ELSIE HARDISON FUND - 509	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
	Fund: TRUST FUNDS - 41	\$3,400.00	\$0.00	\$0.00	\$3,400.00	\$0.00	\$3,400.00	100.00%
42.700.12020	LEGAL EXPENSE	\$0.00	\$0.00	\$13,585.21	(\$13,585.21)	\$0.00	(\$13,585.21)	0.00%
42.700.12029	BIOMASS CAPITAL PROJECT CONTRA	\$1,500,000.00	\$95,472.50	\$1,319,255.82	\$180,744.08	\$0.00	\$180,744.08	12.05%
42.700.20090	INTEREST ON TEMP FINANCING	\$0.00	\$0.00	\$1,715.00	(\$1,715.00)	\$0.00	(\$1,715.00)	0.00%
	Dept: FACILITIES - 700	\$1,500,000.00	\$95,472.50	\$1,334,556.13	\$165,443.87	\$0.00	\$165,443.87	11.03%
	Fund: CAPITAL IMPROVEMENTS - 42	\$1,500,000.00	\$95,472.50	\$1,334,556.13	\$165,443.87	\$0.00	\$165,443.87	11.03%

Sullivan County

A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 4/1/2014

To Date: 4/30/2014

Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

Grand Total:

\$30,730,122.00

\$2,403,984.16

\$24,032,419.20

\$6,697,702.50

\$1,739,609.43

\$4,958,093.37

16.13%

End of Report

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Sullivan County, New Hampshire Mobile Phone Policy

Sullivan County issues mobile phones or provides a monthly mobile phone stipend to allow efficient and cost effective execution of County business. The purpose of this policy is to provide guidance regarding the provision of County-issued mobile phones to employees or stipends to employees to cover work-related use of personal mobile phones. This policy is intended to supplement the Sullivan County Employment Manual, in so far as that document does not fully address employee use of mobile phones.

IRS Guidance on Cell Phones: In 2011, the IRS issued guidance on the taxability of cell phones (see IRS Notice 2011-72). It is the County's understanding that where there is a substantial business purpose for requiring the employee to maintain a cell phone, reimbursement to the employee for the use of a personal cell phone will not be considered taxable income so long as the employee's plan is reasonable for the business need. Notice 2011-72 further provides that the IRS will treat the employee's use of an employer-provided cell phone for reasons related to the employer's business as a working condition fringe benefit, the value of which is excludable from the employee's income provided that the cell phone must be issued primarily for business reasons. Additionally, any personal use of the employer-provided cell phone will be treated as a de minimis fringe benefit, excludable from the employee's gross income.

1.1 Personal Use of County-Provided Mobile Phones

Sullivan County audits County-provided mobile phone services (voice minutes used, text messages sent/received, and data service use) which include a review of the monthly billing by the individual's supervisor, the Director of Facilities, and/or the County Manager.

Incidental personal use of County-provided mobile phone lines is permitted. The County may seek reimbursement for such personal use for any costs incurred above what the County would normally pay. If personal use of County-provided mobile phone becomes regular and on-going, the employee may be asked to obtain a personal mobile phone and moved to a monthly mobile phone stipend.

1.2 Shared and Vehicle-Installed County-Provided Mobile Phones

Where a County-provided mobile phone is assigned to more than one individual or is installed in a County vehicle, individuals who make or receive personal calls on such phones shall make a record of such calls to assist in reconciling the mobile phone bill. The County may seek reimbursement for personal use for any costs incurred above what the County would normally pay.



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1.3 Stipend for Regular Use of Personal Mobile Phones

Upon the department head's recommendation and County Manager approval, employees who would otherwise be provided with a County-issued mobile phone may request, in the alternative, a monthly stipend for use of their personal mobile phone for County business. The payment of stipend is to cover the anticipated use of a cell phone for business purposes and is not intended to enhance an employee's salary or benefits.

1.3.1 Eligibility: Employees whose job duties include the *frequent need* for a cell phone are eligible to receive a monthly cell phone stipend to cover business-related costs. An employee is eligible for a phone stipend if at least one of the following criteria is met:

- a) The employee's department head identifies the employee as a key staff member needed in the event of an emergency and/or who is involved in frequent off hours/on-call activity;
- b) The nature of this employee's work is critical to the operation of the department and immediate response is required;
- c) The job function of the employee requires considerable time outside of his/her assigned office or work area and it is important to the County that s/he is accessible during those times;
- d) The job function of the employee requires him/her to have wireless data and internet access at all times;
- e) The anticipated level of business use is significant;
- f) The related cost is justified when compared with alternative communication choices; or

1.3.2 Stipend Plan:

- a) If an employee meets the eligibility requirements for a cell phone as outlined above, a stipend may be requested in writing to the department director.
- b) Once approved, the stipend amount will be added to the employee's regular pay. In order to meet IRS guidelines, any amount added for cell phone service will be identified as a non-taxable benefit.
- c) The stipend will be paid as a flat rate per month, based on the selected service and outlined below. The County will pay only the agreed upon amount.
- d) The stipend allowance is neither permanent nor guaranteed. The County reserves the right to remove a participant from this plan and/or cancel the stipend.
- e) The amount of the stipend will be determined based on the plan required given the employee's job responsibilities. A tiered model based on the current market rates includes the following options:
 - i. Voice only: \$20 per month
 - ii. Voice & Data: \$50 per month



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1.3.3 Employee Responsibilities:

The County will not pay for the purchase of personal cell phones, activation fees or insurance. Stipend amounts for data plan and phone with data factor in the device replacement cost, and replacement is the responsibility of the employee.

Employees who receive a monthly stipend agree to: 1) purchase a device that meets the County's technical standards (if specified); 2) adhere to the County's personnel policies regarding telecommunications, social media, code of conduct; and 3) use their personal phone for County business.

- a) The employee is responsible for purchasing a cell phone and establishing a service contract with the cell phone service provider of his/her choice. The cell phone contract shall be in the name of the employee, who is solely responsible for all payments to the service provider. If there are problems with service, the employee is expected to work directly with the carrier for resolution.
- b) The County does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the stipend.
- c) Because the cell phone is owned by the employee, the stipend is not considered taxable income and the employee may use the phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features as desired.
- d) Support from the County's Information Technology (IT) service provider is not guaranteed and is limited to connecting a personally-owned device to County-provided resources, including email, calendar, and contacts.
- e) Most wireless transmissions are not secure. Therefore, individuals using wireless services should use discretion in relaying confidential information.
- f) An employee receiving a cell phone stipend must be able to show, if requested by his/her supervisor, a copy of the monthly access plan charges and business related confirming they continue to have a contract for the cell phone.
 - i. If the employee terminates the wireless contract, s/he must notify his/her supervisor within 5 business days to terminate the stipend.
- g) Any cell phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cell phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the wireless device service provider, and to IT as soon as possible.



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- h) Employees are expected to delete all County data from the cell phone when their employment with the County concludes, except when required to maintain that data in compliance with litigation hold notice.

1.3.4 Cancellation

- a) Any stipend will be immediately cancelled if:
 - i. An employee receiving a stipend terminates employment with the County.
 - ii. The employee changes position within the County and is no longer required to use a cell phone for business reasons.
 - iii. There is misuse/misconduct with the phone.
 - iv. A decision by management results in the need to end the program.
 - v. The employee no longer wants to retain the current cell phone contract for personal purposes and instead seeks to receive a County-issued phone.

1.4 Reimbursement for Occasional Business Use of Personal Mobile Phones

If an employee's job duties do not include the need for a cell phone, the employee is not eligible for a cell phone stipend. Such employees may request reimbursement for the actual *extra* expenses of business cell phone calls on their personal cell phone. Reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the invoice; expenses for minutes included in the plan will not be reimbursed. The individual should make personal payment to the provider, and then should submit a request for reimbursement to the department head, who must approve the request prior to payment. Reimbursement documentation should identify the business purpose.

1.5 County-Owned Cell Phones

The County may own and retain a limited number of cell phones for emergency, disaster recovery, and/or other business purposes. Assignment of the phones is subject to department head approval and must follow the eligibility requirements outlined in Section 1.3.1, above.

1.5.1 Reimbursing the County for Personal Calls

Employees who use County-provided mobile phones for personal use (calls or text messages) are responsible for reimbursing excessive costs associated with the personal use. The amount of the reimbursement to the County will be equal to the increase in monthly charges to the County caused by the personal calls.

For example: The calling plan for a particular mobile phone is 60 minutes for \$19.95 with additional minutes at \$.25 per minute and \$.20 per text message, and the person assigned to the phone uses the phone for 5 minutes of personal calls and sends 5 personal text messages.

- a) If the total minutes for all calls does not exceed the 60 minutes in the plan during the month, the individual would owe nothing for the personal phone calls and would owe \$1.00 for the personal text messages



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- b) If the total minutes exceed the 60 minutes, the individual would owe \$.25 for each minute over the 60 minutes (the total length of their personal calls).

Effective Date: This policy is effective retroactive to January 1, 2014.

Approved by the Sullivan County Board of Commissioners on this day, the ___ of May, 2014:

Jeffrey Barrette, Chair

Bennie C. Nelson, Vice Chair

Ethel Jarvis, Clerk



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l.d.
Appendix D.

Graham & Graham, P.C.

Certified Public Accountants
Business Advisors and Management Consultants

COUNTY OF SULLIVAN, NEW HAMPSHIRE

REPORT ON FUNDING AND ACCUMULATED COSTS TO DEVELOPMENT THE
BIOMASS FACILITY

APRIL 21, 2014

15 North Main Street, Suite 204, Concord, NH 03301 (603) 225-2944 Voice (603) 856-7635 Fax
174 Court Street, PO Box 1661, Laconia, NH 03247 (603) 527-8721 Voice (603) 527-8187 Fax
6 Main Street, PO Box 886, Springfield, VT 05156 (802) 885-5340 Voice (802) 885-4999 Fax
162 North Main Street, Barre, VT 05641 (802) 356-2423 Voice
E-Mail: jeff@grahamcpa.com

April 21, 2014

Jessie Levine
County Manager
14 Main Street
Newport, NH 03773

Dear Jessie:

Graham & Graham, PC is pleased to submit our report on the Biomass facility funding sources, and costs and uses of such funding incurred during the construction of the facility.

We thank you for choosing Graham & Graham, PC as your qualified professional services provider. Graham & Graham PC has performed many successful forensic and accounting examinations that have resulted in financial recoveries and prosecutions and has also established a strong record in the field of due diligence, financial advisory and program compliance review services. We affirm that we are independent of all parties involved in the ownership, development and maintenance of the biomass facility, as defined by industry professional standards.

This report details the scope and methodology of the services we performed at your request in support of our evaluation of the grant funding received and cash disbursed to construct the Biomass Facility. Our report is intended to be used in support of the underlying Biomass facility accounting and is not intended to be used for any other purpose. The amounts calculated and conclusions reached in our report were based on information and documentation provided to us by you or your support staff. In the event of changes to the facts and circumstances of the biomass facility which existed at the time this report was written, the conclusions reached in our report may require revision as a result of changes to the facts and circumstances of our evaluation of the biomass facility construction-in-progress.

Exhibits I and II of this report reflect total Biomass facility funding sources of \$187,686 remaining to finance future Biomass project construction costs.

Should you require additional information, or have any questions, please do not hesitate to contact me at (603) 225-2944.

Sincerely,



Jeffrey A. Graham, CPA, CFF, CSEP
President and for the firm
jeff@grahamcpa.com

TABLE OF CONTENTS

Transmittal Letter

Background..... 1

Scope and Methodology 2

Results of Procedures Performed..... 3

Exhibit I 5 - 6

Exhibit II 7

BACKGROUND

Sullivan County, New Hampshire (the “County”) is constructing a Biomass Combined Heat and Power (CHP) District Energy System at its Unity Complex. The system will be fueled by locally sourced, renewable wood chips and produce inexpensive heat and electricity for the County’s Nursing Home and Jail facilities as well as two smaller onsite buildings. The campus includes over 215,000 square feet of conditioned space.

The system will annually replace 95% of fuel oil purchases on the campus and 10% of electric purchases in the Nursing Home with renewable biomass energy. Purchased energy costs are reduced by approximately \$300,000 annually based on 2012 oil and electric prices.

The system includes an 5 mmBtu/hr output biomass boiler and a 40 kW steam turbine and generator. The biomass system provides steam to the Jail and Nursing Home. Steam provided to the Nursing Home is used to drive the turbine/generator which produces electricity. The exhaust steam from the turbine is then used throughout the Nursing Home. The steam production system includes approximately 1,000 feet of pre-insulated underground steel piping. Woodard and Curran is the design build contractor awarded the contract for the project, which is scheduled for completion during 2014. As of January 2014, the Biomass facility provided heat to substantially all intended buildings and areas in the Unity Complex.

The project has a total cost of approximately \$3,500,000 financed primarily with a \$2,800,000 bond issuance through Lake Sunapee Bank and with \$625,000 in grant funding provided by the New Hampshire Public Utilities Commission, USFS NE Area Woody Biomass Utilization Grant, and a grant from the North Country RC&D / USFS Wood Education and Resource Center. The system also centralizes steam production operations in one building by adding a new propane-fired steam boiler to provide heat backup and to avoid certain future capital costs to replace aging HVAC equipment. The system will use locally sourced renewable energy to provide the County with stable energy prices when compared to volatile fossil fuel costs and keep over \$80,000 in heating fuel expenditures within the local economy. The County is working with local schools and technical centers to develop educational programs to teach the efficient use of renewable energy.

SCOPE AND METHODOLOGY

Graham and Graham, PC was engaged by the management of Sullivan County to review for accuracy and completeness the sources and amounts of funding provided for construction of the Biomass facility as well as the amounts spent to date and anticipated future remaining estimated costs to complete the project.

We requested, obtained and reviewed the grant agreements underlying the grant awards provided to the County in support of the construction of the Biomass facility. We requested all grant award agreements, and were provided with the agreements evidencing the \$300,000 grant provided by the New Hampshire Public Utilities Commission, the \$250,000 grant provided by the USFS NE Area Woody Biomass Utilization Grant, a \$51,330 US Department of Energy EECBG program, and a \$75,000 grant from the North Country RC&D / USFS Wood Education and Resource Center. We reviewed these grant agreements to verify the existence and propriety of the awards, and to consider the completeness of the underlying cash receipts. Management of the County also provided excerpts from County bank statements reflecting the dates and amounts of grant receipts. Graham and Graham PC did not obtain a complete population of bank statements for the entire construction period, and therefore did not perform procedures intended to verify the completeness of all Biomass facility deposits. Management of the County represents that the grant awards identified above reflect all grant funding obtained to finance the construction of the Biomass facility.

Graham and Graham also requested, obtained and reviewed the Lake Sunapee Bank \$2,800,000 bond issuance documents provided by the County. The proceeds from the issuance of these bonds were to be used to construct the Biomass facility. We have not obtained or reviewed a complete set of bank statements for all cash accounts for the entire construction period, and therefore did not perform procedures to verify that 100% of bond issuance proceeds were spent only on Biomass facility-related costs.

Management of the County provided Graham and Graham, PC with a worksheet titled, "Biomass Expenditure Spreadsheet" that was prepared as of March 13, 2014 to summarize the invoices received to date relating to the Biomass construction project. We also obtained copies of the vendor invoices and related County purchase orders supporting each item reflected on the spreadsheet provided. We reviewed each invoice to verify the amount billed to the County matched the amount entered on the spreadsheet. We also compared each County purchase order to each related invoice to verify the amount due and vendor payable was in agreement, and that there were no duplicate invoice listings. We also obtained and reviewed Purchase Order Pay History and Encumbrance Reports for the 2011-2012, 2012-2013, and 2013-2014 fiscal years to verify that all of the invoice listed on the spreadsheet were recorded in the County's payables system and that there were no duplicate invoice entries.

Graham and Graham, PC also did not obtain a complete set of bank statements for the entire construction period or complete general ledger reports for all affected accounts during the entire construction period and therefore did not perform procedures to verify

the completeness of Biomass facility related vendor invoices received by the County through the date of this report.

RESULTS OF PROCEDURES PERFORMED

Based on the procedures performed and documentation provided, we are not aware of any invoices related to the Biomass facility construction project that have not been listed on the client prepared expenditure spreadsheet or in this report.

We have also determined that no invoices were entered more than once in the purchase order system, based solely on the purchase order history reports we were provided for review. We can also conclude, based on the copies of invoices and purchase orders provided by County management, that all invoice amounts were accurately recorded in the purchase order system.

Graham and Graham, PC reviewed the invoice dates of the invoice copies provided to ensure that all charges were recorded in the proper period. While we did not obtain a complete listing of disbursements made before and after each fiscal year beginning/end, we did confirm that the fiscal year to which the charges related, based on invoice dates observed, matched purchase order dates entered into the County's accounting system.

Based on the information provided to us and the results of procedures performed, we have concluded that total Biomass facility costs of construction amounted to \$3,529,271 through the date of this report, and that total funding sources, including grants, proceeds of the bond debt issuance, and assigned fund balance, amounted to \$3,716,957 through the date of this report. Net of project costs, and including any payables, receivables and assignments of the general fund balance identified in this report, the County has project funds remaining of \$187,686 in excess of Biomass project costs available for payment of future costs to complete the project.

Graham & Graham, P.C.

Certified Public Accountants
Business Advisors and Management Consultants

EXHIBITS

6 Main Street, PO Box 886, Springfield, VT 05156 (802) 885-5340 Voice (802) 885-4999 Fax
162 North Main Street, Suite 206, Barre, VT 05641 (802) 356-2423 Voice
PO Box 1661, 174 Court Street, Laconia, NH 03247 (603) 527-8721 Voice (603) 527-8187 Fax
15 North Main Street, Suite 204, Concord, NH 03301 (603) 225-2944 Voice (603) 856-7635 Fax
Contact Person: Jeffrey A. Graham, CPA, CFF, CSEP
E-Mail: jeff@grahamcpa.com

Exhibit I
 County of Sullivan, New Hampshire
 Biomass Facility Disbursement Summary

Vendor	Description	Amount
Advantage Signs	Biomass dedication plaque	\$ 1,187.62
Aquatax	Consulting - Water Treatment	3,139.41
Aries Engineering	Building Material/Asbestos Analysis	831.03
Brock Holdings III, Inc.	Condensation Tank	2,560.00
Cambridge International	Recltration	37,312.50
Catamount Environmental	Inspection and sampling	610.00
David Kruekerberg	Tractor/Barn heat	3,098.40
Dept of Environmental Services	Biomass operating permit	4,850.16
Devane Millimet & Branch	Legal services	17,816.43
Doolittle's Print Service	Lettering for Sign	43.50
Eagle Printing & Publication	Public Hearing notices	351.00
FW Webb	Switch Relay	375.89
Greg Chanis, Agent	Postage and delivery	58.64
Irving Oil Corp	Burner Parts	291.22
J.L. Electric	Electrical services	27,270.00
James Lawrence	LED Pole Lights	56,968.00
Lake Sunapee Bank	Legal and Interest on Bond issuance	7,355.00
Michael Bodeur	Repair/replace Ethernet Jack	150.00
Paula Sagerman	Historical District research/report	5,500.00
Pine Hill Construction	Repair waterline	10,915.00
Platinum Plus	Travel, lodging, supplies	961.25
PSNH	Generator Settings Letter	2,490.31
Ralph Osgood	Fabricate Condensation Tank	12,615.50
Rockingham Electric	Electrical Supplies	612.07
Staples	Scanning and data back up	79.39
T. Golde	Water System Survey	9,975.00
Telerechniques	Phone Equipment and install	796.00
Thermal Systems, Inc.	Bearing	484.46
EMC Services	Transport/Disposal of site waste	2,025.00
Treasurer, State of NH	Site Permits, public notices	1,394.68
Union Leader Corp	Request for construction proposals	367.00
Wilson Engineering Services,	Architectural and Engineering	230,042.03
Woodward & Curran	General Contractor	2,937,937.90
WW Grainger	Construction Supplies	2,473.84
Total amount disbursed through April 2, 2014		3,382,438.23

Exhibit I (continued)
 County of Sullivan, New Hampshire
 Biomass Facility Disbursement Summary

Vendor	Description	Amount
Vendor Refunds		
Cambridge International	Cost share - Integrate belt filter	(17,385.00)
Payable to Vendors:		
Woodward & Curran, retainage due on		151,780.60
Cambridge International, 25% remaining on \$49,750 contract		12,437.50
Total payable to vendors as of report date		164,218.10
Total Biomass facility costs of construction		\$ 3,529,271.33

Exhibit II
 County of Sullivan, New Hampshire
 Biomass Facility Funding Source Summary

Source of Funding	Date of Receipt/Description	Amount
USDA WBU Grant	April 4, 2013; May 16, 2013	\$ 250,000.00
RUC Renewable Energy Fund	May 14, 2013	300,000.00
US DOE EECBG Grant	July 14, 2010 - June 29, 2012	51,330.02
North Country RC&D Grant	May 30, 2012	52,500.00
Lake Sunapee bank - bond proceeds	August 23, 2013 *	2,800,000.00
Total amount received through April 2, 2014		3,453,830.02
Receivable from Grantors		
North Country RC&D Grant	30% due on \$75,000 total grant award	22,500.00
Total receivable from grantors as of report date		22,500.00
Assignments of Fund Balance		
Wilson Engineering Services, PC	Architectural and Engineering	230,042.03
T. Golde	Water System Survey	9,975.00
Catamount Environmental	Inspection and sampling	610.00
		240,627.03
Total funding received, receivable and assigned for Biomass facility		\$ 3,716,957.05
* - proceeds of \$1,892,645 received, net of repayment of Biomass line of credit.		

File Code: 1580

Date: April 28, 2014

Mr. Bennie Nelson
County of Sullivan
14 Main St.
Sullivan County Commissioners
Newport, NH 03773-1548

#250,000
Award
SJC

Program: *Wildland Fire Hazardous Fuels*
Project: *Sullivan County, NH Biomass CHP Project*
Duration: *March 15, 2012 through September 30, 2013*
Award No.: *12-DG-11420004-261*

Dear Mr. Nelson:

We have received the final Federal Financial Report (SF-425) and final performance report for the above referenced project. Lew McCreery, Program Coordinator, has reviewed the final performance report and determined that the reported accomplishments are consistent with the intended purpose of the grant.

Our records show that this grant has no available funds. If your records do not agree, contact our office within 15 days to clarify the balance.

We have determined that all applicable actions have been completed and have officially closed this grant. Several aspects of grants administration are not affected by this; these procedures include your responsibility for retaining records and accountability for property, royalties and program income.

The closeout of a grant also does not affect the federal agency's right to disallow costs and recover funds, on the basis of a later audit or other review, if the audit or review identifies costs that were improperly claimed and should not have been allowed. It is the grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions, as well as property management requirements.

Your records should be retained for three years from the date of the final expenditure report. If any litigation, claim or audit is started before the expiration of the three-year period, the records must be kept until these actions are completed and any issues resolved.

If you have any questions, please contact Vickie M. Caldwell, Grants Management Specialist, at (610) 557-4131.

Sincerely,

/s/ Tony L. Ferguson
TONY L. FERGUSON
Area Director

cc:
Lew McCreery, NA WERC
Terry Miller, NA DFO
Grants & Agreements Management



Effective Performance Evaluations

Primex³ will be holding a training session entitled *Effective Performance Evaluations* for Supervisors on two separate dates in Sullivan County this June.

Good performance is an employee's responsibility. Performance management is an employer's responsibility. Successfully writing and delivering performance appraisals is, in many cases, the most important part of the employee/employer relationship. Because of this, there are enormous benefits for both sides in having this process go well and having it produce positive outcomes. Staff engagement, proper documentation, the need for accuracy, and completing the process effectively are all instrumental in an effective performance appraisal.

Well-written and executed performance evaluations are also a risk-management tool. Proper dialogue and documentation can and should identify substandard performance, but also recognize superior performance. Consistency is a key to success. When was the last time your organization took a look at how it conducts performance evaluations? It might be time for a tune up!

Learning objectives of this session are:

- Attendees will understand why it is important to evaluate performance.
- Attendees will understand the roles of the employee, supervisor, and organization in performance evaluation process.
- Attendees will understand the importance of documentation and communication in developing and presenting a performance evaluation.
- Attendees will be made aware of barriers to effective evaluation and other common errors.

Who should attend this session:

Supervisors, Managers, Administrators, Human Resource Personnel, or anyone completing or reviewing performance evaluations.

WEDNESDAY, JUNE 4

9:00 am - 12:00 pm

Ahern Building, Sullivan County Health Care,
5 Nursing Home Drive, Unity, NH 03743

Presenters include:

- David Bullock, UC Consultant
- Carol Kilmister, Human Resource Consultant

The Ahern Building is a separate building between the nursing home and the corrections facility.

WEDNESDAY, JUNE 18

1:00 pm - 4:00 pm

Ahern Building, Sullivan County Health Care,
5 Nursing Home Drive, Unity, NH 03743

Presenters include:

- Robert Barry, Education & Training Consultant
- Carol Kilmister, Human Resource Consultant

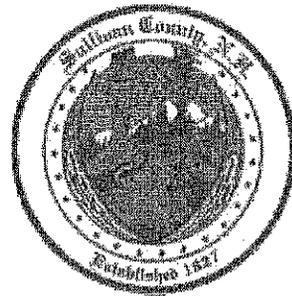


Members will receive .25 CEU credits upon completion of this session.



To register for either session, please contact **Samantha Fletcher** at 603-542-9511 x 286 samp@sullivancountynh.gov

Working together is success.
— Henry Ford



Sullivan County
New Hampshire

February 3, 2014

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NH Public Risk Management Exchange

Center for
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Purpose and Intended Result of the Session

The purpose of this goal-setting session was to assist the County Commissioners in creating a cohesive vision for Sullivan County, and to establish short-term and long-term goals that will help to achieve that vision. The goals identified will become part of the Commissioners' ongoing action plan moving forward.

Participants

Jeffrey Barrette, Chair, Sullivan County Commissioners
Bennie Nelson, Vice Chair, Sullivan County Commissioners
Jessie Levine, County Manager
Absent: Ethel Jarvis, Clerk, Sullivan County Commissioners

The exercise was facilitated by:

Carl Weber, Director of Member Services, Primex³
Danielle Krause, Administrative Assistant, Primex³

Ground Rules for the Session

From the outset, the Commissioners and County Manager identified the following ground rules for the session that would set the stage for how to proceed.

- Lunch on time
- Do not talk all at once
- Be positive
- Be specific when possible

Vision for Sullivan County

The Commissioners and County Manager identified their ideal vision for Sullivan County in 3-5 years. The creation of this vision would then become the foundation for accomplishing specific goals towards that aim. The Commissioners and County Manager identified the vision for Sullivan County as follows:

Sullivan County continues to maintain the **core functions** of the County, fill service gaps, and supply services regionally when possible with a strong financial position and **stable tax rates**.

To be **recognized, relevant, and useful**, with a strong role to play in the economic health of the region.

To be a **responsible leader in the region**, and to have a **strong workforce**.

To influence the region by leading by example in a cost effective way by:

- ✓ Balancing taxpayer and employee needs; and
- ✓ Making decisions, creating policies, and building programs that have a **demonstrated positive impact** for the communities and citizens in Sullivan County.

Core Functions Defined

- Sheriff's Department
- Registry of Deeds
- Department of Corrections
- Nursing Home
- Natural Resources (Conservation)
- County Attorney
- Cooperative Extension

Specific Goals and Work Plan

The Commissioners and County Manager each identified his or her top three goals that need to be accomplished in order to achieve the vision for the County. The identified goals below (many overlapped or were similar enough to be combined) are not listed in order of importance:

1. Continue to have effective and functional departments with a stable tax growth
 - ▶ Tied to vision: **Core Functions**
2. Increase public awareness of operations, what is available and why it's important
 - ▶ Tied to vision: **Recognized, Relevant, and Useful**
3. Examine the County's role as a regional employer and economic driver
 - ▶ Tied to vision: **Responsible Leader in the Region**
4. Develop an engine for job creation and job growth
 - ▶ Tied to vision: **Demonstrated Positive Impact**

5. Maximize use of facilities including all properties and buildings
 - ▶ Tied to vision: **Balancing Taxpayer and Employee Needs; Stable Tax Rates**
6. Engage with educational community on all levels
 - ▶ Tied to vision: **Strong Workforce**
7. Demonstrate success and leadership by facilitating our public health regional network
 - ▶ Tied to vision: **Responsible Leader in the Region**
8. Maximize revenues by increasing private pay and Medicare patients at County Nursing Home
 - ▶ Tied to vision: **Balancing Taxpayer and Employee Needs; Stable Tax Rates**
9. Seek opportunities for the County to provide value to the residents/communities
 - ▶ Tied to vision: **Responsible Leader in the Region**

Goal Consolidation

During the process of establishing key objectives and timeframes, some goals were consolidated due to the consistency or overlap between these goals.

Previous Goals:

2. Increase public awareness of operations, what is available and why it's important
 - ▶ Tied to vision: **Recognized, Relevant, and Useful**
3. Examine the County's role as a regional employer and economic driver
 - ▶ Tied to vision: **Responsible Leader in the Region**

Consolidated Goal:

2. Increase public awareness of operations, what is available and why it's important
 - ▶ Tied to vision: **Recognized, Relevant, and Useful; Responsible Leader in the Region**

Objective: Examine the County's role as a regional employer and economic driver

Previous Goals:

1. Continue to have effective and functional departments with a stable tax growth
 - ▶ Tied to vision: **Core Functions**
8. Maximize revenues by increasing private pay and Medicare patients at County Nursing Home
 - ▶ Tied to vision: **Balancing Taxpayer and Employee Needs; Stable Tax Rates**

Consolidated Goal:

1. Continue to have effective and functional departments with a stable tax growth
 - ▶ Tied to vision: Core Functions; Balancing Taxpayer and Employee Needs; Stable Tax Rates

Objective: Maximize revenues by increasing private pay and Medicare at County Nursing Home

Work Plan, Key Objectives, and Timeframes

Establish Key Objective and Timeframes for Goals

The Commissioners and County Manager explored in greater detail the specific goals and work plan needed to see this vision come to fruition. For each goal, a key deliverable or measureable objective was identified along with responsible parties and timeframe for action. The Goals and objectives below are not listed in order of importance:

Goal #1: *Continue to have effective and functional departments with a stable tax growth*

Objectives

- a. Maximize revenue by increasing private pay and Medicare patients at Nursing Home
To have a 10% increase in FY 2015 vs. FY 2014
Who is responsible? Commissioners, County Manager and Nursing Home Director
By when? Monthly check-ins
- b. Negotiate and finalize union contract for the Nursing Home
To avoid affordability tax
Who is responsible? Negotiation team with the Commissioners' support
By when? June 30, 2014
- c. Facilities planning and CIP
Who is responsible? County Manager, department heads, Facilities Director and support from Natural Resources Director
By when? December 31, 2014 and progress update June 30 and September 30
- d. Assessment of IT functions including use and future planning
Internal: to identify what the County has currently
Who is responsible? County Manager and department heads
By when? April 10, 2014 with budget requests
External: what do we need to get there?
By when? August 30, 2014

- e. Assessment of all grant funded programs
Who is responsible? County Manager, department heads and external resources (DHHS and DOJ)
By when? June 30, 2014 and check-in by April 30, 2014

- f. Procure thermal recovery credits for bio-mass plant
Who is responsible? County Manager, Facilities Manager and Tom Wilson
By when? April 15, 2014

- g. Improve internal communication and internal functions of Human Resources (HR)
Who is responsible? County Manager and Commissioners
By when? August 30, 2014

- h. Close out biomass project and event
Who is responsible? County Manager, Facilities Manager and Tom Wilson
By when? June 30, 2014 with a ribbon cutting in March/April 2014

- i. Health insurance analysis RFP and future planning*
Who is responsible? County Manager and the Human Resource Department
By when? Deliverables, February 7, 2014
RFP issued early March
Commissioners July 1, 2014
*This objective is also tied to 1b

- j. Staffing needs at DOC to meet the needs of turnover rates, vacancies, budget, and current/future requirements
Who is responsible? County Manager, Superintendent of Corrections, and outside consultants
By when? FY2014 Budget cycle for funding of outside consultant
FY2015 with an actual date of February 1, 2015

Goal #2: *Examine the County's role as a regional employer and economic driver*

Objectives

- a. Census, employee benefits, regional economic driver and economic impact overall
Who is responsible? County Manager

- b. To visit each community (Boards/Council) to discuss issues, and why/what we do

Who is responsible? County Manager and Commissioners

By when? September 30, 2014

Sample Agenda:

Budget

Services

Q&A

Regional service gaps

- c. Continue to be visible with community organization (Rotary, Revite, Chamber and other groups)

Who is responsible? County Manager, Commissioners, and department heads with a minimum goal of 2 per a month

By when? Monthly update on who is going where

- d. Continue expansion of community services to include quantify history, availability and success

Who is responsible? County Manager and DOC

By when? March 30, 2014

- e. Increased cable access presence

Specials: Nursing Home and interviews

Who is responsible? County Manager and Department Heads

By when? To have at least 1 by June 30, 2014

Selected Meetings: Budget hearing and special meetings (non-regular business)

Who is responsible? County Manager

Explore the cost of wiring and taping meetings

Who is responsible? County Manager and reach out to 4-H

By when? March 3, 2014

- f. Written column

Who is responsible? County Manager

By when? July 2014 with the first focusing on budget, and to be monthly after initial

Goal #7: *Demonstrate success and leadership by facilitating our public health region*
Develop a public health advisory committee

Objectives

- a. Conversations with external resources (DHHS, public health regions and schools)
Who is responsible? County Manager
By when? February 28, 2014

- b. Develop goal, program assessments, staffing, etc. before kick off
Who is responsible? Commissioners
By when? March 2014

Recap and Suggestions for Follow-Up

The session concluded by suggesting to the Commissioners and County Manager to have regular goal check-ins added to the organizational calendar, and to continue with the remaining goals that were not outlined in detail to review and identify the objectives, who is responsible and what is the timeframe for completion.

Concluding Thoughts

Primex³ appreciates the opportunity to partner with Sullivan County and its Commissioners and Manager in this goal setting process. We hope that this process continues throughout the year and helps provide the focus to achieve the Vision as expressed by the process.

Center for
Public Sector
.....
A d v a n c e m e n t



Bow Brook PLace
46 Donovan Street
Concord, NH 03301

603-225-2841
800-698-2364

www.nhprimex.org

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Responses to Audit RFPs
April 2014

Firm Name	Robbin R. Grill, CPA, PC	Baker, Newman & Noyes, LLC	Ron L. Beaulieu & Company	Melanson Heath & Company, PC
Contact	Robbin Grill	Paul Letalien	Ron Beaulieu	Sherl Stephens Burke
Address	PO Box 8795	280 Fore Street	41 Bates Street	102 Perimeter Road
Location	Penacook, NH	Portland, ME	Portland, ME	Nashua, NH
Zip	03303-8795	04101	04103	03063
Phone	(603)796-2400	(800)244-7444	(207)775-1717	(603)589-2173
Medicare/Medicaid FY2014	\$ 6,200	\$ 5,000	\$ 4,000	
Medicare/Medicaid FY2015	\$ 6,200	\$ 5,150	\$ 4,200	
Medicare/Medicaid FY2016	\$ 6,200	\$ 5,300	\$ 4,410	
Financial Audit FY2014			\$ 14,600	\$ 24,000
Financial Audit FY2015			\$ 15,330	\$ 24,500
Financial Audit FY2016			\$ 16,100	\$ 25,000
Non-Audit Services FY2014			\$ 7,500	
Non-Audit Services FY2015			\$ 7,875	
Non-Audit Services FY2016			\$ 8,270	
Single Audit FY2014			\$ 1,900	\$ 2,300
Single Audit FY2015			\$ 1,995	\$ 2,400
Single Audit FY2016			\$ 2,095	\$ 2,500

Sharon Callum

From: Jessie Levine <jlevine@sullivancountynh.gov>
Sent: Monday, May 05, 2014 7:42 AM
To: Sharon Callum
Subject: FW: TPA Interviews
Attachments: Sullivan TPA Financial Review 5.3.xlsx

Sharon –

Please include the e-mail below and the attachment in the binders for 2.a.iv. Third Party Administrator Contract

Thanks,
Jessie

From: William Bald [mailto:william.bald@risk-ex.com]
Sent: Saturday, May 03, 2014 8:42 AM
To: Jessie Levine
Cc: 'Samantha Fletcher'
Subject: Re: TPA Interviews

Jessie & Sam -

Attached is a fairly comprehensive review of the final TPA proposals including all services and fees except the COBRA take over fees. The COBRA take over fees will only apply to current COBRA eligibles that would migrate to the new coverage with HealthTrust.

Group Dynamic wins in the fixed fee category and results are mixed in the variable fee area with a slight advantage to Benefit Strategies. I've highlighted in yellow with red text the variable areas that you'll need to input estimated FSA/DCA participants, Number of Initial COBRA Notices (applies to new hires), Qualifying event fees (employee terminations subject to COBRA) and HIPAA Notifications (should be the same number as terminations subject to COBRA). Total costs will reflect the input variable changes.

Based on the responses and presentations it appears that Group Dynamic is strongest on the compliance side and Benefits Strategies may provide some additional flexibility. I'm confident that you'd do well with either TPA as they have excellent reputations.

I'm in meetings Monday morning until about 11:00 in NYC and then will be driving back to NH so will be available for any questions after 11 or so.

Regards,

Bill



William E. Bald
Certified Risk Manager
Intellectual Capital & Risk Management
(603) 520-0083

From: Jessie Levine <jlevine@sullivancountynh.gov>
Date: Friday, May 2, 2014 at 2:42 PM
To: William Bald <william.bald@risk-ex.com>
Cc: 'Samantha Fletcher' <samp@sullivancountynh.gov>
Subject: FW: TPA Interviews

Bill – Any reaction about the two COBRA proposals? I'm not sure what the "takeover fee" and notification fees could amount to over the course of a year.

Jessie

From: Amanda Smith [<mailto:ASmith@benstrat.com>]
Sent: Friday, May 02, 2014 10:52 AM
To: Jessie Levine
Cc: 'Samantha Fletcher'; 'William Bald'
Subject: RE: TPA Interviews

Good morning Jessie,

Thank you so much for having me come out yesterday, it was great meeting everyone.

To follow up on Samantha's question, we do offer limited access to each division so the division head will only be able to see their division and pull reporting based on their division.

We also offer COBRA administration and we are able to collect payments from the COBRA participants and then we remit the payment to you minus the 2% administrative fee. We also offer carrier remittance and bill reconciliation but this is an additional fee. I have outlined the fees below

Set up and open enrollment fee- **Waived**
Takeover fee- **\$50 per takeover**
Qualifying event notification- **\$25 per QE notification**
Initial new hire notification- **\$5 per notification**

Carrier remittance and bill reconciliation- **\$1,000 per year**

Please contact me with any additional questions you may have.

Thank you,

Amanda Smith | Vice President, Channel Partners
Benefit Strategies, LLC
Phone: 603-232-8024
Email: asmith@benstrat.com | Web: www.benstrat.com

From: Jessie Levine [<mailto:jlevine@sullivancountynh.gov>]
Sent: Thursday, May 01, 2014 3:59 PM
To: 'Susan Dublin'; Amanda Smith
Cc: 'Samantha Fletcher'; 'William Bald'
Subject: TPA Interviews

Good afternoon Susan and Amanda,

Thank you both for spending time with us this afternoon to discuss your HRA and FSA programs.

For both of your firms, we wanted to follow-up about COBRA administration. If you could confirm that you do offer the option of billing COBRA for us, and what the administrative protocols and costs will be, and send us a sample COBRA administration contract, that would be helpful in our decision-making process.

We hope to make a recommendation to the County Commission for its meeting on Monday afternoon, so I know it's short notice but it would be great to have the information from you by tomorrow afternoon or Monday morning at the latest.

Many thanks,
Jessie Levine

Jessie W. Levine
County Manager
Sullivan County
14 Main Street
Newport, NH 03773
(603)863-2560 ext. 101
www.sullivancountynh.gov

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Sullivan County

Financial Review of TPA Proposals

July 1, 2014

		Group Dynamic Falmouth, ME	Group Dynamic Comments	Benefit Strategies Manchester, NH	Benefit Strategies Comments
1	Annual FSA/DCA	\$785.00	Package Discount	\$300.00	Package Discount
2	Annual HRA	\$500.00	Package Discount	\$400.00	Package Discount
3	Annual COBRA	\$250.00	Package Discount	\$0.00	Package Discount
4	Qualifying Event Fee	\$35.00	Per Incident Fee	\$25.00	Per Incident Fee
5	Annual COBRA Fee (in lieu of Qualifying Event Fee)	\$11.00	Annual Fee Method	N/A	Not Available
6	HRA FEE PEPM	\$2.25	All Employees	\$4.00	All Employees
7	FSA FEE PEPM	\$6.55	Per Participant	\$4.25	Per Participant
8	HIPAA Certificates	\$1.00	Upon EE Termination	?	Upon EE Termination
9	Intitial COBRA Notice (New Hires Only)	\$1.50	At Date of Hire	\$5.00	At Date of Hire
10	FSA Debit Card Fee (2 Cards)	\$0.00	In Admin Fee	\$5.00	
11	ONE-TIME SET UP FEE	\$0.00		\$300.00	
12	PLAN DOCUMENT FEE	\$550.00		\$0.00	
13	DISCRIMINATION TESTING	\$0.00		\$400.00	
TOTAL ANNUAL FEES (#1-#3)		\$1,535.00		\$700.00	
	ANNUAL HRA COST @ 160 EMPLOYEES	160 \$4,320.00		\$7,680.00	
	ANNUAL COBRA FEE (IN LIEU)	160 \$1,760.00		N/A	
	ANNUAL DISCRIMINATION TESTING	<u>\$0.00</u>		<u>\$400.00</u>	
	ANNUAL FIXED FEES BASED ON 160 EMPLOYEES	\$7,615.00		\$8,780.00	
	ONE-TIME DEBIT CARD FEE	160 \$0.00		\$800.00	
	ONE-TIME PLAN DOCUMENT FEE	\$550.00		\$0.00	
	ONE-TIME SET-UP FEE	\$0.00		\$300.00	
	ANNUAL FSA COST	35 \$2,751.00	Enter Value in <C25>	\$1,785.00	Enter Value in <C25>
	INITIAL COBRA NOTICE	35 \$52.50	Enter Value in <C26>	\$175.00	Enter Value in <C26>
	QUALIFYING EVENT FEE	35 \$1,225.00	Enter Value in <C27>	\$875.00	Enter Value in <C27>
	HIPAA CERTIFICATE FEE	35 \$35.00	Enter Value in <C28>	?	
	TOTAL ESTIMATED COST ANNUAL FEE ME	\$11,003.50		N/A	Method Not Offered
	TOTAL ESTIMATED COST PER EVENT MET	\$10,468.50		\$12,715.00	Does Not Include HIPAA



State of New Hampshire
Sullivan County Attorney

COPY

14 MAIN STREET
NEWPORT, NEW HAMPSHIRE 03773
603-863-7950
FAX 603-863-0015
EMAIL: CA3@SULLIVANCOUNTYNH.GOV

Marc B. Hathaway, Esq.
County Attorney

David S. Park, Esq.
Assistant County Attorney
Justin Hersh, Esq.
Assistant County Attorney

April 28, 2014

Sullivan County Commissioners
14 Main Street
Newport, NH 03773

Re: Disposition of overpayment of \$5,830.00 paid on the account of Alice Krueger at the Sullivan County Nursing Home

Dear Commissioners:

At the April 23, 2014 meeting of the Sullivan County Commissioners, I was asked to provide an opinion regarding the proper disposition of an overpayment of \$5,830.00 paid for the care of Alice Krueger (now deceased) who was a resident of the Sullivan County Nursing Home. The opinion, which follows, is based on the information provided at the Commissioners meeting by Christopher J. Krueger and Sullivan County Nursing Home Administrator Ted Purdy and an agreed upon summary of facts provided by Christopher Krueger and Administrator Purdy. The facts relied on included:

- Alice Krueger was admitted to the Sullivan County Nursing Home on May 25, 2012
- Alice Krueger was a private pay patient
- Alice Krueger died on April 9, 2014
- Prior to Alice Krueger's passing Christopher J. Krueger made payment to the County Nursing Home for Alice Krueger's care for the month of April 2014 via a check dated March 31, 2014 in the amount of \$7,950.00. The check was drawn off an account at Bank of Gloucester held jointly by Alice R. Krueger, Paul E. Krueger and Christopher J. Krueger

- Sullivan County Nursing Home provided care for Alice Krueger for 8 billed days at \$265.00 per day (\$2,120.00) leaving an overpayment on the account of Alice Krueger of \$5,830.00
- Christopher J. Krueger has requested that the \$5,830.00 overpayment in the account of Alice Krueger be paid by Sullivan County Nursing Home to the Gloucester Bank account in the name of Alice R. Krueger, Paul E. Krueger and Christopher J. Krueger. Christopher J. Krueger argues that this approach will avoid the cost of opening an estate and it would be appropriate to return the money to the account from which it originated
- Sullivan County Nursing Home has taken the position that appropriate disposition of \$5,830.00 is that it be paid to the Estate of Alice Krueger

Based upon the facts outlined above and my review of the applicable law, I find that the appropriate disposition of the overpayment of \$5,830.00 is that the money be paid to the Estate of Alice Krueger. A brief summary of my rationale follows.

The facts outlined above are not unusual. In fact, there is a statutory procedure (See, RSA 151-A:15 (Patient Accounts; Disposition Upon Death; Testate or Intestate) which requires the Administrator of the Nursing Home, in circumstances where no petition for probate has been filed under any section of RSA 553 (Administrators And Their Appointment) and the gross value of the personal property remaining at the nursing home belonging to the deceased, including any amount in a patient account, is no more than \$5000.00 file an affidavit in the probate court for the purpose of disposing of such deceased patient's estate.

While RSA 151-A:15 exempted the nursing home administrator from the provisions of RSA 553 in the limited circumstances contemplated by RSA 151-A:15, it is clear that the personal property of the patient, including money in a patient account, is treated as part of the "deceased patient's estate". In light of the preceding, it is clear that where the gross value of personal property remaining at the nursing home is in excess of \$5,000.00 the appropriate procedure for disposing of that property—including the \$5,830.00 overpayment on the account of Alice Krueger—is a petition pursuant to RSA 553 in the probate court.

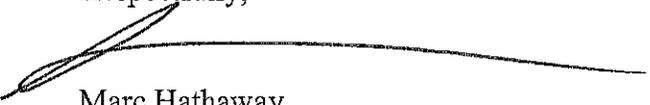
I have attached a copy of RSA 151-A: 15 and a copy of the Affidavit of Nursing Home Administrator (RSA 151-A: 15) for your review.

Christopher Krueger's argument that the money paid on behalf of Alice Krueger came from a joint account and therefore should revert to that account fails for several reasons including but not limited to: (1) it is contrary to the plain language of RSA 151-A:15 which treats such money as part of the deceased patients estate; and (2) the funds deposited in the joint account are no longer jointly held upon payment to the Sullivan County Nursing Home on behalf of Alice Krueger and appropriately part of her estate.

In the absence of an appropriate petition under RSA Chapter 553 being filed, Alice Krueger's personal property, after the appropriate timeframes have passed, would be treated as Unclaimed or Abandoned Property under RSA Chapter 471-C.

Please do not hesitate to contact me with any further questions or concerns.

Respectfully,



Marc Hathaway
Sullivan County Attorney
Bar # 1116

cc: Jessie Levine, Sullivan County Manager
Ted Purdy, Sullivan County Nursing Home Administrator
Christopher J. Krueger

MEMO

April 21, 2014

To: Marc Hathaway, Sullivan County Attorney

From: Ted Purdy, Administrator, SCHC

Re: Alice Krueger

Mrs. Krueger was admitted on 5/25/2012. Her primary payment source was Private Pay. Payments were made timely at the beginning of each month for the month of service. Mrs. Krueger passed away on April 9, 2014. The amount owed for April is \$2,120 (8 days X \$265/day)

Mr. Kruger wrote a check in the amount of \$7,950 on March 31, 2014 from Bank Gloucester account title in Alice R. Krueger, Paul E. Krueger and Christopher J. Kruger. It was deposited into the operating account for Sullivan County Health Care on or about April 8, 2014. All check were signed by Christopher Kruger.

When posted, the account on behalf of Mrs. Krueger will be owed a refund of \$5,830 (\$7,950 - \$2,120).



MEMO

April 21, 2014

To: Marc Hathaway, Sullivan County Attorney

From: Ted Purdy, Administrator, SCHC

Re: Alice Krueger

Mrs. Krueger was admitted on 5/25/2012. Her primary payment source was Private Pay. Payments were made timely at the beginning of each month for the month of service. Mrs. Krueger passed away on April 9, 2014. The amount owed for April is \$2,120 (8 days X \$265/day)

Mr. Kruger wrote a check in the amount of \$7,950 on March 31, 2014 from Bank Gloucester account title in Alice R. Krueger, Paul E. Krueger and Christopher J. Kruger. It was deposited into the operating account for Sullivan County Health Care on or about April 8, 2014. All check were signed by Christopher Kruger.

When posted, the account on behalf of Mrs. Krueger will be owed a refund of \$5,830 (\$7,950 - \$2,120).



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RSA 151-A:15

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[Table of Contents](#)



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Previous

Next

RSA 151-A:15 (Copy citation)

Statutes current through Chapter 279 of the 2013 Session

LEXIS™ New Hampshire Revised Statutes Annotated Title XI Hospitals and Sanitaria Chapter 151-A Nursing Home Administrators**About this Document**

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151-A:15. Patient Accounts; Disposition Upon Death; Testate or Intestate.

I. If within 30 days after the date of a testate or intestate patient's death in any nursing home no petition for probate has been filed under any section of RSA 553 and the gross value of the personal property remaining at the nursing home belonging to the deceased, including any amount left in a patient account, is no more than \$5,000, the nursing home administrator shall file in the probate court in the county where the nursing home is located an affidavit for the purpose of disposing of such deceased patient's estate. The form of the affidavit, and the rules governing proceedings under this section, shall be provided by the probate court pursuant to [RSA 547:33](#). The nursing home administrator shall not file a death certificate with the probate court, but shall attest to the death in the affidavit. If the nursing home patient died testate and if the nursing home administrator has the will or a copy of the will, the nursing home administrator shall file the same in the probate court in the county where the nursing home is located. The probate court shall waive all filing fees.

II. Notwithstanding the provisions of RSA 561, if all known debts of the deceased have been paid and a balance remains in the deceased's estate after the filing required under paragraph I, the probate court may order the administrator to pay the balance to the state treasurer to be held as abandoned property pursuant to RSA 471-C.

History

1981, 249:1. [1991, 85:1](#), eff. July 12, 1991. [1998, 137:12](#), eff. Aug. 7, 1998. [2005, 252:6](#), eff. January 1, 2006. [2006, 180:1](#), eff. May 25, 2006. [2011, 88:21](#), eff. July 1, 2011. [2012, 167:1](#), eff. June 7, 2012.

Annotations

Hide

Notes**Revision note.**

Deleted comma preceding "an affidavit" in par. I to correct a grammatical error.

Amendments**—2012.**

The 2012 amendment, in the first sentence of I, substituted "30 days" for "180 days" and "\$5,000" for "\$2,500" and in II, substituted "may" for "shall" and "to the state treasurer to be held as abandoned property pursuant to RSA 471-C" for "into the treasury of the county where the deceased was domiciled, where it shall be subject to the claims of persons entitled to it, through application to the county commissioners."

—2011.

The 2011 amendment rewrote I to the extent that a detailed comparison would be impracticable.

—2006.

Rewritten to the extent that a detailed comparison would be impracticable.

—2005.

Paragraph I: Deleted the second sentence.

—1998.

Rewritten to the extent that a detailed comparison would be impracticable.

—1991.

Paragraph I: Substituted "may" for "shall give notice to the county attorney of the county in which the deceased was domiciled, who shall" preceding "file in" and inserted "with copies sent to the county attorney" following "affidavit".

Applicability of 2005 amendment.

2005, 252:10, eff. Jan. 1, 2006, provided: "This act [which amended this section and [RSA 553:13](#), [553:16](#), [553:33](#), [554:3](#), [564:1](#), [554:9](#), and repealed [RSA 553:14](#), [553:15](#), [553:31](#),

554:2, 554:9], shall apply to the estates of persons who die on or after January 1, 2006.”

Research References & Practice Aids

Hierarchy Notes:

[RSA Tit. XI](#)

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**THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH**

<http://www.courts.state.nh.us>

Court Name: _____

Case Name: _____

Case Number: _____
(if known)

AFFIDAVIT OF NURSING HOME ADMINISTRATOR (RSA 151-A:15)

I, the nursing home administrator, state the following:

1. Administrator's Name _____ Telephone Number _____
Nursing Home Name _____
Nursing Home Address _____

2. _____ was a resident at the above-named nursing home.
His/her Medicaid number was _____
His/her social security number was _____

3. The above-named resident was admitted to this nursing home on _____
and died on _____

4. Following are the contacts of the deceased resident; I am not aware of any other contacts.

Name and Address	Telephone Number	Relationship
_____	_____	_____
_____	_____	_____

5. Nursing home records:

do not indicate that a will exists.

include a will or copy of a will which is attached to this affidavit.

indicate that a will is held by _____ who is listed in #4 above as a contact.

6. No one has filed for administration under RSA 553 in the county where the deceased last resided.

7. The gross value of the deceased's personal property remaining at the nursing home is
\$ _____ (This amount may not exceed \$5,000.)

8. The deceased's known debts or obligations are as listed below. (Attach additional sheets if necessary.)

Expenses of Estate Administration	\$ _____
Necessary Charges for Funeral & Burial	\$ _____
Federal Taxes	\$ _____
Claims by DHHS including Medicaid liability	\$ _____
Debts and other General Creditors	\$ _____

Case Name: _____

Case Number: _____

AFFIDAVIT OF NURSING HOME ADMINISTRATOR (RSA 151-A:15)

9. I certify, in accordance with Probate Court Rule 21, that I have sent copies of this affidavit by first class mail to the following:

- (a) All known contacts as listed in #4 above;
- (b) Office of Estate Recoveries, Department of Health and Human Services, 129 Pleasant St., Concord, NH 03301; and
- (c) Department of Revenue Administration, Post Office Box 457, Concord, NH 03302-0457 (if death was prior to January 1, 2003).

10. I request authorization by the Court to pay all known debts of the deceased in accordance with statutory priorities, and to pay any remaining funds of the decedent to the State Treasurer to be held as abandoned property pursuant to RSA 471-C.

Date

Nursing Home Administrator Signature

State of _____, County of _____

This instrument was acknowledged before me on _____ by _____

My Commission Expires _____

Affix Seal, if any

Signature of Notarial Officer / Title

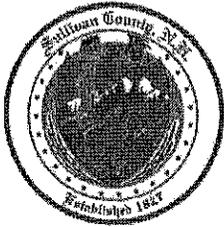
ORDER

Authorization is granted for the Nursing Home Administrator to pay all known debts of the decedent, as enumerated in #8 above or on the attached sheet(s), in accordance with statutory priorities, and to pay any remaining funds of the decedent to the State Treasurer to be held as abandoned property pursuant to RSA 471-C.

Authorization is denied for the following reasons:

Date

Judge



SULLIVAN COUNTY

Serving the communities of:

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

May 8, 2014

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Gary L. Dennis, PhD
Senior Policy Advisor, Department of Justice
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street, NW
Washington DC 20531

Dear Dr. Dennis:

This letter is to express our strong commitment to the Second Chance Act: Two-Phase Adult Reentry Demonstration Program. The opening of the new Community Corrections Center in 2010 was a demonstration of the Sullivan County Department of Corrections' philosophy *Transitions begins at Admission*. This facility, through its programming, provides inmates with the ability to learn how to make behavioral changes to enhance their rehabilitation and successful transition to the community from incarceration.

The Sullivan County Criminal Justice Coordinating Committee (SCCJCC) is committed to providing support for this project, with committee partners continuing to meet and assist in ongoing coordination efforts to develop a program model. Our work as a committee, during the past five years, has centered on the planning and development of a community re-entry center, which would be greatly enhanced by the Second Chance Act funding opportunity. Clearly, a system-wide response that includes treatment and transitional services for offenders will also enhance our public safety efforts in Sullivan County.

We are excited about our continued collaboration on this project. Our committee partners include prosecutorial and public defender branches, local law enforcement, community citizens, and County elected and administrative officials, all of whom are supportive of this project and the grant application. The initial funding through the Second Chance Act helped get the project off the ground; additional funding would allow for the project to expand and enhance the ability to provide the supportive family and community services for successful reentry.

Respectfully,

Bennie Nelson

Bennie Nelson, Chair
Sullivan County Criminal Justice Coordinating Committee

**Second Chance Act Two-Phase Adult Reentry Demonstration Program: Planning and Implementation
FY 2014 Competitive Grant Announcement**

Deadline: June 2, 2014

(CFDA #16.812)

Award period: 24 months

Required to engage a research partner

BJA anticipates that it will make awards of up to \$750,000 each for a 24-month project period, with up to \$150,000 available during the planning period. 14 BJA-2014-3860

Once the Planning Phase has been completed and BJA has approved the completed Planning and Implementation Guide, the grantee will gain access to the remaining award balance of \$600,000. Grantees will then be able to proceed into the Implementation Phase and complete project activities.

Match Requirement

As required by the Second Chance Act, a match is required for all applications. Federal funds awarded under this program may not cover more than 50 percent of the total costs of the project being funded. Applicants must identify the source of the 50 percent non-federal portion of the total project costs and how they will use match funds. The recipient of a grant must provide a minimum of 25 percent of the total project cost in cash match, and 25 percent of the total project cost may be matched by making in-kind contributions of goods or services that are directly related to the purpose for which the grant was awarded. Federal funds received and cash match provided by the grantee shall be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities funded under this section.

The applicant must identify the source of the 25 percent non-federal cash portion of the budget and how both cash and in-kind match funds will be used.

Match Waiver:

The Attorney General may waive the match requirement upon a determination of fiscal hardship. To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application defining the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff or other similar documented actions which have resulted in severe budget reductions. Detailed information must be provided with match waiver requests.

A match waiver request must be submitted as a separate attachment to the application and titled as the "Match Waiver."

Programs that target high-risk individuals that are experiencing or at risk of chronic homelessness will also be given strong consideration. This would include people that have been in jail or prison for 90 days or less, that were living on the streets or in an emergency shelter prior to entry, and who have a long history of cycling between short-term stays in jail and homelessness.

PROJECT ABSTRACT

Category: Local - Sullivan County Sheriff's Office (SCSO)

Research Partner: Malcolm Smith Consulting

Target Goal: Approximately 160 participants during the 2 year project

Target Population: Offenders with minor children, in need of substance abuse treatment and services, serving sentences at the Sullivan County Community Corrections Center

Program Design; Use of Risk, Needs, Responsivity, Dosage Principles: SCSO has prioritized enhancement and continuation of TRAILS (Transitional Re-entry and Inmate Life Skills). The next logical step in the design of this model is to incorporate family interventions and community services both pre/post release to bolster successful reintegration and make this a truly holistic, all encompassing blueprint for success. Sullivan County's reentry model is a multi-phased strategy designed to provide services to inmates transitioning from the Community Corrections Center, partnering with community resources. The preliminary phase includes initial risk/needs assessment, placement into Intensive Treatment based on the level of risk/needs, targeting interventions based on assessments (90 days), followed by either work release or day reporting (90 days). The final phase is the transitional services pre and post release (12 months).

Assessment: The Level of Service Inventory-Revised helps determine the dosage of treatment and services: those at greatest risk to reoffend will receive the most intensive treatment. Intervention services include cognitive behavioral therapy (*Thinking for a Change*), substance abuse groups, job readiness and employment skills-building, educational programs (*Learning Center Concept*), and housing & community reintegration planning. Staff will utilize Motivational Interviewing Techniques.

Baseline Recidivism Rate; Collecting & Reporting Data: With the overall goal of increasing public safety while reducing recidivism, outcome measures have been designed to analyze the efficacy of the model and make adjustments accordingly. A baseline recidivism rate for TRAILS has been established at 19%, compared to NH DOC at 47%; looking at the number of participants who have been convicted of a new crime or re-incarcerated for violations of their community supervision. Sullivan County DOC and Alternative Solutions Associates, Inc. will provide the information necessary for data collection and analysis; reporting key elements to the Sullivan County Reentry Task Force at their regular monthly meetings.

Mandatory Components, Priority Considerations: The project includes a baseline recidivism rate, access to data, and a research partner. The Reentry Task Force has outlined a strategic plan, including sustainability, input from nonprofits, local and state stakeholders, collaboration, support of the CEO, includes evidence based practices, a review of hurdles, opportunity for replication, and evaluation of outcomes to determine efficacy.

The Sullivan County Sheriff's Office gives BJA permission to share this Abstract and Contact Information for both the authorized representative and point of contact with potentially interested private foundations.

Budget and Budget Narrative

The Sullivan County Department of Corrections is requesting the following positions under the Second Chance Act.

A. Personnel: an employee of the applying agency whose work is tied to the application

Name/Position	Computation	Level of Effort	Cost
WCBH Reentry Case Manager/Job Developer/Housing Specialist	\$ 35,000 annual salary x 2 years	100%	\$70,000
WCBH Community Case Manager	\$ 35,000 annual salary x 2 years	100%	\$ 70,000
WCBH Licensed Clinician	\$ 45,000 annual salary x 2 years	100%	\$ 90,000
SCDOC Correctional Officers (per diem)	\$15.48hr x 20 hrs/wk x 52 wks x 2staff = \$32,822 annual x 2 yrs	100%	\$ 65,644
TOTAL Personnel:			\$295,644.00

The two Case Managers will be responsible for developing a tracking system for all inmates entering the Department who are classified to move through the system and to the Community Corrections Center for program needs. These individuals will work closely with correctional staff in both locations to correctly determine the needs of each inmate and will help train correctional staff on the ability to develop individual case management files on each inmate to track his/her progress through the system from admittance through post release programming. The Case Managers will link offenders to community based services, provide transitional planning assistance, complete a discharge plan for each client and supportive follow-up post release. One Case Manager Position will also serve as a Job Developer and Housing Specialist, conducting employment

readiness groups, maintaining potential job linkages within the community, and assisting inmates in securing employment and housing prior to release from the facility.

Another proposed position is for a Clinician. This person is responsible for providing individual and group counseling to the inmate population and will provide assessments for both drug/alcohol screening and for mental health issues. She/he will work under the direct supervision of the Director of Inmate Programs and will correlate activity based upon the input of correctional staff, Case Manager and other pertinent staff. The person will facilitate groups for the intensive treatment program and also at work release and transition. They will work closely with the rest of the treatment team including the existing clinicians in the SCDOC treatment program.

The personnel requested are to retain per diem Correctional Officers to work in the treatment unit with staff. The duties include traditional correctional officer duties, along with facilitating groups and programs at the Center.

B. Fringe Benefits: List all components of fringe benefits rate

Position	Rate	Wage	Cost
WCBH Reentry Case Manager/Job Developer/Housing Specialist	30%	\$70,000	\$21,000
WCBH Community Case Manager	30%	\$70,000	\$21,000
WCBH Licensed Clinician	30%	\$90,000	\$27,000
SCDOC Correctional Officers (per diem)	.0145 FICA	\$65,644	\$ 952
TOTAL Fringe Benefits:			\$69,952.00

The two case managers and clinician will be employees of West Central Behavioral Health as described in the attached job descriptions. The fringe benefits are charged through WCBH at a flat rate of 30%.

The Correctional Officers will be employees of the SCDOC as described in the attached job descriptions. The fringe benefits are charged at the current GRII rate for CO. These positions are considered per diem and will not be eligible for benefits.

Personnel	\$295,644
Fringe	\$ 69,952
TOTAL Personnel and Fringe:	\$365,596

C.Travel: Explain need for all travel other than that required by this application. Local travel policies prevail.

Purpose of Travel	Location	Item	Rate	Cost
Grantee Meeting	Washington, DC	Airfare	\$400/flight x 3 persons x 2 meetings	\$2,400
		Hotel	\$207/night x 3 persons x 2 nights x 2 meetings	\$2,484
		Per Diem (meals)	\$77/day x 3 persons x 3 days x 2 meetings	\$ 1,386
			TOTAL	\$6,270.00

JUSTIFICATION: Describe the purpose of travel and how costs were determined.

The travel line item provides for three individuals to travel to two grantee meetings in Washington, D.C. for three days as required by contract.

D. Equipment: N/A

E. Supplies: materials costing less than \$5,000 per unit and often having one-time use.

Item	Computation	Cost
Drug Testing Supplies	\$3.15 cup x 50 participants x 2 per wk x 104 wks	\$32,760
Computer, Printer, Software for Staff (4)	\$1,000 x 4 computers/software, \$500 printer	\$ 4,500

Item	Computation	Cost
Letterhead, office supplies, printer ink		\$ 7,500
Satellite Office start-up, network		\$ 7,500
LSVM52 Profile reports - assessment w/case plan	600 @ \$5.00 each	\$ 3,000
	TOTAL	\$55,260.00

Drug testing supplies are required for supervision of program participants. Computers, software, office supplies, and assessments with case plans are necessary for staff supportive services, data collection and reporting.

F. Construction: N/A

G. Consultants/Contract: generally amount paid to non-employees for services or products. A consultant is a non-employee who provides advice and expertise in a specific program area.

Name	Service	Rate	Other	Cost
ASAI	Program Implementation, Monitoring and Evaluation	\$450/day	\$20,000 per year x 2 years	\$40,000
UNH Cooperative Extension	Family evidence-based intervention services	\$7500 per year x 2 years		\$15,000
Turning Points Network	Domestic Violence counseling, family counseling	\$10,000 per year x 2 years		\$20,000
WCBH	Supervisory oversight for clinical/case management staff	\$10,000 per year x 2 years		\$20,000
Malcolm Smith Consulting	Research and evaluation	\$5,000 per year x 2 years		\$10,000
TBD	Crisis Intervention Training	\$3000 per year x 2 years		\$ 6,000
TBD	Audit Fund set aside	.10%		\$ 600
Rent	Claremont Satellite Office	\$10,000 per year x 2 years		\$20,000
			TOTAL	\$131,600.00

JUSTIFICATION:

Sullivan County is requesting \$131,600 for consultation and contractual services. This funding will be utilized to retain the services of Alternative Solutions Associates, Inc. (ASAI) to assist with the development, monitoring, and evaluation of Performance Outcome Measures. ASAI has worked with the County during the last several years in the development of their reentry center. ASAI will serve as project director and will work closely with the Director of Programs during the development and ongoing evaluation of the program model. ASAI will also provide training for staff on correctional best practice models and curriculum.

The University of New Hampshire Cooperative Extension Service will provide evidence-based practices in the area of family services.

Turning Points network provides their expertise with domestic violence and family counseling.

West Central Behavioral Health will provide supervisory oversight to the clinician and two case managers.

Malcolm Smith Consulting will be retained for the research and evaluation component of the project.

Funding has also been set aside for an audit, as well as the rental of a satellite office in Claremont, where participants can report to a day center for services and drug testing supervision.

H. Other: N/A

Indirect cost rate: N/A

Position - Comments	Cost	Fed Request	Cash Match	Inkind Match
WCBH Reentry Case Mgr	\$ 70,000.00	\$ 70,000.00		
WCBH Community Case Mgr	\$ 70,000.00	\$ 70,000.00		
WCBH Licensed Clinician	\$ 90,000.00	\$ 90,000.00		
Community Corrections Officer	\$ 65,644.00	\$ 65,644.00		
Program Director	\$ 100,989.00			\$ 100,989.00
Clinician	\$ 68,211.00			\$ 68,211.00
Consultant/Contracts	\$131,600.00	\$131,600.00		
Travel - Grantee meetings	\$ 6,270.00	\$ 6,270.00		
Supplies: Drug Testing	\$ 55,260.00	\$ 55,260.00		
Fringe Benefits	\$ 69,952.00	\$ 69,952.00		
Subtotal	\$ 727,926.00	\$ 558,726.00	0	\$ 169,200.00
In Kind Match 25%	\$ 169,200.00	(30.3% match)		
Cash Match 25% (waiver request)	\$ -			
Cash Requested Under Grant	\$ 558,726.00			

BUDGET SUMMARY:

Budget Category	Federal Request	Non Federal Amounts	Total
A. Personnel	\$295,644		
B. Fringe	\$ 69,952		
C. Travel	\$6270	0	
D. Equipment	0	0	
E. Supplies	\$55,260	0	
F. Construction	0	0	
G. Consultants/Contracts	\$131,600	0	
H. Other	0	0	
Subtotal	\$558,726.00		
Indirect Costs	0		
<i>Total Project Costs</i>			

Federal Request	\$558,726.00
Non-Federal Amount	
<i>Total Project Cost</i>	



SULLIVAN COUNTY

Serving the communities of:

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

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**SULLIVAN COUNTY CELEBRATES
NATIONAL CORRECTIONAL OFFICERS AND EMPLOYEES WEEK
May 4-10, 2014**

Contact: Ross Cunningham, Superintendent, Sullivan County Department of Corrections (603) 542-9717 or rcunningham@sullivancountynh.gov

May 5, 2015: Sullivan County invites members of the community to join it in recognizing and appreciating correctional employees during National Correctional Officers and Employees Week. Correctional employees in Sullivan County form a core element of the communities' public safety network by providing security, supervision, treatment services, and reentry efforts for its offender population. In the past year, the Sullivan County Department of Corrections housed 507 inmates (394 men, 113 women) with 81 inmates (66 men, 15 women) successfully completing the Transitional Reentry and Inmate Life Skills (TRAILS) program, a nationally-recognized program designed to provide intensive treatment, counseling, and education to offenders to improve their chances of rehabilitation and reintegration into their families and communities.

In Sullivan County, professional correctional employees serve a co-equal role with law enforcement, engaging dangerous and potentially life-threatening situations on a daily basis. Their responsibilities, often not understood by the general public, are complex, dangerous, and challenging. Each staff member receives in-depth training and certification and accepts enormous personal and professional responsibility related to his or her role at the Department of Corrections.

National Correctional Officers and Employee Week honors the work of corrections personnel for their service in safeguarding the citizens of Sullivan County by providing secure and humane incarceration of offenders within their custody and doing so with honor, respect and integrity.

We encourage all our constituents to join in recognition and appreciation of the outstanding service our professional correctional employees provide for the safety and welfare of our community, and we thank our partners within Sullivan County for their collaboration and support.

NATIONAL NURSING HOME WEEK

IS MAY 11-17

THEME: AMERICA THE BEAUTIFUL

THEMED ACTIVITIES THROUGHOUT THE WEEK WITH ENTERTAINERS, RAFFLES, AND
WHEELCHAIR AND WALKER CONTESTS AND MORE!

SUNDAY- MOTHER'S DAY TEA @ 2:15 IN THE D/R. EACH LADY WILL RECEIVE A
CARNATION FROM OUR DIETARY TEAM.

MONDAY: 10:15- OUTSIDE SOCIAL WITH REC ROOM GAMES

2:15-RED WHITE BLUE ICE CREAM SOCIAL IN THE D/R WHICH INCLUDES PATRIOTIC
AND MIXED FUN PIANO MUSIC. EVERYONE'S INVITED!

TUESDAY: RED DRESS DOWN DAY WITH PRIZES

2:00 WII BOWLING COMPETITION ON ST 1 AND ST 2

WEDNESDAY: WHITE DRESS DOWN DAY WITH PRIZES.

10:00-ARCHIE RICHARDS ENTERTAINING WITH PATRIOTIC MUSIC IN THE D/R

2:00- DRIVE INN MOVIE WITH ONION RINGS, FRENCH FRIES AND ROOTBEER FLOATS
FOR OUR RESIDENTS IN THE MAIN D/R

THURSDAY: BLUE DRESS DOWN DAY WITH PRIZES.FREE SUBS AT LUNCH FOR STAFF
AND IN RESIDENT D/R

10:30- WHEELCHAIR AND WALKER PARADE FOR JUDGING(STAFF WILL BE
DECORATING ALL WEEK/ SHARE YOUR IDEAS!)

FRIDAY: RED WHITE BLUE DRESS DOWN WITH PRIZES.

2:00- RICHARD KING ENTERTAINS WITH OLD TIME/ PATRIOTIC SONGS

SATURDAY- 10:00-CARING ANIMAL PARTNERS

2:30- BINGO

Sharon Callum

From: Jessie Levine <jlevine@sullivancountynh.gov>
Sent: Friday, May 02, 2014 7:34 AM
To: Sharon Callum
Subject: FW: Long-term Care Study Group
Attachments: Long-term Care Study Group.doc; ATT00001.htm

Sharon – for the binder for 2.b.v. (I'll forward you another e-mail to go along with it).

Thanks,
Jessie

From: Betsy Miller [<mailto:bmiller@nhcounties.org>]
Sent: Thursday, May 01, 2014 6:55 PM
To: Ben Nelson; Ben Nelson; Betsy Miller; Bob Watson; Bruce Pelkie Pelkie; Carrie Lover Lover; Cathy Stacey Stacey; Christopher Maxwell; George Maglaras; Jeff Barrette; John Pike; Kate Pratt; Kate Pratt; Kathi Guay; Kathleen Bateson; Kevin Coyle; Leo Lessard; Lori Shibinette; Pam Coughlin Coughlin; Peggy Danis; Ray Bower; Robert Watson; Ron White; Ross Cunningham; Sara Lewko; Scott Hilliard; Steven Woods; Theresa Young Young; Thomas Tombarello; Bruce Pelkie; Carrie Lover; Cathy Stacey; Jessie Levine; Pam Coughlin; Theresa Young
Subject: Long-term Care Study Group

Good evening,

Here are the members of the new Long-term Care Study Group which will be reviewing and analyzing future county participation in Medicaid financing and which will recommend to the County Commissioners' Council the NHAC/county position which will be preferred and/or advocated by the ten counties. (The Belknap County Board of Commissioners will be appointing soon.)

Betsy



LONG-TERM CARE WORKING GROUP

Belknap

Carroll: Howard Chandler
Paula Coates

Cheshire: Comm. Tim Rogers
Sheryl Trombly

Coos: Jennifer Fish
Louise Belanger

Grafton: Craig Labore
Nancy Bishop

Hillsborough: Bruce Moorehead
Ellen-Ann Robinson

Merrimack: Lori Shibinette
Kathy Bateson

Rockingham: Steve Woods
Theresa Young

Strafford: Comm. Maglaras
Ray Bower

Sullivan: Jessie Levine
Ted Purdy



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Theresa Young

Strafford: Comm. Maglaras
Ray Bower

Sullivan: Jessie Levine
Ted Purdy

Sharon Callum

From: Jessie Levine <jlevine@sullivancountynh.gov>
Sent: Friday, May 02, 2014 7:35 AM
To: Sharon Callum
Subject: FW: 2 county representatives needed FROM YOU for our long-term care options group

This is also for 2.b.v...

From: Betsy Miller [<mailto:bmiller@nhcounties.org>]
Sent: Wednesday, April 30, 2014 8:13 AM
To: Debra Shackett; davebab61@gmail.com; David Sorensen; Asha Kenney; Wozmak, Jack; Bateson, Kathleen T.; Maxwell, Chris; Kate Pratt; Tom Tombarello Tombarello; Kevin Coyle Coyle; Bower, Raymond; Jessie Levine
Subject: 2 county representatives needed FROM YOU for our long-term care options group

Good morning Commissioners and Administrators:

As resolved by our last Executive Committee meeting I am still looking for TWO REPRESENTATIVES from each county to consider county involvement in the future of the provision of long-term care Medicaid services — primarily rate setting, eligibility and case management.

We decided to have a working group consider a COUNTY ROLE GOING FORWARD.....

I have received appointments from 3 counties so far.

Can you please consider sending me your TWO appointments by the end of this week so we can set up the working group meeting schedule at Friday's meeting??? The appointments should be people who are familiar with long-term care Medicaid financing!!

THIS IS VERY IMPORTANT. WE NEED TO STAKE A GROUND HERE OR THE STATE WILL DO IT.

Thanks.....Please let me know if you have questions!

Betsy

Betsy Miller
Executive Director/Government Relations Counsel
NH Association of Counties
office: 603-224-9222
cell: 603-491-2058

www.nhcounties.org

Appendix N.

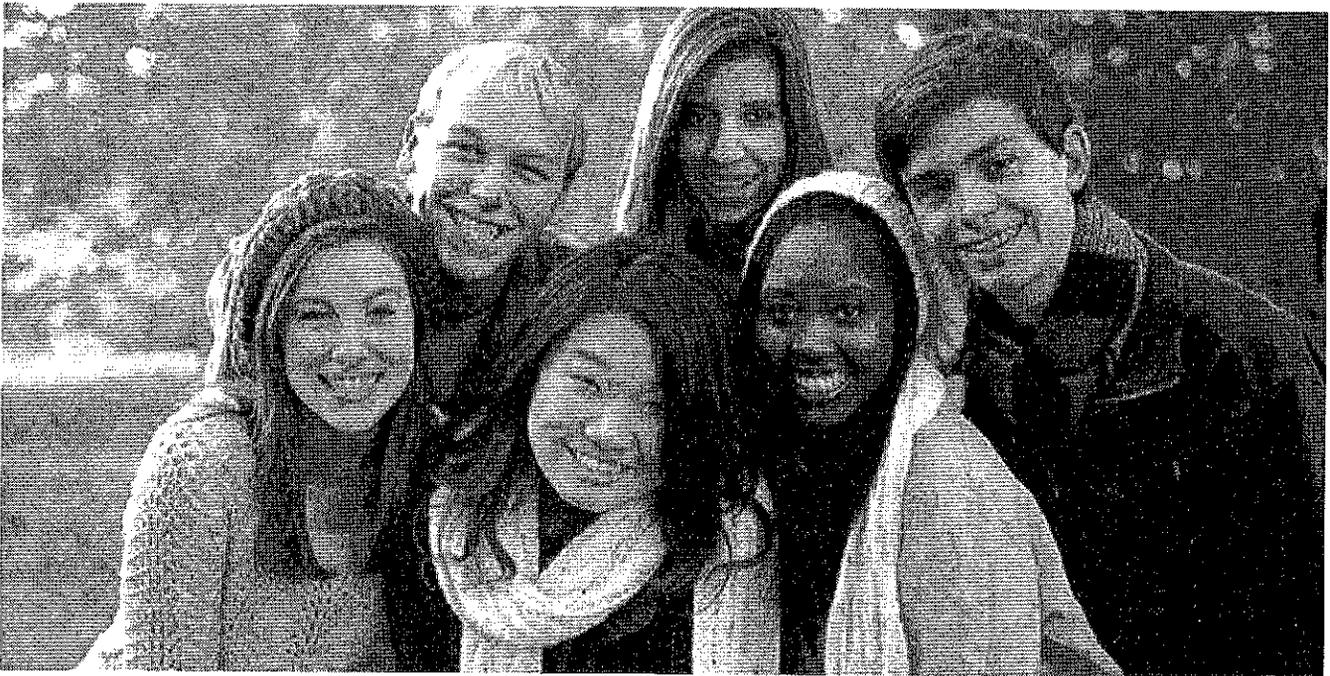
SAMHSA DFC
FOR CURN

Getting Started

More than 9 million of America's young people drink alcohol, illegally and dangerously.

Resources

This year, thousands of organizations nationwide will be hosting Town Hall Meetings to mobilize communities around underage drinking prevention. Get involved in this national movement to learn what you and your community can do to prevent underage drinking. Anyone can help; everyone is needed.



Introduction

Welcome From Frances M. Harding

View this short message in which Frances M. Harding, Director of SAMHSA's Center for Substance Abuse Prevention, encourages individuals and organizations to use website resources to host, support, or attend 2014 Town Hall Meetings to prevent underage drinking.

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This year, th

- Educate
- Empow
- Mobilize



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Help prevent underage drinking by participating in a Town Hall Meeting. If your organization would like to be invited by the Substance Abuse and Mental Health Services Administration (SAMHSA) to host an event, e-mail your organization's information to INFO@STOPALCOHOLABUSE.NET. You can **FIND A MEETING** in your area, to volunteer at as a cosponsor or speaker or to attend and add your voice to those calling for prevention.

For New Town Hall Meeting Organizers

The following training video, in English and Spanish, provides a basic introduction on hosting a Town Hall Meeting to prevent underage drinking:

- *HOW TO CONDUCT A TOWN HALL MEETING (WMV—15:27 min.);* or
- *CÓMO LLEVAR A CABO UN FORO PÚBLICO (WMV—22:56 min.).*

Town Hall Meeting Guidelines

Events can be conducted in a physical location or via the Internet and take any of several approaches (e.g., panel discussion, student presentation, roundtable, open-microphone community forum, or webinar). Regardless of approach, SAMHSA expects Town Hall Meetings to:

- Be open to the public;
- Inform participants about the consequences of underage drinking and evidence-based measures to prevent it;
- Provide for audience discussion of solutions to the problem;
- Engage community members in pursuing prevention actions; and
- Lead to results that can be measured and reported.

A Town Hall Meeting can be combined with another community event so long as underage drinking prevention is a key, related topic. For example, underage drinking prevention should be considered during any community discussion to prevent and reduce HIV/AIDS, school violence, drug abuse, or other public health problems and to promote the mental health of youth. The recommended, but not required, theme of Our Town. Our Health. Our Future. can help frame a discussion about the many problems that underage drinking prevention can reduce.

Remember that the purpose of a Town Hall Meeting is to mobilize communities around underage drinking prevention. Distributing brochures at a health fair, posting information about underage drinking prevention on a Facebook page, or holding an alcohol-free event for small groups of students

does not achieve this purpose. If you are uncertain about your event plan, contact **INFO@STOPALCOHOLABUSE.NET** with your questions.



Keep what you have.

FP Mailing Solutions
140 N Mitchell Ct, Ste 200
Addison, IL 60101-6629
Tel 800.341.6052

Customer Agreement

CUSTOMER INFORMATION

Billing Address	
Customer: COUNTY OF SULLIVAN NH	
Department: Commissioners Office	
Street: 14 MAIN ST FIRST FLOOR	
City: NEWPORT	County:
State: NH	Zip: 03773
Tel: 603.863-2560	Fax: 603.863-9814
E-mail: sharonjc@sullivancountynh.gov	
Contact Name: Sharon Callum	
Deliver To: <input type="checkbox"/> Dealer <input type="checkbox"/> Customer <input checked="" type="checkbox"/> Fulfilled from Dealer Inventory	

Shipping & Installation Address (if different than Billing)	
Customer:	
Department:	
Street:	
City:	County:
State:	Zip:
Tel:	Fax:
E-mail:	
Contact Name:	
Mailing Address: <input checked="" type="checkbox"/> Same as Billing <input type="checkbox"/> Same as Shipping/Installation	

RENTAL INFORMATION

Quantity	Item #	Item Description	Monthly Rate	Rental Billing Delivery (select one)
1	03/030BS	OptMail 30 Meter/Base/10lb Scale	Included	<input type="checkbox"/> Electronic Billing
1	UNL	Unlimited Resets	Included	<input checked="" type="checkbox"/> Paper Billing
1	RGPO3	OptMail 30 RateGuard	Included	Rental Billing Frequency (select one)
				<input type="checkbox"/> Annual Billing
				<input type="checkbox"/> Semi-Annual
				<input checked="" type="checkbox"/> Quarterly Billing
Term of Contract: 36 months			Total Monthly Payment	\$32.00

Terms and Conditions: By signing below, I hereby acknowledge and agree that FP's standard shipping rates and the additional terms and conditions available on the FP website at www.fp-usa.com/terms-conditions are applicable to, and incorporated by reference into, this agreement. (If you do not have access to the internet, please contact FP directly at 800.341.6052 and we will provide you with a copy for your records.)

CUSTOMER ACCEPTANCE

Customer Acceptance of Terms		Dealer Information	
Authorized Representative: Jessie Levine, County Manager		Dealer Name: NEIF	Dealer #: 0372
Tel: 603.863-2560 Ext. 101		Address: 68 MERRIMACK RD AMHERST, NH 03031	
Tax ID: 02-6000870	State: NH	Tel: 603-249-5801	Fax: 603-249-5804
Authorized Signature: <i>[Signature]</i>		Sales Representative Name: CHUCK	
Date: 5/5/14		Sales Representative: <input checked="" type="checkbox"/>	Date:

DEALER & INTERNAL USE ONLY

<input type="checkbox"/> New Customer	<input type="checkbox"/> Lease Company:	From Package Code: OPTI30A
<input type="checkbox"/> Upgrade From:	<input type="checkbox"/> Major Account:	<input type="checkbox"/> Price or Terms Exception Approval (attach copy)
<input checked="" type="checkbox"/> Renewal (no change of equipment)	<input type="checkbox"/> GSA Contract No.:	Navigation No.:
<input type="checkbox"/> Change of Ownership	<input type="checkbox"/> State Contract No.:	<input type="checkbox"/> USPS® Location (letter must be attached)
Existing Account No: 50006521	Master Billing Acct. No.:	<input type="checkbox"/> Tax-Exempt Certificate Attached
Existing Contract No: 603243	Master Postage Acct. No.:	Additional Terms:



FP Mailing Solutions

Terms and Conditions

These terms and conditions (these "Terms") are applicable to, and incorporated by reference into, any order form for, or customer agreement concerning, the rental or sale of any products supplied by Francotyp-Postalia, Inc., d/b/a FP Mailing Solutions, Inc. ("FP") to any customer ("Customer") as described on such order form or customer agreement (the "Equipment") and any services of FP relating thereto. The complete agreement between FP and Customer (the "Agreement") consists of these Terms and the terms set forth on any order form or customer agreement that references and incorporates these Terms. In the event of any conflict between these Terms and a separate order form or customer agreement, these Terms will control. No other terms, including any set forth on any Customer generated forms, acknowledgments or acceptance documents will be applicable unless agreed upon in a writing signed by both FP and Customer.

1. EXPLANATION OF PRODUCTS

- a. **Meter** – A device that manages the financial transactions of a mailing machine. This can be a standalone unit or a device, known as a Postal Security Device (PSD), which is inserted and housed in the mail handling equipment.
- b. **Rental Equipment** – Any Equipment outside of the meter that is rented from FP. Examples include mailing machine base, accessories, scales, etc. Such Equipment may require service, which will be invoiced separately to the Customer.
- c. **Rental Services** – Non-tangible product services that are provided by FP. Examples include RateGuard, resets, etc.

2. FP WILL:

- a. Rent to Customer and facilitate installation of the specified Meter, rented Equipment, and/or services at Customer's installation address, in good working order and ready to use, at rates set forth on the order form or customer agreement or as otherwise agreed upon in writing by FP and Customer.
- b. Maintain the Meter in proper operating condition by repair or replacement of non-consumable parts at FP's then-current applicable rates or such rates as otherwise agreed upon in writing by FP and Customer.

3. CUSTOMER WILL:

- a. Pay FP using one of our acceptable payment methods including: mailing to the lockbox address stated on the invoice or paying online at fp-usa.com. Failure to pay on-time can result in any of the following: locking of the meter device, being unable to perform resets, and FP recovery of the meter. Customer will be billed an NSF fee equal to lesser of \$50 or maximum allowed by law if check or electronic payment is returned due to non-sufficient funds.
- b. Make all required payments net to FP, and pay all sales, use, property, or excise taxes; fees or charges imposed on the shipment, transportation, delivery, ownership, leasing, rent, sale, purchase, possession, or use of the Equipment (except Federal or State net income or franchise taxes imposed on FP). Customer shall reimburse FP upon demand for any taxes paid by or advanced by FP.
- c. Customer will be invoiced in advance of payment due dates and shall make all payments to the address indicated on FP invoice within thirty (30) days of the date of FP invoice. A late fee will be charged if the payment is not made within such period and an additional late fee will be charged for each subsequent thirty (30) days that the invoice remains unpaid. Customer agrees to pay FP the then-current fee charged by FP's financial institution for checks returned unpaid and for ACH direct debit transactions which are rejected.
- d. Use reasonable care in the handling and operation of Equipment and be responsible for any loss or damage to Equipment, including provision for proper insurance coverage. FP shall be named as an "additional insured" and an updated certificate of insurance must be delivered to FP to be kept on file at FP at all times. Use of non-FP consumables (ink, rate chips, etc.) could result in a malfunction to Equipment. The Customer is responsible for repair due to damage done by non-FP products. In the event Equipment is damaged the Customer is responsible for the lesser of repair or replacement costs. These costs are available in the "my account" section of the FP website.

- e. Not use special attachments, printing plates, or other devices, including electronic scales or supplies, with the provided Equipment unless FP supplies them or agrees to their use in a signed writing.
- f. Use postage meters only for postage imprinting and recording purposes. (Tampering with or misuse of the postage meter(s) is punishable under Postal Laws and Regulations.)
- g. Make immediately available for examination and audit by FP or the United States Postal Service® ("USPS®") any postage evidencing system or PSD in their possession.
- h. Notify FP of any change in location of the Equipment, and reimburse FP for any reasonable cost incurred by FP as a result of the change. Reporting of the change of Meter location is required by the USPS®.
- i. Upon the termination of the Agreement, unless directed otherwise by FP, return the rented Equipment to FP per the Return Instructions, at Customer's expense, to a location designated by FP, in good condition; normal wear and tear accepted. Billing will continue until all rented Equipment is received into inventory by FP. Customer also agrees to reimburse FP for any cost FP incurs to return the rented Equipment to good condition. In addition, Customer also agrees to pay FP the then applicable return processing fee.
- j. Be responsible for paying for rate updating software if RateGuard coverage is not selected.
- k. Be responsible for the shipping and handling fees when an exchange is done not related to a contract change or warranty claim. See the "my account" section of the FP website for the current fees.
- l. Make available the proper connectivity requirements necessary for resetting the postage meter. For models MyMail, T-1000, OptiMail, OptiMail 30, UltraMail, or CentorMail: Customer agrees to make available an analog telephone line (not digital) at installation site so that the analog telephone line can be connected to the meter and used for postage resets. For models MyMail MAX or PostBase Series: Customer agrees to make available a High-Speed Internet connection at installation site so that the high-speed internet connection can be connected to the meter and used for postage resets.

4. ADDITIONAL TERMS FOR TELESET METER RENTALS:

- a. A bank designated by the USPS® will act as a depository for Customer's advance postage payments.
- b. Before resetting its Teleset meter, Customer must have at least the amount of the reset increment in Customer's account at the designated bank.
- c. In the event Customer requires an emergency advance for postage, FP, at our sole discretion, may advance the Customer money to reset the Postage Meter. If FP provides temporary advance funds to Customer's account to cover the resets, Customer agrees to repay FP's advance within five (5) business days and to pay FP's then-current service fee and/or interest.
- d. FP will invoice Customer quarterly in arrears for the then current reset fee (if applicable) on each completed reset transaction.
- e. If Customer discontinues its Teleset Meter rental account, FP will use its commercially reasonable efforts to have the USPS® return the funds (must be over \$25.00) in Customer's account within 90 days after Customer's written request, per USPS® CFR Volume 73, Number 210, pages 61255-61356 and Domestic Mail Manual 604.9.2.8 regulations (or any applicable successor regulations); but FP does not guarantee that those funds will be returned by any specific date.
- f. Teleset downloads must be performed on compatible line as specified above.

5. RATEGUARD:

- a. FP RateGuard is a service that provides automatic rate upgrades to FP Customers when USPS® rate changes occur. When signed up for RateGuard, the Customer pays a monthly charge to be billed on the same billing cycle as their FP postage meter or FP postage scale. The Customer will receive updated rates (rate chip, rate card, software download, or other necessary products) – free of charge from FP, per their RateGuard Program agreement.
- b. FP will provide eligible Customers the opportunity to receive the necessary updated rates (rate chip, rate card, software download, or other necessary products). The Customer's account must remain current and be in good standing at the time of each rate change to remain eligible for the benefits of the RateGuard program.
- c. The RateGuard Program must remain in effect on the Customer's account for a minimum of the Initial Term. Once the Initial Term is ended, RateGuard will remain in effect until the end of the Term.
- d. RateGuard does not cover carrier rate changes occurring fewer than 60 days from the date that RateGuard is added to the Customer's existing Agreement. This restriction does not apply to new Customers who have signed an Agreement fewer than 60 days before a carrier rate change.

6. GENERAL PROVISIONS:

- a. Customer acknowledges FP's exclusive ownership of the meter(s), products or other Equipment rented to Customer pursuant to the Agreement, and that Customer has no rights except for use for the Term of the Agreement, and agrees to indemnify and defend FP from any claims, legal actions, and costs (including attorney's fees) resulting from Customer's use and operation of such meters, products or other Equipment, and will take reasonable action, to protect FP's ownership.
- b. UNDER NO CIRCUMSTANCES WILL FP'S LIABILITY TO CUSTOMER EXCEED THE AMOUNT OF FEES PAID BY CUSTOMER TO FP DURING THE PRIOR SIX MONTH PERIOD. IN NO EVENT SHALL FP BE LIABLE TO CUSTOMER FOR INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES OF ANY KIND ARISING OUT OF, OR IN CONNECTION WITH, THIS AGREEMENT, WHETHER OR NOT SUCH PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.
- c. EXCEPT AS EXPRESSLY STATED HEREIN, FP MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, REGARDING ANY MATTER WHATSOEVER, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF SUITABILITY, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE.
- d. THIS AGREEMENT IS THE ENTIRE AGREEMENT BETWEEN CUSTOMER AND FP, SUPERSEDES ANY PRIOR UNDERSTANDINGS OR WRITINGS, AND IS SUBJECT TO WRITTEN FINAL ACCEPTANCE BY FP'S MAIN OFFICE.
- e. Notices must be in writing and are given, when received by mail, to Customer's or FP's main office or to another address of which Customer or FP later give notice.
- f. When distribution to Customer is selected, the Equipment must be set up with the Customer within 5 days as rental billing will begin at that time. Any billing issues, as a result of delayed installation, will be the responsibility of the Customer.
- g. FP reserves the right to replace Equipment with products with similar or enhanced features in the event Equipment is not replaceable or has been decertified by the USPS.
- h. Customer authorizes FP, from time to time, to access and download information from the Postage Meter to provide FP with information about Customer postage usage and FP may disclose that information TO the USPS® or other governmental agency. FP will not share with any third parties (except USPS® or other governmental entity) individually identifiable information that we obtain about you in this manner unless required by a court of law. FP may share aggregate data about Customers' postage usage with third parties.
- i. In the event Customer fails to perform in accordance with the terms set forth in this Agreement, or any other Agreement with FP or any FP affiliate, then FP may, without notice: repossess any Equipment; disable Equipment; immediately terminate this Agreement; and pursue any remedies available to FP at law or in equity.

7. IF CLAIMS OR DISPUTES BETWEEN CUSTOMER AND FP SHOULD ARISE:

- a. If Customer fails to pay rent or other amounts due FP on the date due in accordance with this Agreement, or if any legal action commences which may result in another's taking of the equipment; FP can terminate this Agreement, without notice or legal action, and Customer will allow FP to enter the location of the Equipment and repossess it; and Customer will pay FP accrued rent up to the repossession date or the current term expiration date, whichever comes later, and a delinquency charge of 1.5% per month (but not in excess of the lawful maximum) on any unpaid amounts until paid. Customer further agrees that, should it become necessary to place the account with a collection agency or attorney, Customer will pay all collection costs and attorney fees incurred by FP in addition to other amounts due.
- b. This Agreement, its interpretation and any disputes hereunder will be governed by the laws of the State of Illinois, without giving effect to any conflicts of law provisions thereof. In the event of any litigation between Customer and FP, Customer and FP hereby agree that any and all disputes, claims, actions, or controversies arising between the parties of whatever nature (including, but not limited to, any and all contractual, statutory, equitable, or tort claims) shall be brought only in either the United States District Court for the Northern District of Illinois or in the Circuit Court of the 18th Judicial District, DuPage County, Illinois; and both Customer and FP hereby consent to both venue and personal jurisdiction in those courts to the exclusion of all others. Each party also waives any right to a trial by jury.
- c. In the event any provision of this Agreement shall be deemed to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties agree to replace any invalid provision with a valid provision, which most closely approximates the intent and economic effect of the invalid provision.

8. ACKNOWLEDGMENT OF DEPOSIT REQUIREMENT:

- a. Customer hereby acknowledges that it must transfer funds to the USPS®, through a lockbox bank ("lockbox bank") for the purpose of prepayment of postage on Computerized Meter Resetting System (CMRS)-equipped meters ("Deposit").
- b. Customer may make Deposits in the lockbox bank account, identified as United States Postal Service-CMRS-FP. The USPS® may, at its discretion, designate itself or a successor as recipient of Deposits by Customer.
- c. Any Deposit made by Customer shall be credited by the USPS® only for the payment of postage through CMRS-equipped meters. Customer shall not receive or be entitled to any interest or other income earned on such Deposits.
- d. The USPS® will provide a refund in accordance with the rules and regulations governing deposit of funds for CMRS, published in the Domestic Mail Manual or its successor.
- e. FP may deposit funds on behalf of Customer. The USPS® will make no such advances. Any relationship concerning advances is between Customer and the Meter Manufacturer.
- f. Customer acknowledges that the terms of this Acknowledgment of Deposit may be changed, modified, or revoked by the USPS®, with appropriate notice.
- g. Postal regulations governing the deposit of funds for CMRS are published in the Domestic Mail Manual or its successor. Customer acknowledges that it shall be subject to all applicable rules, regulations, and orders of the USPS®.
- h. By signing the Agreement, you the customer represent that you have read the Acknowledgment of Deposit Requirement section above and are familiar with its terms. You agree that, upon execution of the Agreement with FP, you will also be bound by all terms and conditions of the Acknowledgment of Deposit Requirement, as it may be amended from time to time.

9. ASSIGNMENTS:

- a. No right or interest in this Agreement may be assigned by the Customer, without the prior written consent of FP.

10. TERM AND TERMINATION:

- a. This Agreement shall be NON-CANCELLABLE during the Initial Term and any Renewal Term, as set forth in Section 10(b) below. The Initial Term and any Renewal Terms are collectively referred to as the "Term" of the Agreement.
- b. This Agreement shall be for the Initial Term set forth on the applicable order form or customer agreement or as otherwise agreed in writing by the parties, commencing on the earlier of the date that Equipment is installed or five (5) days after shipment of Equipment by FP, and shall automatically, without any action by either party, renew for a period of one year (a "Renewal Term") at the end of such Initial Term. At the end of such Renewal Term, this Agreement, again, automatically renews for an additional Renewal Term, unless terminated in accordance with the terms of Section 10. FP will not notify the Customer that the Initial Term or any Renewal Term is ending.
- c. FP can change the monthly rate and fees after the Initial Term upon notice to Customer.
- d. Either party to this Agreement may provide notice to the other party of its intent not to renew this Agreement pursuant to paragraph (b) above. Such notice must be in writing and must be delivered to the other party no later than ninety (90) days prior to the end of the Initial Term or then-current Renewal Term.

11. USPS® ACKNOWLEDGMENT:

- a. To the extent that the USPS® is obliged to perform particular functions with respect to the Equipment, those functions will be governed by the Domestic Mail Manual, as may be amended from time to time, or its successor, in effect at the time of the obligation. Specifically, to the extent that the USPS® provides refunds to Customers using postage evidencing devices, the policy and procedure governing the payment of refunds will be conducted in accordance with the Domestic Mail Manual, as amended, in effect at that time.
- b. If the Equipment is used in any fraudulent or unlawful scheme or enterprise, or is not used for any consecutive 12 month period, or if the Customer takes the Equipment or allows the Equipment to be taken outside the United States without proper written permission of the USPS®, Washington, DC 20260-6807, or if the Customer otherwise fails to abide by applicable postal regulations and this Agreement regarding care and use of Equipment, then this Agreement and any related Equipment rental may be revoked. Customer further acknowledges that any use of Equipment that fraudulently deprives the USPS® of revenue can cause Customer to be subject to civil and criminal penalties applicable to fraud and/or false claims against the United States. The submission of a false,

fictitious or fraudulent statement can result in imprisonment of up to five (5) years and fines of up to \$10,000 (18 U.S.C. 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (3 U.S.C. 3802). A false statement in this application or the mailing of matter bearing a fraudulent postage meter imprints are examples of violations of these statutes.

c. The Customer is responsible for immediately reporting (within twenty-four hours) the theft or loss of Equipment that is the subject of this Agreement to FP. Failure to comply with this notification provision in a timely manner may result in the denial or refund of any funds remaining on the Equipment at the time of loss or theft.

d. The Customer understands that the rules and regulations regarding the use of the Equipment as documented in the Domestic Mail Manual may be updated from time to time by the USPS® and it is Customer's obligation to comply with any current and future rules and regulations regarding its use.

e. By signing this Lease, Rental or Use agreement with your Provider, the undersigned acknowledges they are also entering into an Agreement with the United States Postal Service (USPS) in accordance with the Domestic Mail Manual (DMM) 604.4, Postage Payment Methods, Postage Meters and PC Postage Products (Postage-Evidencing Systems) and accepts responsibility for control and use of the PES contained therein.

The undersigned also acknowledges they have read the Domestic Mail Manual 604.4, Postage Payment Methods, Postage Meters and PC Postage Products (Postage Evidencing Systems) and agrees to abide by all rules and regulations governing its use. Failure to comply with the rules and regulations contained in the DMM or use of the PES in any fraudulent or unlawful scheme or enterprise may result in the revocation of this Lease, Rental or Use Agreement.

The undersigned further acknowledge that any use of this PES that fraudulently deprives the USPS of revenue can cause me to be subject to civil and criminal penalties applicable to fraud and/or false claims against the United States. The submission of a false, fictitious or fraudulent statement can result in imprisonment of up to five (5) years and fines of up to \$10,000 (18 U.S.C. 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (3 U.S.C. 3802).

The undersigned further understands that the rules and regulations regarding the use of this PES as documented in the DMM may be updated from time to time by the USPS and it is the undersigned obligation to comply with any current and future rules and regulations regarding its use.

THESE TERMS AND CONDITIONS APPLY ONLY TO THE EQUIPMENT AND/OR SERVICES SPECIFIED BY THIS AGREEMENT AND DO NOT APPLY TO ANY OTHER FP EQUIPMENT. Any person accepting the Agreement on behalf of an organization further represents and warrants that such individual is a duly authorized representative, having the power and authority to bind such entity to the Agreement.