

**Central Nine Career Center ECA
Johnson County, Indiana**

Risk Assessment - 2019-2020

1. How is your ECA's ledger maintained?	Computerized.
2. Was a financial report made within two weeks after the close of the school year and after each semester if your school has two (2) or more semesters in a school year, of all fund activity to the school board and superintendent of schools in accordance with IC 20-41-1-3 and IC 20-41-1-8.	Yes
3. Was the ECA bank account balance reconciled to the ledger balances on a monthly basis?	Yes
3a. How frequently are bank account balances reconciled without any difference or variance?	Most of the time
4. Does anyone review and approve the completed bank reconciliations?	Yes
4a. List the position and name of the person(s) reviewing completed reconciliation.	Mike Quaranta
5. Does the ECA have any investments (certificates of deposit, savings accounts, etc.)?	No
6. Are any investments accounted for on the ECA ledger?	No
7. Is a receipt issued for all monies received and at the time the money is received?	Yes
8. Please indicate how often deposits are made. Which best fits your situation?	Weekly
9. When totaling the receipts issued for the day does the classification of the receipts (i.e. cash, checks, etc.) and the classification as shown on the deposit ticket (i.e. currency, checks, etc.) agree? This would include collections for items like textbook rental, fundraisers, ticket sales, etc.	Yes
10. Is School Lunch accounted for in the ECA ledgers?	No
11. Is Textbook rental accounted for in the ECA ledgers?	No
12. Is a Purchase Order/Accounts Payable Voucher (Form SA-1) and/or Claim for Payment (Form SA-7) used for disbursements?	Yes
13. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) properly itemized?	Yes
14. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) signed by the appropriate officials?	Yes
14a. List the position and name of the person(s) signing Purchase Order/Accounts Payable vouchers (Form SA-1) and/or Claim for Payment (Form SA-7).	Jenny Caviness, ECA Treasurer Mike Quaranta, Assistant Director
15. Are prenumbered tickets used for sporting and other events for which an admission price is collected?	Not Applicable
16. Do any school personnel stock vending machines and remove money from the machine?	No

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17. The Summary Collection Form (SA-8) is to be used when a teacher, class sponsor, or other school personnel are in charge of collecting money (for a field trip, fundraiser, etc.) that is later turned over to the ECA treasurer. Was Form SA-8 used to transmit monies collected by teachers, class sponsors, etc. to the ECA treasurer?	Yes
18. Are any outside organizations such as booster clubs, 4-H, Girl Scouts, PTO/PTA, etc. accounted for in the ECA ledgers?	Not Applicable
18a. If yes, please list those organizations	
19. Are all fundraisers approved by the School Board?	No
20. Does the ECA have a credit/debit card or local business charge accounts issued in the name of the school?	Yes
20a. Are credit card statements or debit card transactions reviewed often for irregularities?	Yes
20b. Has the School Board approved a policy related to the use of the credit/debit card or local business charge account?	Yes
20c. If yes, upload a copy of the credit or debit card policy. (jpg, pdf, gif, tif, png)	Central Nine Career Center Policy 6423 Credit Card Policy.pdf

2019-2020 Financial Report
 Central Nine Career Center ECA
 Johnson County, Indiana

CASH RECONCILEMENT		
Name of Bank: First Financial Bank		
Location of Bank: Hamilton, OH		
Date of Bank Statement: 06/30/2020		
Depository Balance		\$137,166.74
Cash On Hand (ADD):		\$300.00
Deposits In Transit (ADD):		\$0.00
Other Reconciling Items (ADD/DEDUCT):		\$0.00
Total of Outstanding Checks (DEDUCT):		\$1,718.81
Balance		\$135,747.93
DATE	NUMBER	AMOUNT
01/23/2018	13630	\$27.00
10/30/2019	14559	\$300.00
04/17/2020	14780	\$140.00
04/17/2020	14781	\$252.00
05/26/2020	14808	\$999.81
	Total	\$1,718.81

2019-2020
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The bank in which all monies of this account are deposited is:

Name of Bank: First Financial Bank

Location of Bank: Hamilton, OH

Date school officially closed: 06/30/2020

BOND OF SCHOOL TREASURER


Name of Surety: Jenny Caviness

Amount of Bond: \$25,000.00


Date of Expiration: 06/30/2021

CERTIFICATE OF SCHOOL TREASURER/PRINCIPAL

I, Jenny Caviness, Treasurer, Mike Quaranta, Principal, of the Central Nine Career Center School Extra-Curricular Account, hereby certify that the foregoing report of the said account is true and correct to the best of my knowledge and belief. I further certify that copies of this report have been filed with the officers designated by law to receive copies of said report.



Treasurer



Principal

COPIES TO BE FILED AS FOLLOWS:

Township School:

1 copy to Township Trustee

1 copy to County Superintendent

School Corporation:

1 copy to Board of School Trustees or Board of School Commissioners

1 copy to Superintendent of Schools

2019-2020 Financial Report
 School Extra-Curricular Account
 Central Nine Career Center ECA
 Johnson County, Indiana
 Schedule of Balances

Receipts and Expenditures of School Extra-Curricular Account

NAME OF FUND	BALANCE BEGINNING OF PERIOD	RECEIPTS DURING PERIOD	EXPENDITURES DURING PERIOD	BALANCE END OF PERIOD
Parking/Parking	\$1,539.32	\$8,780.00	\$875.00	\$9,444.32
Insurance/Insurance	\$404.12	\$0.00	\$0.00	\$404.12
PBIS/PBIS	\$1,713.33	\$783.54	\$1,448.76	\$1,048.11
Fin. Hardship/Financial Hardship	\$1,089.79	\$0.00	\$0.00	\$1,089.79
IN Sales Tax/Indiana State Sales Tax	\$474.67	\$254.06	\$237.12	\$491.61
Summer Camps/Summer Camps	\$1,383.78	\$0.00	\$566.67	\$817.11
General Scholar/General Scholarship/Award	\$1,450.00	\$0.00	\$0.00	\$1,450.00
FFA Scholarship/FFA Scholarship	\$5,128.16	\$0.00	\$0.00	\$5,128.16
Stephen Scholar/Stephens Scholarship	\$1,763.91	\$0.00	\$0.00	\$1,763.91
HOSA/HOSA	\$4,465.32	\$7,709.90	\$4,698.00	\$7,477.22
NTHS/National Tech. Honors Society	\$753.95	\$1,140.00	\$1,130.00	\$763.95
ProStart/ProStart	\$72.29	\$552.97	\$68.95	\$556.31
Skills AC/Skills USA Auto Collision	\$168.19	\$625.00	\$420.00	\$373.19
Skills AS/Skills USA Auto Service	\$1,467.10	\$2,054.25	\$2,757.00	\$764.35
Skills CT/Skills USA Construction Trades	\$1,001.58	\$6,072.73	\$1,952.34	\$5,121.97
Skills CA-A/Skills USA Culinary Arts A	\$465.31	\$25.00	\$111.00	\$379.31
Skills CA-B/Skills USA Culinary Arts B	\$15.55	\$295.00	\$280.00	\$30.55
Skills DC/Skills USA Dental Careers	\$737.92	\$3,308.83	\$1,219.00	\$2,827.75
Skills DS/Skills USA Diesel Service	\$1,795.42	\$516.00	\$398.00	\$1,913.42
Skills HVAC/Skills USA HVAC	\$0.00	\$214.32	\$101.00	\$113.32
Skills IT/Skills USA Information Tech.	\$725.58	\$283.00	\$179.00	\$829.58
Skills PM/Skills USA Precision Machining	\$984.29	\$433.00	\$504.00	\$913.29
Skills Trans./Skills USA Transportation	\$21.00	\$0.00	\$0.00	\$21.00
Skills WT/Skills USA Welding Technology	\$136.11	\$500.00	\$225.00	\$411.11
FFA/FFA	\$4,235.29	\$1,500.00	\$4,118.90	\$1,616.39
SPI/Student Printers of Indiana	\$22.55	\$336.00	\$0.00	\$358.55
eSports Club/eSports Club	\$123.00	\$595.00	\$66.00	\$652.00
Skills MA/Skills USA Medical Assisting	\$0.00	\$548.49	\$460.00	\$88.49
AC/Auto Collision	\$1,017.03	\$2,379.00	\$1,986.40	\$1,409.63
AC Work/Auto Collision Work	\$1,334.32	\$25.00	\$25.00	\$1,334.32

2019-2020 Financial Report
 School Extra-Curricular Account
 Central Nine Career Center ECA
 Johnson County, Indiana
 Schedule of Balances

Receipts and Expenditures of School Extra-Curricular Account

AS/Auto Service	\$4,929.38	\$92.00	\$160.00	\$4,861.38
AS Work/Auto Service Work	\$1,836.95	\$870.01	\$825.41	\$1,881.55
DS/Diesel Service	\$4,630.35	\$1,377.00	\$0.00	\$6,007.35
Aviation F/O/Aviation Flight/Operations	\$0.00	\$500.00	\$0.00	\$500.00
CA Commissary/CA Commissary	\$15,466.61	\$27,929.95	\$28,769.56	\$14,627.00
CA Rest./SS/CA Restaurant/Snack Shack	\$5,765.11	\$32,047.29	\$33,310.83	\$4,501.57
TT9 Donation/To The Nines Donations	\$307.70	\$458.52	\$3.00	\$763.22
Fd. & Bev. Tax/Food and Beverage Tax	\$33.14	\$36.30	\$44.52	\$24.92
AM/Advanced Manufacturing	\$537.01	\$0.00	\$0.00	\$537.01
CT/Construction Trades	\$127.82	\$7,147.50	\$3,286.04	\$3,989.28
HVAC/HVAC	\$455.72	\$3,998.16	\$1,962.16	\$2,491.72
LMHT/Landscape Mgmt./Horticulture	\$10,368.59	\$7,730.00	\$12,307.79	\$6,790.80
PM/Precision Machining	\$718.99	\$1,000.00	\$40.00	\$1,678.99
VComm/Visual Communications	\$903.19	\$3,105.00	\$3,407.96	\$600.23
WT/Welding Technology	\$2,038.23	\$2,026.12	\$1,780.88	\$2,283.47
BMS/Biomedical Science	\$1,936.84	\$1,515.00	\$1,016.00	\$2,435.84
DC/Dental Careers	\$6.71	\$165.00	\$0.00	\$171.71
HSEI/Health Science Education I	\$398.57	\$752.00	\$305.04	\$845.53
HSEII: EXSCI/HSEII: Exercise Science	\$50.00	\$0.00	\$0.00	\$50.00
HSEII: MA/HSEII: Medical Assisting	\$42.56	\$1,178.50	\$840.50	\$380.56
HSEII: Nurs./HSEII: Nursing	\$501.01	\$1,454.50	\$1,454.50	\$501.01
Vet. Careers/Veterinary Careers	\$2,556.03	\$2,029.60	\$1,629.00	\$2,956.63
IT/Information Technology	\$1,279.51	\$365.00	\$947.50	\$697.01
Petty Cash	\$300.00	\$0.00	\$0.00	\$300.00
Vending Machine/Vending Machines	\$11,373.02	\$12,719.31	\$8,544.28	\$15,548.05
Student Fees/Student Fees	\$6,163.05	\$17,219.06	\$17,091.84	\$6,290.27
Technology Fees/Technology Fees	\$1,130.00	\$4,355.00	\$45.00	\$5,440.00
TOTAL ALL FUNDS	\$108,344.97	\$169,001.91	\$141,598.95	\$135,747.93

2019-2020 Financial Report
 DETAIL OF RECEIPTS AND EXPENDITURES BY FUNDS
 Central Nine Career Center ECA
 Johnson County, Indiana

FUND NAME	RECEIPTS		
	SOURCE OF RECEIPTS	NATURE OF RECEIPTS	AMOUNT
Vending Machine/Vending Machines	vending sales	vending sales	\$12,719.31
	Total - Vending Machine/Vending Machines		\$12,719.31
Student Fees/Student Fees	student fees	student fees	\$17,219.06
	Total - Student Fees/Student Fees		\$17,219.06
Technology Fees/Technology Fees	student fees	student fees	\$4,355.00
	Total - Technology Fees/Technology Fees		\$4,355.00
Parking/Parking	student fees	student fees	\$8,780.00
	Total - Parking/Parking		\$8,780.00
PBIS/PBIS	student fees	student fees	\$783.54
	Total - PBIS/PBIS		\$783.54
IN Sales Tax/Indiana State Sales Tax	restaurant sales	restaurant sales	\$254.06
	Total - IN Sales Tax/Indiana State Sales Tax		\$254.06
HOSA/HOSA	club activities	club activities	\$7,709.90
	Total - HOSA/HOSA		\$7,709.90
NTHS/National Tech. Honors Society	club activities	club activities	\$1,140.00
	Total - NTHS/National Tech. Honors Society		\$1,140.00
ProStart/ProStart	club activities	club activities	\$552.97
	Total - ProStart/ProStart		\$552.97
Skills AC/Skills USA Auto Collision	club activities	club activities	\$625.00
	Total - Skills AC/Skills USA Auto Collision		\$625.00
Skills AS/Skills USA Auto Service	club activities	club activities	\$2,054.25
	Total - Skills AS/Skills USA Auto Service		\$2,054.25
Skills CT/Skills USA Construction Trades	club activities	club activities	\$6,072.73
	Total - Skills CT/Skills USA Construction Trades		\$6,072.73
Skills CA-A/Skills USA Culinary Arts A	club activities	club activities	\$25.00
	Total - Skills CA-A/Skills USA Culinary Arts A		\$25.00
Skills CA-B/Skills USA Culinary Arts B	club activities	club activities	\$295.00
	Total - Skills CA-B/Skills USA Culinary Arts B		\$295.00
Skills DC/Skills USA Dental Careers	club activities	club activities	\$3,308.83
	Total - Skills DC/Skills USA Dental Careers		\$3,308.83

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Skills DS/Skills USA Diesel Service	club activities	club activities	\$516.00
	Total - Skills DS/Skills USA Diesel Service		\$516.00
Skills HVAC/Skills USA HVAC	club activities	club activities	\$214.32
	Total - Skills HVAC/Skills USA HVAC		\$214.32
Skills IT/Skills USA Information Tech.	club activities	club activities	\$283.00
	Total - Skills IT/Skills USA Information Tech.		\$283.00
Skills PM/Skills USA Precision Machining	club activities	club activities	\$433.00
	Total - Skills PM/Skills USA Precision Machining		\$433.00
Skills WT/Skills USA Welding Technology	club activities	club activities	\$500.00
	Total - Skills WT/Skills USA Welding Technology		\$500.00
FFA/FFA	club activities	club activities	\$1,500.00
	Total - FFA/FFA		\$1,500.00
SPI/Student Printers of Indiana	club activities	club activities	\$336.00
	Total - SPI/Student Printers of Indiana		\$336.00
eSports Club/eSports Club	club activities	club activities	\$595.00
	Total - eSports Club/eSports Club		\$595.00
Skills MA/Skills USA Medical Assisting	club activities	club activities	\$548.49
	Total - Skills MA/Skills USA Medical Assisting		\$548.49
AC/Auto Collision	class activities	class activities	\$2,379.00
	Total - AC/Auto Collision		\$2,379.00
AC Work/Auto Collision Work	class activities	class activities	\$25.00
	Total - AC Work/Auto Collision Work		\$25.00
AS/Auto Service	class activities	class activities	\$92.00
	Total - AS/Auto Service		\$92.00
AS Work/Auto Service Work	class activities	class activities	\$870.01
	Total - AS Work/Auto Service Work		\$870.01
DS/Diesel Service	class activities	class activities	\$1,377.00
	Total - DS/Diesel Service		\$1,377.00
Aviation F/O/Aviation Flight/Operations	class activities	class activities	\$500.00
	Total - Aviation F/O/Aviation Flight/Operations		\$500.00
CA Commissary/CA Commissary	class activities	class activities	\$27,929.95
	Total - CA Commissary/CA Commissary		\$27,929.95

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 DETAIL OF RECEIPTS AND EXPENDITURES BY FUNDS
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CA Rest./SS/CA Restaurant/Snack Shack	class activities	class activities	\$32,047.29
	Total - CA Rest./SS/CA Restaurant/Snack Shack		\$32,047.29
TT9 Donation/To The Nines Donations	donation	donation	\$458.52
	Total - TT9 Donation/To The Nines Donations		\$458.52
Fd. & Bev. Tax/Food and Beverage Tax	class activities	class activities	\$36.30
	Total - Fd. & Bev. Tax/Food and Beverage Tax		\$36.30
CT/Construction Trades	class activities	class activities	\$7,147.50
	Total - CT/Construction Trades		\$7,147.50
HVAC/HVAC	class activities	class activities	\$3,998.16
	Total - HVAC/HVAC		\$3,998.16
LMHT/Landscape Mgmt./Horticulture	class activities	class activities	\$7,730.00
	Total - LMHT/Landscape Mgmt./Horticulture		\$7,730.00
PM/Precision Machining	class activities	class activities	\$1,000.00
	Total - PM/Precision Machining		\$1,000.00
VComm/Visual Communications	class activities	class activities	\$3,105.00
	Total - VComm/Visual Communications		\$3,105.00
WT/Welding Technology	class activities	class activities	\$2,026.12
	Total - WT/Welding Technology		\$2,026.12
BMS/Biomedical Science	class activities	class activities	\$1,515.00
	Total - BMS/Biomedical Science		\$1,515.00
DC/Dental Careers	class activities	class activities	\$165.00
	Total - DC/Dental Careers		\$165.00
HSEI/Health Science Education I	class activities	class activities	\$752.00
	Total - HSEI/Health Science Education I		\$752.00
HSEII: MA/HSEII: Medical Assisting	class activities	class activities	\$1,178.50
	Total - HSEII: MA/HSEII: Medical Assisting		\$1,178.50
HSEII: Nurs./HSEII: Nursing	class activities	class activities	\$1,454.50
	Total - HSEII: Nurs./HSEII: Nursing		\$1,454.50
Vet. Careers/Veterinary Careers	class activities	class activities	\$2,029.60
	Total - Vet. Careers/Veterinary Careers		\$2,029.60
IT/Information Technology	class activities	class activities	\$365.00
	Total - IT/Information Technology		\$365.00
	TOTAL RECEIPTS - ALL FUNDS		\$169,001.91

EXPENDITURES

2019-2020 Financial Report
 DETAIL OF RECEIPTS AND EXPENDITURES BY FUNDS
 Central Nine Career Center ECA
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FUND NAME	PURPOSE OF EXPENDITURE	AMOUNT
Vending Machine/Vending Machines	vending sales	\$8,544.28
	Total - Vending Machine/Vending Machines	\$8,544.28
Student Fees/Student Fees	student fees	\$17,091.84
	Total - Student Fees/Student Fees	\$17,091.84
Technology Fees/Technology Fees	student fees	\$45.00
	Total - Technology Fees/Technology Fees	\$45.00
Parking/Parking	student fees	\$875.00
	Total - Parking/Parking	\$875.00
PBIS/PBIS	student fees	\$1,448.76
	Total - PBIS/PBIS	\$1,448.76
IN Sales Tax/Indiana State Sales Tax	restaurant sales	\$237.12
	Total - IN Sales Tax/Indiana State Sales Tax	\$237.12
Summer Camps/Summer Camps	student fees	\$566.67
	Total - Summer Camps/Summer Camps	\$566.67
HOSA/HOSA	club activities	\$4,698.00
	Total - HOSA/HOSA	\$4,698.00
NTHS/National Tech. Honors Society	club activities	\$1,130.00
	Total - NTHS/National Tech. Honors Society	\$1,130.00
ProStart/ProStart	club activities	\$68.95
	Total - ProStart/ProStart	\$68.95
Skills AC/Skills USA Auto Collision	club activities	\$420.00
	Total - Skills AC/Skills USA Auto Collision	\$420.00
Skills AS/Skills USA Auto Service	club activities	\$2,757.00
	Total - Skills AS/Skills USA Auto Service	\$2,757.00
Skills CT/Skills USA Construction Trades	club activities	\$1,952.34
	Total - Skills CT/Skills USA Construction Trades	\$1,952.34
Skills CA-A/Skills USA Culinary Arts A	club activities	\$111.00
	Total - Skills CA-A/Skills USA Culinary Arts A	\$111.00
Skills CA-B/Skills USA Culinary Arts B	club activities	\$280.00
	Total - Skills CA-B/Skills USA Culinary Arts B	\$280.00
Skills DC/Skills USA Dental Careers	club activities	\$1,219.00
	Total - Skills DC/Skills USA Dental Careers	\$1,219.00

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Skills DS/Skills USA Diesel Service	club activities	\$398.00
	Total - Skills DS/Skills USA Diesel Service	\$398.00
Skills HVAC/Skills USA HVAC	club activities	\$101.00
	Total - Skills HVAC/Skills USA HVAC	\$101.00
Skills IT/Skills USA Information Tech.	club activities	\$179.00
	Total - Skills IT/Skills USA Information Tech.	\$179.00
Skills PM/Skills USA Precision Machining	club activities	\$504.00
	Total - Skills PM/Skills USA Precision Machining	\$504.00
Skills WT/Skills USA Welding Technology	club activities	\$225.00
	Total - Skills WT/Skills USA Welding Technology	\$225.00
FFA/FFA	club activities	\$4,118.90
	Total - FFA/FFA	\$4,118.90
eSports Club/eSports Club	club activities	\$66.00
	Total - eSports Club/eSports Club	\$66.00
Skills MA/Skills USA Medical Assisting	club activities	\$460.00
	Total - Skills MA/Skills USA Medical Assisting	\$460.00
AC/Auto Collision	class activities	\$1,986.40
	Total - AC/Auto Collision	\$1,986.40
AC Work/Auto Collision Work	class activities	\$25.00
	Total - AC Work/Auto Collision Work	\$25.00
AS/Auto Service	class activities	\$160.00
	Total - AS/Auto Service	\$160.00
AS Work/Auto Service Work	class activities	\$825.41
	Total - AS Work/Auto Service Work	\$825.41
CA Commissary/CA Commissary	class activities	\$28,769.56
	Total - CA Commissary/CA Commissary	\$28,769.56
CA Rest./SS/CA Restaurant/Snack Shack	class activities	\$33,310.83
	Total - CA Rest./SS/CA Restaurant/Snack Shack	\$33,310.83
TT9 Donation/To The Nines Donations	donation	\$3.00
	Total - TT9 Donation/To The Nines Donations	\$3.00
Fd. & Bev. Tax/Food and Beverage Tax	class activities	\$44.52
	Total - Fd. & Bev. Tax/Food and Beverage Tax	\$44.52

2019-2020 Financial Report
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CT/Construction Trades	class activities	\$3,286.04
	Total - CT/Construction Trades	\$3,286.04
HVAC/HVAC	class activities	\$1,962.16
	Total - HVAC/HVAC	\$1,962.16
LMHT/Landscape Mgmt./Horticulture	class activities	\$12,307.79
	Total - LMHT/Landscape Mgmt./Horticulture	\$12,307.79
PM/Precision Machining	class activities	\$40.00
	Total - PM/Precision Machining	\$40.00
VComm/Visual Communications	class activities	\$3,407.96
	Total - VComm/Visual Communications	\$3,407.96
WT/Welding Technology	class activities	\$1,780.88
	Total - WT/Welding Technology	\$1,780.88
BMS/Biomedical Science	class activities	\$1,016.00
	Total - BMS/Biomedical Science	\$1,016.00
HSEI/Health Science Education I	class activities	\$305.04
	Total - HSEI/Health Science Education I	\$305.04
HSEII: MA/HSEII: Medical Assisting	class activities	\$840.50
	Total - HSEII: MA/HSEII: Medical Assisting	\$840.50
HSEII: Nurs./HSEII: Nursing	class activities	\$1,454.50
	Total - HSEII: Nurs./HSEII: Nursing	\$1,454.50
Vet. Careers/Veterinary Careers	class activities	\$1,629.00
	Total - Vet. Careers/Veterinary Careers	\$1,629.00
IT/Information Technology	class activities	\$947.50
	Total - IT/Information Technology	\$947.50
TOTAL EXPENDITURES - ALL FUNDS		\$141,598.95