

RECORD OF PROCEEDINGS

MINUTES OF KEYSTONE BOARD OF EDUCATION

TAX BUDGET, ORGANIZATIONAL AND REGULAR MEETING

HELD JANUARY 13, 2020

President Pro-Tempore Dennis Walter called the meeting to order at 5:38 p.m.

The Tax Budget Hearing was held.

Board Members in Attendance:

Carrie O'Boyle, Devin Stang, Kimberly Sturgill, Patricia Wakefield, Dennis Walter

Public Persons in Attendance: Daniel White, Michael Resar Sr., David Kish, James Kohler, Gina Gibson, Jacqueline Vance, Albert Trego, Jonathan Bailey, Patrick Dobson, Deborah Melda, Kari Dove Deal

Those present recited the Pledge of Allegiance to the United States of America.

Michael Resar Sr., Treasurer/CFO Administer the Oath of Office to Board Members Kimberly Sturgill and Patricia Wakefield

School Board Recognition Month, January 2020, Recognition of School Board Members

ELECTION OF PRESIDENT #20-01-01

Patricia Wakefield was nominated by Devin Stang for President of the Keystone Board of Education. Moved by O'Boyle, second by Stang to close nominations for President.

Ayes: O'Boyle, Stang, Sturgill, Wakefield, Walter
Motion carried.

VOTE FOR PRESIDENT: O'Boyle - Wakefield, Stang – Wakefield, Sturgill – Wakefield, Wakefield – Wakefield, Walter - Wakefield

ELECTION OF VICE PRESIDENT #20-01-02

Devin Stang was nominated by Carrie O'Boyle for Vice President of the Keystone Board of Education. Moved by O'Boyle, second by Sturgill to close nominations for Vice President.

Ayes: O'Boyle, Sturgill, Stang, Wakefield, Walter
Motion carried.

VOTE FOR VICE PRESIDENT: O'Boyle – Stang, Stang - Stang, Sturgill – Stang, Wakefield – Stang, Walter - Stang

Patricia Wakefield assumed the Presidency.

SET DATE, TIME, AND LOCATION OF REGULAR MEETINGS #20-01-03

Moved by Walter, second by O'Boyle to establish the time of regular board meetings on the third Monday of each month at 6:00 p.m. at Keystone High School Conference Room with the exceptions noted below:

1. Wednesday, February 19, 2020
2. Monday, March 23, 2020
3. Monday, June 29, 2020

Ayes: Walter, O'Boyle, Stang, Sturgill, Wakefield
Motion carried.

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ESTABLISH SERVICE FUND #20-01-04

Moved by Stang, second by O'Boyle to approve the following resolution:

WHEREAS, Amended ORC 3315.15 provides for the setting aside from the general fund a sum not to exceed two dollars (\$2.00) for each child enrolled or twenty thousand dollars (\$20,000.00), whichever is greater; such sum of money to be known as the "Service Fund" to be used in paying the expenses of members of the board actually incurred in the performance of their duties when sent out of the school district.

NOW THEREFORE, BE IT RESOLVED that the Board of Education for the Keystone Local School District does hereby establish a Service Fund. Such fund to be set aside as an account within the General Fund, and there is hereby appropriated for the purpose of said Service Fund the amount of \$20,000.00.

Ayes: Stang, O'Boyle, Sturgill, Walter, Wakefield
Motion carried.

**APPROVE SUPERINTENDENT COMMITTEE ASSIGNMENTS
AND REPRESENTATIVES #20-01-05**

Moved by O'Boyle, second by Walter to establish the aforementioned Superintendent committees and representatives with Board members serving in said positions for the 2020 calendar year.

KEEP	Kimberly Sturgill
JVS Representative	Deborah Melda
Legislative Liaison	Patricia Wakefield
Student Achievement Liaison	Devan Stang
	Kimberly Sturgill
Finance/Insurance Committee	Devin Stang
	Dennis Walter
Buildings & Grounds	Carrie O'Boyle
	Dennis Walter
Public Relations Committee	Carrie O'Boyle
	Patricia Wakefield
Board Policy Committee	Devin Stang
	Kimberly Sturgill

Ayes: O'Boyle, Walter, Stang, Sturgill, Wakefield
Motion carried.

APPROVE STANDING AUTHORIZATIONS #20-01-06

Moved by Walter, second by Stang to adopt the below noted standing authorizations to allow for efficient financial management and full execution of duties by the Treasurer/CFO, President, and Superintendent:

- A) Advances on Tax Settlements: Authorization for the Treasurer/CFO to secure advances on local taxes from the County Auditor when funds are available and payable to the district.
- B) Investment of Inactive Funds: Authorization for the Treasurer/CFO to invest inactive funds at the market rate of return whenever inactive funds are available.
- C) Payment of Bills: Authorization for the Treasurer/CFO to pay all bills within the limits of the appropriations resolution as bills are received and when, if applicable, the merchandise has been received in good condition.
- D) Borrowing Authority: Authorization for the Treasurer/CFO and President to borrow funds, if needed, within the limitations established by state and federal law.

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- E) Purchasing Agent: Authorize the Superintendent to serve as purchasing agent for the district.
- F) Employment of Personnel: Authorization for the Superintendent to employ such personnel as is needed subject to Board approval at the next regular meeting.
- G) Accept Resignations: Authorization for the Superintendent to accept resignations that have been submitted by employees during times when the Board is not in session; subject to Board approval at the next regular meeting.
- H) Approve Transfers, Advances, and Appropriation Modifications: Authorize the Treasurer/CFO to make transfers, advances, and modifications to appropriations, as needed.
- I) Prevailing Wage Coordinator: Authorize Treasurer/CFO to serve as prevailing wage coordinator for the school district.
- J) Settlement of Potential Claims: Authorize the Superintendent and Treasurer/CFO to take any and all actions to settle potential claims of \$5,000.00 or less (i.e. liability, contractual, etc.).
- K) Grants and Entitlements: Authorize the Superintendent to approve the application and acceptance for all grants and entitlements.
- L) Memorandums of Understanding: Authorize the Superintendent, Treasurer/CFO and Board President to approve and sign Memorandums of Understanding between the Board of Education and KLEA or OAPSE.
- M) Agreements: Authorize the Superintendent, Treasurer/CFO, and Board President to approve and sign special education agreements for the education of and services for Keystone District special education students.

Ayes: Walter, Stang, O'Boyle, Sturgill, Wakefield
Motion carried.

APPOINTMENT OF COORDINATORS #20-01-07

Moved by Stang, second by O'Boyle to approve the below listed coordinators:

Daniel White	Civil Rights & Equal Opportunity Officer
James Kohler	Sexual Harassment Grievance Officer
Gina Gibson	Title IX
Jonathan Bailey	Title IX, OHSAA
Antionietta Filut	Foster Care Liaison & Homeless Liaison
Maura Neville	Sexual Harassment Grievance Officer
Jacob Alferio	PowerSchool Coordinator
Albert Trego	OSHA & ADA
Jacqueline Vance	504 & IDEA Part B & ADA
Jody White	Free and Reduced Lunch Verification Officer
David Kish	CCIP
	District Test Coordinator
	State and Federal Funds Coordinator (Title Programs)
	Ohio Improvement Process (OIP) Internal Facilitator

Ayes: Stang, O'Boyle, Sturgill, Walter, Wakefield
Motion carried.

APPOINT PUBLIC RECORDS DESIGNEE #20-01-08

Moved by Walter, second by Stang to appoint Treasurer/CFO, Michael Resar Sr., as public records designee for calendar year 2020.

Ayes: Walter, Stang, O'Boyle, Sturgill, Wakefield
Motion carried.

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DESIGNATE LOCAL NEWSPAPER #20-01-09

Moved by O'Boyle, second by Stang to designate The Chronicle-Telegram as the official newspaper for Keystone Local Schools.

Ayes: O'Boyle, Stang, Sturgill, Walter, Wakefield
Motion carried.

RETAIN LEGAL COUNSEL #20-01-10

Moved by Walter, second by O'Boyle to approve retaining the law firms of O'Toole, McLaughlin, Dooley & Pecora, Co. LPA; Squire Patton Boggs LLP; Peters, Kalail & Markakis Co., LPA; Brickler & Eckler LLP; Gingo & Bair Law, LLC to provide legal services.

Ayes: Walter, O'Boyle, Stang, Sturgill, Wakefield
Motion carried.

APPOINT SUSPENSION/EXPULSION HEARING APPEAL OFFICER #20-01-11

Moved by Stang, second by O'Boyle to appoint a legal representative of O'Toole, McLaughlin, Dooley & Pecora, Co. LPA as the Board's designee (hearing officer) in appeals to student suspensions and expulsions by the Superintendent, or designee.

Ayes: Stang, O'Boyle, Sturgill, Walter, Wakefield
Motion carried.

ADJOURNMENT #20-01-12

Moved by O'Boyle, second by Stang to adjourn the Organizational session at 5:53 p.m.

Ayes: O'Boyle, Stang, Sturgill, Walter, Wakefield
Motion carried.

REGULAR MEETING AGNEDA

APPROVAL OF AGENDA #20-01-13

Moved by O'Boyle, second by Walter to approve agenda as presented.

Ayes: O'Boyle, Walter, Stang, Sturgill, Wakefield
Motion carried.

APPROVAL OF MINUTES #20-01-14

Moved by O'Boyle, second by Sturgill to dispense with the reading of the minutes of the Regular Meeting on December 16, 2019. The minutes were distributed as required by law and, shall be approved as presented.

Ayes: O'Boyle, Sturgill, Stang, Walter, Wakefield
Motion carried.

AUDIENCE PARTICIPATION

**RECOGNITION AND HEARING OF VISITORS – NONE
INPUT FROM STAFF – NONE**

CURRICULUM CORNER

David Kish, Director of Curriculum and Instruction

- District PBIS Update

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**APPROVE TREASURER/CFO FINANCIAL REPORTS
AND RECOMMENDATIONS #20-01-15**

Moved by Stang, second by O'Boyle that the foregoing recommendations be approved.

A. APPROVE TAX BUDGET

Motion to approve the July 2020 through June 2021 tax budget as presented at the Tax Budget Hearing on January 13, 2020 at 5:30 p.m. in the Keystone High School Conference Room.

B. APPROVE FINANCIAL REPORTS

The Treasurer/CFO recommends approval of the financial reports, including investments for December 2019, as presented.

C. THEN & NOW APPROVALS

The Treasurer/CFO recommends approval of Then & Now purchase orders in accordance with ORC 5705. 41D:

PO Date	Invoice Date	PO Number	Check Number	Desc.	Vendor	Amount
11/06/19	11/01/19	91837	63354	KHS, KMS, KES DIGITAL MATERIALS	OVERDRIVE, INC.	\$10,000.00

D. FISCAL YEAR 2020 TRANSFERS

The Treasurer CFO recommends the following Transfers:

Transfers

From:	To:	Amount:
General Fund (001)	Employee Benefits-FSA Program Fund (024)	\$ 9,625.00

Ayes: Stang, O'Boyle, Sturgill, Walter, Wakefield
Motion Carried

APPROVE SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS #20-01-16

Moved by Walter, second by O'Boyle that the foregoing recommendations be approved.

A. EMPLOYMENT OF PERSONNEL

1. APPROVE CLASSIFIED CONTINUING CONTRACT

The Superintendent recommends granting a continuing contract to the following individual as they have successfully completed an eighteen-month probationary period:

- a. Paul Stainbrook – Custodian/Maintenance – effective – 1/26/2020

2. EMPLOY 2019-2020 SATURDAY SCHOOL TEACHER

The Superintendent recommends employment of the following individual as a Saturday School Teacher, for the 2019-2020 school year at tutor rate (\$28.00/hr.), per time sheet, on an as needed basis.

- a. Kevin Fox

3. ACCEPT RESIGNATIONS

The Superintendent recommends accepting the resignation of the following individuals:

- a. Leanne Manning – JV Cheerleader Advisor - Fall – effective end of day 1/2/2020
- b. Jamie Cendrosky – Head Seventh Grade Volleyball Coach – effective end of day 1/3/2020
- c. Shelby Regiec – JV Volleyball Coach – effective end of day 1/8/2020
- d. Kerri Johnson – KES Secretary – effective end of day 6/9/2020

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4. EMPLOY 2019-2020 EXTRA DUTY PERSONNEL

The Superintendent recommends employment of the following individual on extra duty contracts for the 2019-2020 school year, pending all record checks and completion of state and local requirements.

- a. Thomas Habenicht – Academic Challenge – Step 6 - \$1,995.12

5. EMPLOY 2020-2021 EXTRA DUTY PERSONNEL

The Superintendent recommends employment of the following individuals on extra duty contracts for the 2020-2021 school year, pending all record checks and completion of state and local requirements.

- a. Leanne Manning – Varsity Cheerleader Advisor – Fall – Step 1 - \$1,480.04
- b. Jamie Cendrosky – Head Eighth Grade Volleyball Coach – Step 3 - \$2,220.06

6. APPROVE TRANSFERS

The Superintendent recommends transferring the following individual:

- a. Kathryn Ryan from Keystone Elementary School Cashier/Cafeteria Worker 2.5 hrs. to Keystone Elementary School Cashier/Cafeteria Worker 3.0 hrs. effective 1/6/2020

7. EMPLOY CLASSIFIED SUBS FOR THE 2019-2020 SCHOOL YEAR

The Superintendent recommends employment of the following 2019-2020 classified substitutes for the positions and hourly rates noted, pending all record checks and completion of state and local requirements.

- a. Linda Blenda
 - Cafeteria - \$11.31/hr.
 - Cleaning - \$10.30/hr.
 - Building Secretary - \$12.67/hr.
- b. Melisa Garber
 - Bus Driver - \$14.05/hr. – effective 1/6/2020
- c. September Golden
 - Cafeteria - \$11.31/hr.
 - Cleaning - \$10.30/hr.
 - Building Secretary - \$12.67/hr.
 - Superintendent's Secretary - \$18.93/hr.

Ayes: Walter, O'Boyle, Stang, Sturgill, Wakefield
Motion carried.

APPROVE OTHER BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS 20-01-17

Moved by O'Boyle, second by Stang that the foregoing recommendations be approved.

A. ACCEPT DONATIONS

The Superintendent recommends accepting the following donations.

1. KHS/KMS PTA – Scholastic Books valued at \$191.82 to Keystone Middle School Media Center
2. KES PTA - Typing Agent Prizes valued at \$298.00 to Keystone Elementary School and AR prizes valued at \$516.17 to Keystone Elementary School Media Center
3. The Drake Family – Air Fryer valued at \$80.00 and various baking equipment valued at \$50.00 to the Keystone High School Family & Consumer Science Class

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- B. APPROVE 2020-2021 KHS COURSE GUIDE**
The Superintendent recommends approving the 2020-2021 KHS Course Guide as presented.
- C. APPROVE PARTNERSHIP WITH LCCC FOR COLLEGE CREDIT PLUS AND MYUNIVERSITY GUARANTEE MEMORANDUM OF UNDERSTANDING**
The Superintendent recommends approving the College Credit Plus and MyUniversity Guarantee Memorandum of Understanding Agreement with Lorain County Community College as presented effective July 1, 2020 through June 30, 2021.
- D. APPROVE SERVICE AGREEMENT WITH THE EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY**
The Superintendent recommends approving the service agreement with The Educational Service Center of Lorain County as presented effective January 6, 2020 through June 2, 2020.
- E. APPROVE MARTELLO PHOTOGRAPHY AGREEMENT FOR KHS 2020 PROM**
The Superintendent recommends approving the Martello Photography Agreement for photo booth services for KHS 2020 Prom as presented.

Ayes: O'Boyle, Stang, Sturgill, Walter, Wakefield
Motion carried.

**APPROVE OTHER BUSINESS AND SUPERINTENDENT'S
RECOMMENDATIONS 20-01-18**

Moved by Sturgill, second by O'Boyle to approve the below resolution.

- F. APPROVE OSBA LEGAL ASSISTANCE FUND RESOLUTION**
The Superintendent recommends adoption of the following resolution:
- WHEREAS**, the Keystone Board of Education wishes to support the efforts of other boards of education to obtain favorable judicial decisions and,
- WHEREAS**, the Ohio School Boards Association Legal Assistance Fund has been established for this purpose,
- THEREFORE**, the Board hereby resolves to participate in the OSBA LAF for calendar year 2020 and authorizes the treasurer to pay the LAF \$250.00

Ayes: Sturgill, O'Boyle, Stang, Walter, Wakefield
Motion carried.

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A. FUTURE BOARD MEETINGS – @ 6:00 P.M.

1. Wednesday, February 19, 2020 - Regular Meeting (anticipated) – KHS Conference Room
2. Monday, March 23, 2020 - Regular Meeting (anticipated) - KHS Conference Room
3. Monday, April 20, 2020 - Regular Meeting (anticipated) - KHS Conference Room

SUPERINTENDENT COMMITTEE REPORTS

LCJVS Representative:

Deborah Melda - First Board meeting of the year is Thursday.

Board Member:

Patricia Wakefield – Will JVS be back on the ballot?

LCJVS Representative:

Deborah Melda - Not this spring, but the need hasn't gone away.

Finance:

Dennis Walter – We held a finance committee meeting regarding outstanding debt.

KEEP:

Kimberly Sturgill – The KEEP Scholarship Committee will be meeting in the beginning of March. One teacher grant application has been approved for Dr. Knight and Mrs. Manning.

Student Liaison:

Devin Stang – I spoke with Jeff Wensing from OEA. There is interest in fine tuning how board members come on to the board and how to make board members aware of student needs. OEA is also working with OSBA on this.

COMMENTS/CONCERNS

Board Members:

Kimberly Sturgill – It is a lot different sitting on this side. I will ask a lot of questions.

Dennis Walter – I want to welcome Kim to the Board and welcome Pat as president.

Public:

Daniel White – Welcome Kim to the Board. Thank you, Debby, for continuing to be our JVS representative.

ADJOURNMENT #20-01-19

Moved by O'Boyle, second by Sturgill to adjourn the Regular Meeting at 6:29 p.m.

Ayes: O'Boyle, Sturgill, Stang, Walter, Wakefield
Motion carried.

Patricia Wakefield, President

Michael Resar Sr., Treasurer/CFO

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Attachment A

KEYSTONE LOCAL SCHOOL DISTRICT									
2020-2021 TAX BUDGET									
The Board of Education of said School District hereby submits its annual Budget for the year commencing July 1, 2020 for consideration of the County Budget Commission				President of the Board			SUBMIT ONE COPY OF THIS BUDGET TO THE COUNTY AUDITOR BY JANUARY 20TH		
				DATE: <u>January 13, 2020</u>					
GENERAL FUND									
ESTIMATED UNENCUMBERED BALANCE JUL Y 1, 2020	\$ 7,027,775.00	REAL ESTATE TAX (INCLUDES NB.C, OCC & HOMESTEAD)	\$ 9,783,829.00	REVENUE FROM OTHER STATE SOURCES (STATE FOUNDATION)	\$ 6,422,315.00	FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FOUNDATION)	\$ 1,728,403.00	TOTAL REVENUES	\$ 24,932,122.00
								TOTAL EXPENDITURES	\$ 17,240,788.00
								ENDING FUND BALANCE	\$ 7,691,334.00
SPECIAL REVENUE									
ESTIMATED UNENCUMBERED BALANCE JUL Y 1, 2020	\$ 97,483.00	REAL ESTATE TAX (INCLUDES NB.C, OCC & HOMESTEAD)	\$ -	REVENUE FROM OTHER STATE SOURCES (STATE FOUNDATION)	\$ -	FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FOUNDATION)	\$ 962,709.00	TOTAL REVENUES	\$ 1,060,192.00
								TOTAL EXPENDITURES	\$ 97,709.00
								ENDING FUND BALANCE	\$ 97,483.00
EMERGENCY LEVIES									
ESTIMATED UNENCUMBERED BALANCE JUL Y 1, 2020	\$ -	REAL ESTATE TAX (INCLUDES NB.C, OCC & HOMESTEAD)	\$ -	REVENUE FROM OTHER STATE SOURCES (STATE FOUNDATION)	\$ -	FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FOUNDATION)	\$ -	TOTAL REVENUES	\$ -
								TOTAL EXPENDITURES	\$ -
								ENDING FUND BALANCE	\$ -
DEBT SERVICE									
ESTIMATED UNENCUMBERED BALANCE JUL Y 1, 2020	\$ 3,536,908.00	REAL ESTATE TAX (INCLUDES NB.C, OCC & HOMESTEAD)	\$ 1,840,000.00	REVENUE FROM OTHER STATE SOURCES (STATE FOUNDATION)	\$ -	FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FOUNDATION)	\$ 284,998.00	TOTAL REVENUES	\$ 5,461,906.00
								TOTAL EXPENDITURES	\$ 1,825,200.00
								ENDING FUND BALANCE	\$ 3,636,706.00
CAPITAL PROJECTS									
ESTIMATED UNENCUMBERED BALANCE JUL Y 1, 2020	\$ 2,131,026.00	REAL ESTATE TAX (INCLUDES NB.C, OCC & HOMESTEAD)	\$ 280,000.00	REVENUE FROM OTHER STATE SOURCES (STATE FOUNDATION)	\$ -	FISCAL YEAR ESTIMATED RECEIPTS (INCLUDE ALL REVENUE EXCEPT STATE FOUNDATION)	\$ 10,000.00	TOTAL REVENUES	\$ 2,421,026.00
								TOTAL EXPENDITURES	\$ 2,267,951.00
								ENDING FUND BALANCE	\$ 153,075.00

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Attachment A

	ESTIMATED UNENCUMBERED BALANCE JULY 1, 2020	ESTIMATED UNENCUMBERED BALANCE	ESTIMATED TAX REVENUE	ESTIMATED STATE FOUNDATION	FISCAL YEAR ESTIMATED RECEIPTS	ESTIMATED RECEIPTS	ESTIMATED TOTAL BUDGET	TOTAL REVENUES	TOTAL EXPENDITURES	ENDING FUND BALANCE
PERMANENT FUND										
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2020	\$ -									
								TOTAL REVENUES		\$ -
								TOTAL EXPENDITURES		\$ -
								ENDING FUND BALANCE		\$ -
ENTERPRISE										
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2020	\$ 226,000.00									
								TOTAL REVENUES		\$ 816,000.00
								TOTAL EXPENDITURES		\$ 640,000.00
								ENDING FUND BALANCE		\$ 176,000.00
INTERNAL SERVICE										
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2020	\$ 26,907.00									
								TOTAL REVENUES		\$ 106,563.00
								TOTAL EXPENDITURES		\$ 86,115.00
								ENDING FUND BALANCE		\$ 20,438.00
AGENCY										
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2020	\$ 40,000.00									
								TOTAL REVENUES		\$ 97,000.00
								TOTAL EXPENDITURES		\$ 57,000.00
								ENDING FUND BALANCE		\$ 40,000.00
PRIVATE PURPOSE TRUST FUND										
ESTIMATED UNENCUMBERED BALANCE JULY 1, 2020	\$ 5,598.00									
								TOTAL REVENUES		\$ 35,598.00
								TOTAL EXPENDITURES		\$ 30,000.00
								ENDING FUND BALANCE		\$ 5,598.00
TOTAL	\$ 13,096,257.00	\$ 13,096,257.00	\$ 11,883,629.00	\$ 6,422,315.00	\$ 3,742,156.00	\$ 34,944,367.00	\$ 23,203,743.00	\$ 11,740,614.00		