

*Community Colleges and Workforce Development*

**Workforce Investment Act Title I-B  
Monitoring Review Guide  
Program Year 2014  
(July 1, 2014 – June 30, 2015)**

Please list changes in key staff.

<b>Administrative Systems:</b>
<b>Fiscal Systems:</b> Robert Devereux, Accountant 9/11/13 – 12/2/14 James Lake, Finance Supervisor – 12/30/14
<b>Program Systems:</b>

Please list any requests for training/technical assistance:

<b>Administrative Systems:</b>
<b>Youth Programs:</b>
<b>Fiscal Systems:</b>
<b>Program Systems:</b>
<b>Integration Systems:</b>
<b>Quality:</b>

## **ADMINISTRATIVE SYSTEMS SECTION**

- A-1 Please provide a copy of the LWIB's process for appointing members to the board.  
**PY 13 response is still applicable:**  
**RWP staff consistently interacts with community members that are potential RWP members. Staff typically interviews potential business community members to determine individual interest, experience with workforce issues, and commitment to service on the WIB. Once staff has assessed the potential candidate and is satisfied that the person could make a contribution to the RWP, staff works with local business organizations to coordinate nomination of the individual. Business associations, especially Chambers of Commerce, are also encouraged to freely nominate and/or refer prospective WIB members to RWP staff. The RWP Board of Directors reviews the WIB candidate(s) as part of the process by which appointment recommendations are brought to the Boards of County Commissioners to appoint an individual. The RWP looks for workforce champions and others with proactive leadership abilities.**

**Staff Person: Jim Fong**

- A-2 Please provide copies of nomination letters that demonstrate that representatives from business, labor and education are nominated by the appropriate organizations, entities or agencies. (20 CFR 661.315 (e) and WIA Section 117 (b) (2) (A) (ii))

**During PY 14, three new RWP members were appointed:**

**New Members: Jon Flegel, Assistant Business Manager – Labor Union 659**

**Teresa Sayre, Superintendent – Phoenix/Talent School District**

**John Higgins, Superintendent – Grants Pass School District #7**

**Reappointed: Chris Cahill, Technical Director – Hunter Communications**

**Wes Brain, Retired – Southern Oregon Labor Council**

**(Attachment A-2)**

- A-3 Please provide documentation which demonstrates appointment of the board chair from business representatives. (20 CFR 661.320)

**PY 13 response is still applicable:**

**Jessica Gomez, Founder and Chief Executive Officer, Rogue Valley Microdevices was elected RWP Chair for the 2014 calendar year at the January 13, 2014 RWP-Workforce Investment Board Meeting.**

**(Minutes are Attachment A-3)**

- A-4 Please provide a copy of the board's approved by-laws.

**(Attachment A-4)**

- A-5 How does the local board conduct oversight of the One-Stop system, youth activities, and

employment and training activities? (20 CFR 661.305) Please provide copies of reports, and any corrective action plans.

**PY 13 Response is still applicable:**

**The Rogue Workforce Partnership (RWP) oversees the region's One-Stop system, youth activities and employment and training activities through reports and presentations at its regular meetings. With regard to One-Stop system and employment and training activities – the RWP has a Workforce and Higher Education System Partners subcommittee (WHESP). This group of direct service providers comes together with the goal of building upon the foundation created by the OED/WIA service integration to create a more seamless One-Stop system and more effective and efficient public sector investment in employment and training activities. Partners include: OED, Rogue Community College, Easter Seals, BOLI, DHS, VRD, The Job Council, Experience Works, Organization of Forgotten Americans, Commission for the Blind, U.S. Department of Veterans Affairs – Southern Oregon Rehabilitation Center and Clinics, Southern Oregon Goodwill Industries and Southern Oregon University. This group's work is incorporated into the RWP's Strategic Work Plan and RWP meetings now include regular updates on the work of this subcommittee. A Pipeline Performance Report is annually updated and reviewed by the RWP which provides information on both the One-Stop system, as well as employment and training activities. Youth Success activities have similarly been incorporated into the RWP's Strategic Work Plan and are reported on regularly (see more detail under question A-21)**

**(Attachment A-5)**

**Staff Person: Jim Fong**

- A-6 Please provide board meeting minutes that demonstrate deliberation and adoption of the budget. (20 CFR 661.305(a) (4)) (see F-29 which requests a copy of the approved budget) (Addition)**

**(Attachment A-6 – The Job Council Board of Directors Minutes from June 23, 2014)**

- A-7 Please provide samples of public notices and board minutes which demonstrate compliance with public meeting laws and the following meeting requirements (20 CFR 661.307):**
- Meetings are held at locations which do not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, age or disability (ORS 192.630(3))**  
**(Attachment A-7 Agenda and Meeting Minutes from July 14, 2014 RWP meeting and screen print of public notice on TJC's website)**
  - Meetings are held within the geographic boundaries of the local area (ORS 192.630(4))**  
**(Attachment A-7)**
  - Public notice includes planned agenda items (ORS 192.640 (1))**  
**Agenda forms are submitted for public notice. During PY 14 the RWP placed all public meeting notices in agenda format on The Job Council's website home page.**
  - Emergency meetings are held as a result of an actual emergency as noted in the board**

minutes (ORS 192.640(3))

**There were no emergency RWP Board meetings during PY 14 ( to date January 2015)**

- **Votes at all board and executive committee meetings are public and recorded (ORS 192.650(c))**

**PY 13 Response is still applicable**

**All minutes indicate meetings are recorded and that backup materials are available in the office of the Executive Director (Attachment A-7)**

**Staff Person: Jim Fong**

A-8 Retired, because the policy on providing services has been rescinded.

A-9 Who is the One-Stop operator? Please provide a copy of the agreement between the local board and the One-Stop operator which specifies the operator's role. (20 CFR 662.400 (c))

**PY 13 Response is still applicable**

**The Job Council is currently the One Stop Operator**

**(Attachment A-9 RVWDC Staff Support – Fiscal/Administrative Agent and One-Stop Operator Agreement)**

**Staff Person: Jim Fong**

A-10 Please attach an organizational chart or other relevant documents demonstrating compliance with 20 CFR 661.310 which restricts local board and staff of the local board from being providers of core, intensive and training services, and from being a one-stop operator.

**PY 13 Response is still applicable**

**The local board does not provide core, intensive or training services. However, per 20 CFR 661.310 the RWP and Local Elected Officials are in concurrence and have received approval from the Governor (through the Commissioner of the Department of Community Colleges and Workforce Development), for the One-Stop Operator to also serve as staff to the local board.**

**(Attachment A-10 Memo dated 5/26/10 from Cam Preus – Region 8 One Stop Operator Designation & Attachment A-10a RWP Memorandum of Understanding effective 1/1/13.**

**Staff Person: Jim Fong**

A-11 Please provide the board meeting minutes documenting the selection of the One-Stop operator. (20 CFR 662.410)

**PY 13 Response is still applicable**

**The last time the One-Stop Operator was designated was in PY 09. (Attachment A-11 RVWDC**

**Minutes February 11, 2010)**

**Staff Person: Jim Fong**

- A-12 Please provide a copy of the LWIB's current One-Stop certification documentation. (Oregon Workforce Investment Board WorkSource Oregon Definitions and Center Certification Policy 11-01, March 11, 2011) In addition, identify the last date the one stop was certified.

**(Attachment A-12 Annual WorkSource Center Compliance Review – 2/6/2014)**

- A-13 Please provide a copy of the written standards of conduct for board members regarding conflict of interest and restriction from voting. (20 CFR 667.200(a)(4))

**PY 13 Response still applicable.**

**(Attachment A-13 RWP Board of Directors and Workforce Investment Board Members Duties and Conflicts of Interest – approved and signed 5/10/12) (Attachment A-13a – Minutes of 5/10/12 RWP meeting approving new Conflicts of Interest Policy)**

**Staff Person: Jim Fong**

- A-14 What criteria have been established by the board to determine the availability of funds and the process by which any priority will be applied? In addition, please indicate whether the Board has determined priority of services is in effect and describe your process for informing staff of this change in service priority. (20 CFR 663.600)

**PY 13 Response is still applicable**

**The RWP has determined that Title 1 funds are limited. The RWP has adopted a policy with regard to priority of service and that policy is attached.**

**(Attachment A-14 – Priority of Service)**

**Staff Person: Jim Fong**

- A-15 Please provide a copy of the board's policy on supportive services which needs to address that recipients' of supportive services:

- Are participating in core, intensive, or training services;
- Are unable to obtain individual resources through other means;
- Demonstrated a need for assistance to enable them to obtain their employment goal;
- Participant record documents justification of needed assistance, lack of availability of other resources, and timeframe that the supportive services are meant to cover.

**Review team may test aspects of the local policy/procedures. (20 CFR 663.800 & CCWD Policy 589-30.12, WIA Title 1B Policy Statewide Supportive Services)**

**PY 13 Response is still applicable**

**(Attachment A-15 – Support Services Policy)**

**Staff Person: Jim Fong**

- A-16 What criteria has the local board set to determine whether employment leads to self-sufficiency? (20 CFR 663.230)

**PY 13 Response is still applicable**

**(Attachment A-16 Self-Sufficiency Policy)**

**Staff Person: Jim Fong**

- A-17 Please provide a copy of the local board's needs-related payment policy and the established payment level. (20 CFR 663.840)

**PY 13 Response is still applicable**

**(Attachment A-17 Needs Related Payment Policy)**

**Staff Person: Jim Fong**

- A-18 If the local workforce investment area is composed of more than one unit of local government, please provide a copy of the agreement amongst local elected officials which specifies the liability of the individual jurisdictions. (20 CFR 667.705(c))

**PY 13 Response is still applicable**

**(Attachment A-18 Intergovernmental Agreement – Adopted March 15, 2012)**

**Staff Person: Jim Fong**

- A-19 Please provide meeting dates and a youth council membership list for the current program year and how your membership complies with 20 CFR 661.335. In addition, include for PY14 meetings, each meeting's public notice and each meeting's agenda. (Revised)

**Meeting dates are as follows: July 24 2014, September 25, 2014, January 15, 2015.**

**Youth Council Membership List for PY 14 (Attachment A-19)**

**Youth Council Public Notice and Meeting Agendas ( Attachment A-19a)**

- A-20 Please provide documentation which confirms that the local board has awarded grants

and contracts for youth services on a competitive basis based on the recommendations of the youth council. Please describe your measurable contract goals and means of evaluating service provider's performance. (WIA Section 123; TEGL 33-12; 13-09) (Revised)

**PY 13 Response still applicable**

**Competitive RFP (See Attachment A-20) process began September 27, 2013 with a deadline of September 30, 2013. One response was received from College Dreams. On October 9, 2013 the review panel forwarded their recommendation to The Rogue Workforce Partnership Board of Directors who approved the interim designation of College Dreams as the WIA In School Youth Program Services provider (See Attachment A-20a).**

**On November 18, 2013 the WIA In-School Youth Program Services provider interim designation was taken to the RWP-Workforce Investment Board for action. A quorum was not present at the November 18, 2013 meeting. On January 13, 2014 this item was approved as part of the Consent Agenda (See attachment A-20b).**

**(Attachment A-20, A-20a, A-20b)**

**Staff Person: Jim Fong**

**A-21 How does the youth council, guide youth policy, develop the youth portion of the youth plan, and oversee youth providers in the local area? (20 CFR 661.340 (d), TEGL 33-12)**

**PY 13 Response still applicable -You may want to update this...**

**The RWP is a catalytic leader in the region's Southern Oregon Success (SORS) initiative – a broad cross-sector collaborative focused on improving outcomes for children, youth and families across the continuum from early childhood, through K-12 to post-secondary education and workforce readiness. (The RWP's designated Youth Council) consists of both the School to Work and Youth Development subcommittees of SORS and is designed to oversee the local area WIA youth provider as an integrated part of this overarching youth improvement strategy. Oversight of the WIA youth provider will be accomplished through program service updates and strategic conversations between the Youth Success Initiative (Youth Council) and the youth provider. Discussion on program performance (numbers served, outcomes, etc.) and strategies for maximizing return on investment are part of these oversight conversations. The RWP full WIB, along with the joint Boards of County Commissioners also receive regular reports and will maintain responsibility for oversight of the local area youth provider under the larger Southern Oregon Success initiative.**

**One of the RWP's key strategies is to work with emerging workers/youth to improve their job skills and work readiness. RWP partners in this effort include a multitude of education (K-12), higher education, early learning, youth service, community and business leaders. These partners are working together to weave together a comprehensive Youth Success strategy for the region. This strategy first emerged from an inaugural Youth Success Summit convened in December of 2009 on the same morning as the RWP Annual Business Leaders Summit. Co-**

convened in partnership with the Jackson County Commission on Children and Families, the Oregon Community Foundation, the United Way of Jackson County, the Chamber of Commerce for Medford/Jackson County, this event included participation from all Jackson County School District Superintendent/administrators as well as all youth service providers (WIA-funded and all others) for the region. Partners were asked to fill out a service survey in advance and this information was compiled and displayed on posters.

As a result of this Summit, a comprehensive community focus emerged on two key aspects of Youth Success – Work Readiness and Youth Mentorship. The RWP took responsibility to lead the community-wide effort to focus on the Work Readiness component of Youth Success. Since this time, the RWP strategy has been to extract key elements from the highly successful WIA-funded Job Council Youth Program, bring more key business and community partners to the table, and create an integrated Youth Success Career Fair for the region’s high school students. Now entering its third year, the goal is to expand this event to be part of an even more comprehensive array of strategies that include more job shadowing/internship opportunities, summer youth crews and an Applied Academics Pathway strategy utilizing Perkins funding (in partnership with Rogue Community College and Southern Oregon Education Service District).

In early 2012, partners began embracing a Collective Impact strategy (see Stanford Social Innovation Review – Winter 2011; [http://www.ssireview.org/articles/entry/collective\\_impact](http://www.ssireview.org/articles/entry/collective_impact)) Partners are actively applying this collaborative community-wide approach within Oregon’s new statewide education reform initiative. We have now aligned both WIA Youth Program services/investment strategies as well as the RWP’s broader agenda of youth/emerging worker workforce readiness/proficiencies with the broader education reform objectives of improved education/academic proficiency. These strategies are coordinated at the Southern Oregon Success meetings (also serves as RWP Youth Council) and reported upon at regular RWP meetings.

**Staff Person: Jim Fong**

A-22 Describe how program staff ensures that any non-exempt public record is accessible to the public, taking into account the following:

- Anyone wishing to access non-exempt public records is given the opportunity to do so. [ORS 192.430]
- Any fees charged reflect the actual cost for making records available. [ORS 192.440(2)]
- A procedure is in place to assure that only bonafide exempt records are withheld from inspection. [ORS 192.420 & 501-505]

**PY 13 Response still applicable**

The Job Council Disclosure of Information, Confidentiality and Fees document covers the above issues.

**(Attachment A-22 The Job Council Disclosure of Information, Confidentiality and Fees)**

**Staff Person: Jim Fong**



A-23 How does program staff ensure that WIA participant records are confidential as provided in State law and administrative rules? [ORS 660.300 – 660.339; OAR 589-020-0300 to 589-020-0330]

**PY 13 response is still applicable**

**(Attachment A-22 The Job Council Disclosure of Information, Confidentiality and Fees)**

**Staff Person: Jim Fong**

A-24 Which program year records have been destroyed? In addition, please describe how management assures that all records that can be destroyed have in fact been destroyed. (CCWD policy 589-40.4)

**No program year records were destroyed in PY 14**

A-25 Please provide a copy of the record retention and public access procedures and describe how your organization complies with CCWD's Document Collection and Storage policy 589-30.11. (CCWD policy 589-40.4)

**PY 13 response is still applicable**

**(Attachment A-22 and A-25)**

**Staff Person: Jim Fong**

A-26 Describe how programs ensure:

- Staff and contractors are clearly aware of the requirements to report fraud, abuse or other criminal activity, and that the Department of Labor's hotline number for reporting such actions is available.
- That all suspected incidents of fraud, abuse or other criminal activity are immediately reported by phone to the state office, followed in one workday with a written Incident Report form DLI-156. (20 CFR 667.630)

**PY 13 response is still applicable**

**(Attachment A-26 and A-26a Incident Reporting Policy and Program Integrity – Preventing Fraud and Program Abuse Policy)**

**Staff Person: Ken Heindsmann**

A-27 Please provide a copy of the procedure for grievances and complaints. (20 CFR 667.600 (a))

**PY 13 response is still applicable**

**(Attachment A-27 Complaint and Grievance Procedure)**

**Staff Person: Ken Heindsmann**

- A-28 Have any written grievances been initiated against service providers or contractors? If so, please provide a summary by citing the nature of the complaint and its resolution or status.

**PY 13 response is still applicable**

**No written grievances have been initiated against service providers or contractors.**

**Staff Person: Ken Heindsmann**

- A-29 Please provide a copy of the grievance procedure information made available to registrants. (20 CFR 667.600 (b) (1))

**PY 13 response is still applicable**

**(Attachment A -27)**

**Staff Person: Ken Heindsmann**

- A-30 Retired this element given that CCWD is establishing a new ETPL electronic streamlined system.

- A-31 Does the local board require any additional information from local training providers to maintain subsequent eligibility? (20 CFR 663.510 (e) (3))

**PY 13 response is still applicable**

**The RWP does not require any additional program-specific information from local training providers to maintain subsequent eligibility. This is largely due to the current state waiver regarding continuing ETPL eligibility. The WIA Program Operator periodically reviews training provider participant outcomes to determine success/lack of success at sites.**

**Staff Person: Ken Heindsmann**

- A-32 What is the grievance procedure for training providers whose application is not approved? (OAR 151-020-0110 item 9e)

**PY 13 response is still applicable.**

**Any provider whose application for ETP list is not approved may file a grievance through the established WIA grievance process available to participants. (Attachment A-27)**

**Staff Person: Ken Heindsmann**

- A-33 Retired this element due to lack of funding.

A-34 Retired this element due to lack of funding

A-35 Retired this element due to lack of funding

A-36 Retired this element due to lack of funding

A-37 If the local board is currently providing core, intensive, or training services – or transitioned away from direct service provisions in PY2013 – please provide a copy of your Transition Plan. (CCWD WIA Title IB Policy 589-20.6) (New)

**Jim**

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## **FISCAL SYSTEMS SECTION**

F-1 Please provide a copy of the monitoring process used to satisfy requirements for monitoring each project, program, subaward, function or activity supported. (20 CFR 667.410) and (CCWD Policy 589-40.6) (Revised)

Please highlight sections which test that:

- expenditures have been charged to the proper cost categories within cost limitations;
- there is compliance with the provisions of the applicable contract, local policies, the WIA, final regulations, and other applicable federal and state laws.

**N/A**

F-2 Please provide copies of monitoring reports which demonstrate a standardized review methodology including documentation of findings, needs for corrective action and due dates for completion of corrective actions.

- While on-site, the review team will test aspects of the audit resolution control log. Please ensure that the control log, or the instrument used to track monitoring findings, is made available to the review team.

**N/A**

F-3 Please provide a copy of the most recent audit report and management letter.

**We will be receiving this very soon and will provide a copy to CCWD as soon as we have it.**

F-4 Please describe or attach the resolution or plan for resolution to any internal control deficiencies, questioned costs or issues in your last management letter and audit report.

**CCWD was sent a response from Jim Fong and Sherri Emitte addressing the findings.**

F-5 Retired because the attestational engagement requirement went away.

F-6 Please attach your detailed cost allocation plan and highlight any changes made within the past year.

Review staff will test the cost allocation methodology while on-site by studying labor distribution records, personal services expenditures, and expense payments (such as rent, utility, telephone, equipment, facility maintenance, and contract payments).

**(Attachment F-6)**

F-7 Please describe debt collection activities pursued this year.

**PY 13 response still applicable.**

**No debt to collect**

**Staff Person: Sherri Emitte**

F-8 Please attach a copy of your debt collection procedure or process.  
**(Attachment F-8)**

F-9 Do the programs generate any program income?

**Yes.**

F-10 How is program income tracked and reported to ensure that the income is added to the funds committed and is used prior to drawing additional federal funds? (20 CFR 667.200(a)(5))

**Program income is automatically allocated to the various funds in the accounting system.**

F-11 Please describe your cash forecasting system that assures that federal (WIA) cash on hand does not exceed the organization's immediate cash needs.

**During the on-site visit, review team members will review source documents and general ledger expenditures reports to substantiate cash draw downs.**

**Year-to-date income statements for each funding source are generated each week to determine YTD expenditures and program income; then YTD draws are subtracted from those amounts to determine necessary draws.**

F-12 Please provide a copy of your organization's certificate of insurance\* or evidence of self-insurance for the following:

- Professional liability resulting from errors, omissions or negligent acts of its officers, employees or agents.
- Motor vehicle insurance \*
- Property insurance \*
- Workers' Compensation Insurance
- Bonding coverage for every officer, director, agent, or employee authorized to receive or deposit WIA funds or to issue financial documents, checks or other instruments of payment of program costs.

\* These policies must list CCWD as an additional insured.

**(Attachments F-12a and F-12b)**

F-13 Please describe how your organization ensures contractors/subcontractors have evidence of certificate of insurance or self-insurance for the following:

- Professional liability resulting from errors, omissions or negligent acts of its officers, employees or agents.
- Motor vehicle insurance
- Property insurance

- Workers' Compensation Insurance
- Bonding coverage for every officer, director, agent, or employee authorized to receive or deposit WIA funds or to issue financial documents, checks or other instruments of payment of program costs.

**Certificates of insurance are requested within each contract.**

F-14 Describe how injuries of registered individuals not covered by Workers' Compensation Insurance will be handled if individuals suffer injuries while involved in WIA allowable activities. (Note: WIA does not require insurance coverage for this type of risk.)

**We carry classroom training accident/medical insurance.**

F-15 What non-federal funds would be used if disallowed costs had to be repaid to the federal government?

**Funds from prior older worker performance-based contract earnings.**

F-16 Please provide a copy of the procurement policy. (CCWD Policy 589-10.11)

**(Attachment F-16)**

F-17 Please provide a copy of the most recent Request for Proposal and contract boilerplate language, a list of current contracts (including external auditor's contract) with expiration dates and identify the non-discrimination provision. (Revised)

**There are no RFP's.**

**Two current contracts are in place:**

1. Auditors – Michael L. Piels, CPA (expires 6/30/15)
2. WIA Youth In-School Service Provider – College Dreams (expires 6/30/15)

F-18 Please complete/submit the attached WIA funded non expendable inventory/equipment list (in an Excel spreadsheet format) for items whose purchase price was \$5,000 or more. (Revised)

**N/A**



F-19 Please provide a copy of your inventory policy used by management for all equipment purchased using WIA funds. (CCWD Policy 589-10.12)

**(Attachment F-19)**

F-20 When was the last inventory conducted?

**Unknown**

F-21 Please complete the separation of duties worksheet (follows).

**(Attachment F-21) See Changes**

F- 22 Identify by location WIA office space / # of WIA staff in space in use at the end of last year's program year vs. office space / staff occupancy currently in use.  
(Revised)

**(Attachment F-22)**

F-23 Identify generic types of mechanisms used to provide employees and participants with remuneration and accompanying policies, procedures and/or written descriptions of unwritten practices, e.g. gift cards, gas cards, bus passes, bus tickets, incentive payments, cash, etc. (CCWD Policy 589-30.12, WIA Title 1B Policy Statewide Supportive Services)

**PY 13 response still applicable**

**(Attachment F-23)**

**Staff Person: Sherri Emitte**

F-24 Identify staff responsible for completing Recipient Share (10j – 10n and 11). Additional Expenditure Data Required portions of US DOL 9130 reports including descriptions of entries made in these section.

**Director of Administration: Sherri Emitte**

F-25 During current program year did your organization purchase property/equipment with a per unit acquisition cost of \$5,000 or more? If yes, provide description of purchase and whether you requested and received CCWD prior approval for the purchase? (CCWD Equipment Policy 589-10.12)

**No**

F-26 Has your physical location and phone number changed since last year's monitoring visit? If yes, please provide the new address and phone number.

**No.**



F-27 Using the worksheet provided, please list purchases (including contracts for services) made during the current program year and last program year (if the products/services were to be delivered in current program year) that exceed \$25,000.

- Please code purchases with the following notations: 1 = competitive proposal; 2 = non-competitive proposal; 3 = competitive sealed bid.

**PROCUREMENT  
(\$25,000+ for PY 2014)**

<b>Description of Purchase or Service</b>	<b>Vendor Name</b>	<b>Date/Type* Of Procurement</b>
Auditing Services PY 14	Michael L. Piels, CPA, LLC	1
WIA Youth Services	College Dreams	1

\*1 = Competitive Proposal; 2 = Non-competitive Proposal; 3 = Competitive Sealed Bid

**F-28** Please complete the Staff Turnover/Layoff Table (follows). In the event of an Executive Director Termination please complete the Director Termination Review Program (follows).

**(Attachment F-28)**

**F-29** Please attach a copy of your PY2013 Board Approved Budget for WIA Title 1B Formula Funds.

**(Attachment F-29)**

**F-30** Please submit your entity's latest organizational chart with names and job titles for each position. (New)

**(Attachment F-30)**

**F-31** Please submit your entity's current personnel policies. (New)

**(Attachment F-31)**

**CCWD  
LWIA Monitoring  
Change of Director/Upper Management Audit**

Program Year:   N/A  

Region:       N/A      

Procedures	Completed by/Date	W/P Ref.
<p><b>Change of Director Audit Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Verify final gross pay amount paid to director through final work date. Make sure office has final signed time sheet.</li> <li>2. Verify final payment of unused PTO time, if any. If other types of severance payments are made to director, verify that they are appropriate as stated in director's employment contract.</li> <li>3. Verify payment of any final travel expense claims outstanding. Verify that there are no travel advances outstanding.</li> <li>4. If applicable, verify that agency provided credit card has been returned and cancelled.</li> <li>5. Verify whether director received reimbursement for cell phone use or internet and fax line charges?</li> <li>6. If applicable, verify that agency provided cell phone has been returned.</li> <li>7. Verify that agency provided computer has been returned.</li> <li>8. Verify turnover of any other agency provided assets (i.e. gas card, other assets).</li> <li>9. Verify that director did or did not sign any contracts after his or her last day of official work. This date should agree with final date on director's timesheet.</li> <li>10. Review subsequent payrolls to determine director didn't receive further payroll checks after date of termination.</li> <li>11. Re-compute final payroll including unused Personal Time Off (PTO). Trace amounts to be paid to their personnel policy and verify final timesheet to gross payroll. Verify that outstanding payroll advances, if any, have been paid back.</li> <li>12. Request a list of contracts entered into and signed by director during the prior three months. Review them for reasonableness.</li> <li>13. Fiscal staff needs to meet with the bank and cancel director's authority to sign checks. If there is a signature stamp/plate with the director's name on it, region staff should document that it was destroyed in his or her presence.</li> <li>14. A new signature card should be filled out. If an interim director is appointed, the board president should be signing the checks until the new, permanent director is hired.</li> <li>15. The IT person should terminate the director's access to LWIB systems.</li> </ol> <p>G:\audit information\Change of Director of Agency Audit.docx</p>		

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## **PROGRAM SYSTEMS SECTION**

P-1 Please provide a list of your ten required program elements, the availability of these elements in your local communities and the methods you or your contractors use to provide the opportunity of all 10 elements to each youth. Please include a list of non-WIA funded programs that deliver any of the WIA ten required program elements and which elements they provide. (20 CFR 664.410; TEGL 09-00;05-12; 33.12) In addition, please explain how staff or contractor staff coordinate case management with the listed entities that are providing any of the ten required program elements. Note: TEGL 33.12 states on page 7, "ETA recognizes that with declining resources it can be difficult to fund all WIA Youth program elements. However...rather, the WIA Youth program is intended to act as an intermediary, partnering with various publicly and privately funded organizations to ensure that all 10 youth program elements are available to all youth participants." (Revised)

**TJC Youth Programs include each of the ten program elements. Our Youth Employment Specialists serving out-of-school youth and our in-school youth services contractor determine what specific program service is needed based on each participant's objective assessment and individual service strategy.**

**1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies - TJC partners with local school districts and Southern Oregon Education Service District to support GED and diploma seeking students, and also partners with Rogue Community College ABE/GED program for students seeking GED completion and working towards improving their basic skills. We are strengthening our partnership with GED instructors, attending staffings to discuss student progress, identify challenges or barriers, and coordinate efforts to assist students in persisting. We contract with Rogue Community College to provide a basic skills lab for youth seeking National Career Readiness Certification and increasing basic skills in Reading, Math and Locating Information. Staff provide (NCRC) to youth to assist in meeting state requirements for graduation. We are in our second year of contracting our in-school services to College Dreams, Inc. and they provide one-on-one tutoring to the youth being served in the local high schools.**

**2. Alternative secondary school offerings – TJC provides case management services in partnership with Rogue Community College for youth pursuing GED, working closely with GED instructors to increase student persistence and success. TJC also coordinates secondary school offerings with other local schools (Armadillo Technical Institute, Logos Public Charter School, and Upper Rogue Center for Educational Opportunity) and youth organizations (Community Works, Kairos, and Maslow Project) depending on client needs and choices. Employment Specialist works closely with Juvenile Probation and Oregon Youth Authority to provide support for reaching educational goals. Our in-school services contractor, College Dreams, Inc. has a dedicated staff person on-site providing case management at Central Medford High School, the largest alternative school in Jackson County. This staff person works directly with the**

**schools dropout prevention coordinator, conducting home visits to re-engage students with unexcused absences who are at highest risk of dropping out.**

**3. Summer employment opportunities directly linked to academic and occupational learning – TJC operates limited summer employment opportunities in partnership with schools and many community partners. The Job Council pursues summer grants through Oregon Youth Conservation Corps to provide stipend and wage-based summer youth training crews in Jackson and Josephine Counties. These crew opportunities focus on work ethics, teamwork, communication in the workplace, safety and many other transferable job skills that prepare youth for future employment.**

**4. Paid and unpaid work experiences, including internships and job shadowing are also available through TJC. TJC coordinates these opportunities in partnership with schools, Department of Human Services, Vocational Rehabilitation, local businesses, and other youth service providers. In addition, we are part of a regional collaborative effort that includes career fairs hosted at local high schools.**

**5. Occupational Skills Training – TJC refers appropriate youth to training providers to obtain short-term training opportunities, if aligned by youth interest and supported by assessment and individual service strategy. Our region has selected three targeted industries/sector strategies: advanced manufacturing, Information Technology/E-Commerce, and Health Care. At this time, most of OST for youth have been in the health care sector with Certified Nursing Assistant (CNA I) training leading to a portable, industry recognized credential.**

**6. Leadership Development Opportunities- TJC Youth Employment Specialist and College Dreams Contractor provide on-site and school-based leadership development opportunities for youth including exposure to postsecondary educational opportunities through college tours and independent research; opportunities to lead in our cohort-based OSY Program (CareerX) and during our crew-based summer youth employment program. TJC may also refer youth to other community leadership programs as appropriate and when available through Mediation Works and Community Works Transitional Living Program and Kairos Independent Living Program for youth aging out of the foster care system.**

**7. Supportive Services – TJC employment specialists and in-school services contractor evaluate youth supportive service needs, leverage resources with other organizations such as local schools, Department of Human Services, Maslow Project, St. Vincent De Paul, Salvation Army, United Way, and Community Works, and determine client's ability to contribute. These needs are evaluated during initial ISS and revisited during participation and follow up.**

**8. Adult Mentoring for Duration of at Least Twelve (12) Months – employment specialists and in-school services contractor coordinates services with youth who have mentorship relationships established and is able to refer to other community partners for mentoring services as needed. Many of our youth services provide youth a positive relationship with a caring adult (e.g., staff, supervisors, crew leaders, etc.).**

**9. Follow-Up Services –Employment Specialists and in-school services contractor complete youth follow up contacts. A minimum of quarterly contacts are made with**

all enrolled youth unless more intensive services are needed, based upon individual needs. Summer follow-ups are less intensive.

**10. Comprehensive Guidance and Counseling – employment specialist and in-school services contractor evaluates client needs for comprehensive guidance and counseling to make appropriate community referrals. Employment specialist/contractor may also use Independent Contractors to provide services such as mental health counseling, drug and alcohol counseling (Kolpia Counseling and OnTrack), learning disability evaluation (DHS and Vocational Rehabilitation), mediation services (Mediation Works) and other guidance.**

**P-2 Please demonstrate how achievements of performance measures that do not use wage records are documented:**

- Youth – Placement in Employment or Education outcome in first quarter after exit quarter
- Youth – Attainment of a Degree or Certificate outcome by end of third quarter after exit quarter
- Youth – Literacy & Numeracy Gain outcomes

**In addition, please provide a list of degrees/certificates that are tied to the above performance measure and the number earned so far in PY14 for each one listed. (Revised)**

**Achievements of performance measures (outside of wage records) are monitored by the Youth Employment Specialist/contractor. All youth wages are verified through OED, if youth are employed in Oregon. For youth employed outside Oregon, staff request youth supply a copy of a pay stub; however, youth do not often follow through with this request and we rely on youth self-attestation in these instances. Employment Specialists/contractor will document all skill attainments, credentials/certificates and training by collecting a copy of certificate, and/or GED/HSD and enter in I-Trac case notes and hard file narrative.**

**College Dreams, our in-school services contractor, utilizes the National Student Clearinghouse database to access electronic student record verification of enrollment, credit attainment, and school.**

**Youth Literacy and Numeracy Gain outcomes for out-of-school youth are measured using CASAS and are monitored by employment specialist with the support of our I-Trac system. All pre-tests are entered into I-Trac as part of the registration process and post-test scores are updated in I-Trac as students are tested. I-Trac provides pre-post test list as a tool for staff and management to use to ensure testing and scores are completed. If a youth is already enrolled in Rogue Community College's GED program, RCC shares the pre-test CASAS score with our staff.**

**Employment Specialist/contractor completes 12 months of follow up services for all youth**

and is responsible for documenting post exit achievement of performance measures. Quarterly follow up contacts are made via telephone calls, contact with schools and training providers to document achievement of performance measures. All follow up contacts and attainment of performance measures are documented on the Youth Follow Up forms in each hard file and entered into I-Trac.

**Degrees/Certificates earned so far in PY14:**

**NCRC (State reporting only) 31**

**Occupational Training Certifications 8**

**3 – CNA2 Certifications**

**2 – CNA1 Certification**

**3 – ECG Interpretation Certification, Animated Rhythms Certification, 12 Lead Interpretation Certification\***

**Professional Organization Certificate**

**5**

**5 – Oregon State Food Handler’s Certification**

**\*These certifications are required for Monitor Technicians with the Hospitals**

**P-3 Does the program utilize the 5% window? If yes, describe the system used to monitor the percentage of non-income eligible youth enrolled in the youth program, and provide a hard copy the prior program year’s report which demonstrates that no more than 5% of the youth enrolled during that year were non-income eligible. (20 CFR 664.220)**

**Yes, Region 8’s Youth Program utilizes the 5% window. When staff would like to serve an over income youth with other qualifying barriers, this youth is staffed with Employment Specialist/contractor and Program Director. If approved, the Program Director goes onto the registration tab in the I-Trac system and approves using the waiver request button. If we are at the 5% threshold, it will deny the request. The Youth Program Director can also request a WIA Youth I-Trac 5% Status Report from WSI from July 1 to current date, which calculates the percentage of non-income eligible youth enrolled in Youth Program. The Youth Program Director keeps staff/contractor informed of availability and also requires a report any time a request for a waiver is requested. All 5% window registrations require director approval on the WIA registration form. (Attached is a WIA Youth i-Trac 5% waiver status report email for PY 13/14) (Attachment P-3)**

**P-4 Does the local board identify serious barriers to employment for youth for 5% waiver for over income youth? (20 CFR 664.220 (h)) If so, please provide a**

copy. (Revised)

**Yes, the Rogue Workforce Partnership (RWP) adopted a Youth Barriers Policy to address 5% waiver for over income youth, on June 10, 2010. (Attachment P-4)**

- P-5 How are youth assessed to determine basic skill levels and categories of eligibility? What assessment tool is used? How are these results documented in the individual service strategy (ISS) if CASAS is used, please provide a list of certified staff members. (20 CFR 664.205; TEGL 33-12) (Revised)

**Basic Skill levels are first evaluated during eligibility using the CASAS 130 to document preliminary skill levels in Reading and Math for out-of-school youth. If youth score below 8th grade level on the CASAS 130, this information is used to identify Basic Skills Deficiency as a barrier at the point of eligibility. Further assessment of each participant's basic skill levels are evaluated once the participant is enrolled. Out-of-School youth complete additional Pre and Post CASAS testing through The Job Council and/or Rogue Community College to address numeracy and literacy deficiencies and goals. Certified Staff Members: Cynthia Manning, Christie Lawson, and Joe Anderson. Other categories of eligibility are documented during the eligibility appointment through an interview process with the youth. Youth will be asked to provide documentation to support the additional categories of eligibility or may self-attest to certain qualifying barriers. All basic skills and other barriers are discussed and documented in the comprehensive individual service strategy and entered into I-Trac to address service needs, goals, support services, and action steps.**

- P-6 How does the objective assessment provided to each youth participant meet the requirements at Section 129 and include a review of the academic and occupational skill levels and service needs of each youth? (20 CFR 664.405; TEGL 33-12; 5-12) (Addition)

**Employment Specialists/Contractors work one-on-one to review the academic and occupational skills levels and service needs of each youth; this information is used to build the Individual Service Strategy and identify age appropriate career goals and/or post-secondary educational goals. Employment Specialists/Contractors will evaluate work history, vocational assessment, basic skills levels, and other information to determine the need for occupational skills support such as training, on-the-job training, etc. The assessment tools used include observations and personal interviews with youth, youth completed forms including the Pre-Application, Youth Eligibility Assessment Narrative, and Pre-Employment Training Work Maturity Competency Assessment, CASAS for identifying basic skills deficiencies in out of school youth, and high school transcripts and electronic enrollment and attendance data for in school youth.**

- P-7 Does the program have a supportive services policy or incentive and stipends



standards specific to youth? If yes, please provide a copy. In addition please include current incentive and/or stipend standards being used by your organization and/or contractors. (20 CFR 664.440 and Section 129 (c)(2)(G)) (Revised)

**Yes, the Youth Program does have a Supportive Services Policy; attached. The youth program does manage stipends for out-of-youth participating in our CareerX Program. The stipend payments are based on student participation, completion and attendance; sample attached. (Attachment P-7)**

**P-8 Please provide copies of youth eligibility policies.**

**I-Trac is used to complete all youth eligibility. The I-Trac Youth Data Entry Manual is used as the primary tool to examine eligibility information required to determine if a customer meets the eligibility requirements for specific programs. I-Trac system facilitates a process to determine the eligibility status which includes Eligible, Ineligible, or Pending Missing Information. The I-Trac WIA Youth Application & Registration Process document is currently being used as a resource in addition to an Eligibility Reference Notebook (i.e., Income guidelines, Definitions, TEG). (Attachment P-8)**

**P-9 Retired this element because it is redundant and over laps element A-15 and P-6.**

**P-10 How is the need for intensive services documented in participant files? (20 CFR 663.160)**

**PY13 response is still applicable. Need for services are documented on the Individual Employment Plan and case noted in the individual's I-Trac case management system record.**

**Staff Person: Sherri Stratton**

**P-11 Does each service office prominently display current EO notices and the EO Officer's name and contact information? (29 CFR 37.26)**

**Yes.**

**PY 13 response is still applicable.**

**Staff Person: Ken Heindsmann**

**P-12 Is program information available in languages other than English? Please provide samples.**

**Yes.**

**PY 13 response is still applicable (Attachment P-12)**

**Staff Person: Ken Heindsmann**

P-13 How are staff able to effectively communicate with persons with disabilities? Is program information available in alternative formats? Please provide samples. (29 CFR 37.9)

**PY 13 response is still applicable**

**Alternative formats are provided upon request, according to individual needs, through the use of available technology, partner's resources, contracted service providers, and staff.**

**Staff Person: Ken Heindsmann**

P-14 Please provide samples of brochures and media communication which demonstrates that applicable EO language (EO employer/program, auxiliary aids/services available), TDD/TTY, and other required information is included. (29 CFR 37.34)

**PY 13 response is still applicable**

**(Attachment P-14)**

**Staff Person: Ken Heindsmann**

P-15 Please provide a copy of the EO/ADA complaint process. (29 CFR 37.76)

**PY 13 response is still applicable**

**(Attachment P-15)**

**Staff Person: Ken Heindsmann**

P-16 Which staff person maintains the EO/ADA complaint log? (29 CFR 37.37)

**Ken Heindsmann**

**(Attachment P-16)**

P-17 Please provide copies of the written procedures for internal staff and contractors that provide guidance on timely data entry procedures, and deadlines for inputting data after collection.

**PY13 response is still applicable. We use the I-Trac system operated by Worksystems, Inc. and approved by CCWD. The I-Trac staff handles data transmission.**

**(Attachment P-17)**

**Staff Person: Sherri Stratton**

P-18 Retired this element because internal reports are now handled by I-Trac staff.

P-19 Retired this element because reconciliation of data and reports are now handled by I-Trac staff.

**P-20** Please provide information that demonstrates safeguards for data such as:

- Written procedures for data security
- Frequent back-up of data base (how often)
- Storage of back-up data off site that maintains confidentiality as well as data security.
- Business continuity plan in case of fire, acts of God, etc.

**PY13 response is still applicable.**

**Each staff uses a password to log into the I-Trac system over the internet. All maintenance of the system, backup, offsite storage and security is handled by Worksystems, Inc.**

**Staff Person: Sherri Stratton**

**P-21** Please provide copies of processes used to ensure that participants who have not received any partner services (WIA or non-WIA services) for 90 days and are not scheduled for future services (except for follow-up services) are terminated from WIA as of the last date of receipt of services (TEGL 33-12; 17-05).

**PY13 response is still applicable.**

**The I-Trac system automatically exits participants who have not had an event-extending activity entered in the last 90 days as of the last date of receipt of services.**

**Staff Person: Sherri Stratton**

**P-22** How do program providers ensure that participants employed in programs and activities funded under the Act meet wage and labor standards at Section 181(a)(1)? (20 CFR 667.272)

**PY 13 response is still applicable.**

**Site agreements and service contracts specify wage and labor standard requirements. (Attachment P-22)**

**Staff Person: Sherri Stratton**

**P-23** How do program providers ensure that WIA funds are not spent on:

- the wages of incumbent employees during their participation in economic development activities provided through a statewide workforce investment system. (Section 181(b)(1) and 20 CFR 667.264 (a)(1))

**PY 13 response still applicable.**

**The Job Council does not pay wages to incumbent workers.**

**Staff Person: Sherri Stratton**

- P-24** How do program providers ensure that participants in programs or activities do not:
- displace any currently employed employee (including a partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits). (Section 181(b)(2)(A) and 20 CFR 667.270(a))
  - cause impairment of existing contracts for services and existing collective bargaining agreements, unless the employer and the labor organization concur in writing? (Section 181(b)(2)(B) and 20 CFR 667.270(b))

**PY13 response is still applicable.**

**TJC site agreements and contracts pertaining to work activities and training placements specifically address that participants may not displace or partially displace any currently employed worker.**

**Staff Person: Sherri Stratton**

- P-25** How do program providers ensure that a participant in a specified activity shall not be employed in a job if:
- any other employee or individual is on layoff from the same or substantially equivalent job;
  - the employer has terminated the employment of any regular employee or otherwise reduced the workforce with the intention of filling the vacancy with the participant;
  - the job is created in a promotional line that infringes upon the promotional opportunities of currently employed individuals. (Section 181(b)(3) and 20 CFR 667.270 (c))

**PY 13 response is still applicable.**

**TJC site agreement and contracts pertaining to work activities and training placements specifically address that placements may not impair existing contracts for services and collective bargaining agreements; unless the employer and labor organization concur in writing. (Attachments P-22 and P-36)**

**Staff Person: Sherri Stratton**

- P-26** Describe how programs ensure:
- that the health and safety standards and working conditions provided to participants are comparable to those provided to other employees. (Section 181(b)(4) and 20 CFR 667.274 (a))

- that to the extent that workers' compensation law applies, workers' compensation is provided to participants on the same basis as other individuals in similar employment. (Section 181(b)(4) and 20 CFR 667.274 (b))

**PY 13 response is still applicable.**

**TJC site agreements and contracts are designed and so worded to ensure that health and safety standards, benefits, and participant working conditions are comparable to other employees involved in training at the site. (Attachment P-22 and P-36)**

**Staff Person: Sherri Stratton**

**P-27 How do program providers ensure that WIA funds are not used:**

- to encourage or induce to relocate a business or part of a business if such relocation would result in a loss of employment at the original location. (Section 181(d)(1) and 20 CFR 667.268)
- to provide specified services to an employer who has relocated, for at least 120 days after the employer begins operation at the new location, when the relocation resulted in the loss of employment of any employee at the original location. (Section 181(d)(2) and 20 CFR 667.268)
- for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers, and similar activities that are not directly related to training for eligible individuals under Title IB. (Section 181(e) and 20 CFR 667.262(a))

**PY 13 response is still applicable.**

**TJC business focused staff are well versed in all the policies and regulations regarding this issue. They clearly communicate the necessary information during initial conversations, as well as reminding employers during any ensuing conversations, with both potential and actual relocating employers that may have any employees who could be impacted.**

**Staff Person: Sherri Stratton**

**P-28 Do program providers use WIA funds for participant drug testing? If yes, are these funds charged to WIA statewide activities administration? (Section 181(f))**

**PY13 response is still applicable.**

**Yes, when required for specific training programs. These funds are not charged to WIA statewide activities administration.**

**Staff Person: Sherri Stratton**

- P-29 How do program providers ensure that participants are not employed in the construction, operation or maintenance of any religious facility? (Section 188(a)(3) and 20 CFR 667.266)

**PY 13 response still applicable.**

**Site agreements and contracts specify restrictions on this. (Attachments P-22 and P-36)**

**Staff Person: Sherri Stratton**

- P-30 How do program providers ensure that funds provided under the Act are used only for activities that are in addition to those that would otherwise be available in the local area in the absence of such funds? (Section 195 (2))

**PY 13 response is still applicable.**

**Staff is trained to research all potential resources, prior to the use of WIA funds, and the research results are documented in the narrative.**

**Staff Person: Sherri Stratton**

- P-31 How do programs ensure that no person or organization charges an individual a fee for placement in or referral to a workforce investment activity? (Section 195 (5))

**PY 13 Response is still applicable.**

**Program management and financial department oversight ensure that no fees are charged.**

**Staff Person: Sherri Stratton**

- P-32 How do program providers ensure that funds are not used for public service employment? (Section 195 (10) and 20 CFR 667.264 (2))

**PY 13 Response is still applicable.**

**Funds are used for approved employment programs only, per WIA, with management oversight of activities.**

**Staff Person: Sherri Stratton**

P-33 How do program providers ensure that individuals referred to training are:

- assessed as being in need of training services in order to obtain or retain employment and as having the skills and qualifications needed to successfully complete the selected training program? (20 CFR 663.310 (b))
- selecting a program of training that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate? (20 CFR 663.310 (c))
- unable to obtain grant assistance from other sources to pay the costs of such training including Pell grants or required WIA assistance in addition to other sources of grant assistance? (20 CFR 663.310 (d))

**PY 13 Response is still applicable.**

Training services are determined through a combination of individual counseling, workshop attendance, and review of Core and Intensive service results. Approved training for potential employment is determined by local labor market information provided by OED or similar information if out of the area. Our region has selected three targeted industries in its Sector Strategies: Advanced Manufacturing, E-Commerce/Information Technology and Healthcare. These industries are prioritized for services. We also use our own employment statistics showing employers and industries where successful placements are occurring; or, prior to training, a confirmed employment offer from an employer must be available upon completion of training. All clients are assessed for possible grant/or other funding assistance throughout the client's participation. Questions are asked about situations that may indicate eligibility for assistance elsewhere and if applicable, the client is referred to the other funding sources before TJC commits to funding a plan. A complete Pell Grant application is a requirement, with results documented in the narratives.

**Staff Person: Sherri Stratton**

P-34 Describe how programs coordinate with Higher Education financial aid programs, including Pell grants and waiver requests when appropriate, so that WIA funds supplement other sources of training grants. (20 CFR 663.320)

**PY 13 Response is still applicable.**

Clients are required to pursue and apply for all financial aid and waiver possibilities that would apply to a specific training as part of the training service consideration. Documentation of approval or denial is required and is noted in the narratives. WIA funding is based on these decisions.

**Staff Person: Sherri Stratton**

P-35 Do programs provide On-The-Job-Training? (20 CFR 663.700) If no, please provide information on why OJTs were not provided. If yes, please provide

information for P-36 through P-39. Review team may test aspects of the local OJT policy/procedures. In addition, please provide a table that captures the number of WIA formula funded number of OJT completed for current program year, number of OJTs in contract but not completed and remaining planned OJT for remainder of the year. Furthermore, please provide the total dollars for each category. Finally, for each of the above categories, provide the number of OJT contracts that included existing eligible employed workers with their current employer. (Revised)

**PY 13 response is still applicable**

**Yes.**

**Staff Person: Sherri Stratton**

**P-36 How do programs ensure that the following OJT conditions are met?**

- Participant wages are at the same rate, including periodic increases, as similarly situated employees or trainees, and not less than the highest of the Federal or State minimum hourly wage. (20 CFR 667.272 (a))
- Reimbursement to the employer is for no more than 50% of the participant's regular wages paid over the period of the contract. (20 CFR 663.700 (a))
- OJT contracts are not written with an employer who has exhibited a pattern of failing to provide continued long-term employment for participants trained in previous OJTs. (20 CFR 663.700 (b))
- OJT contracts are written for eligible employed workers only when the training relates to the introduction of new technologies, new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by local policy, and when it is determined that the worker is not earning a self-sufficient wage in their current employment. (20 CFR 663.705 (c))

**PY 13 Response is still applicable.**

**OJT participants placed in training positions with employers are hired as employees of that employer. As such, they are on the same wage rate schedule as similarly situated employees. TJC will not place a worker at less than state minimum wage which is higher than the Federal minimum wage. The OJT contract specifies the rate of reimbursement and the planned amount to be reimbursed. The OJT Request for Reimbursement is reviewed for contract compliance, along with the required copies of actual paychecks/payroll records, to ensure the reimbursement amount is within the policies. We develop a comprehensive employer record for each employer we work with, known as a site file, in which all site information is maintained. This includes records of clients placed and retained in employment. Eligible employed workers that**



are not earning a self-sufficient wage are considered for OJT participation in situations that would increase their wages; and when the training relates to new technologies, new production/service procedures, skill upgrading, and workplace literacy.

TJC's WIA Program Directors are responsible for ensuring that these criteria are met when considering OJT contracts.

**(Attachment P-36)**

**Staff Person: Sherri Stratton**

- P-37 Describe how programs determine the length of the OJT contract and self-sufficient wage for eligible employed workers. (20 CFR 663.700 (c) and 663.705)

OJT contract length and self-sufficient wage for eligible employed workers is determined by local labor market information, the skill deficiencies of the participant and our internal policies. Generally, OJT contracts are written for a term of three-six months.

- P-38 Describe the process for the development of job descriptions for OJTs (task analysis, etc.)

**PY 13 Response is still applicable.**

Job descriptions for OJT participants are those used by the employers. In cases where the employer does not have a suitable job description, a ONET-SOC code is used to access an appropriate job description and TJC adjusts it as necessary to accurately reflect the participant's activities.

**Staff Person: Sherri Stratton**

- P-39 Describe the process for conducting periodic on-site reviews of OJT agreements to ensure that training is being provided and that reimbursements are justified. (20 CFR 664.460 (d))

**PY 13 Response is still applicable.**

Once the OJT begins, TJC staff conducts periodic on-site reviews within the OJT time frame. Site reviews include individual meetings with both the supervisor and the client ensuring contract compliance.

**Staff Person: Sherri Stratton**

- P-40 Describe what type of plan (individual employment plan, Individual Service Strategy, etc.) is developed for participants that are solely supported by WIA Tile

1B funds and for participants that have multiple funding support e.g. DHS, TAA, etc. (WIA Section 129 (a)(4); 129(c)(1)(B) and 134 (d)(3)(C); 20 CFR 663.200; 663.240; and 663.245.)

**PY13 Response is still applicable.**

**The Individual Employment Plan (IEP) information is completed or narrated for all WIA Title 1B adult workforce participants. The IEP includes employment and career goals, service needs, support services needs and action steps as the plan is developed in partnership with the client. The original will be provided to the client and a copy kept in the client file. The youth program completes an Individual Service Strategy for all youth participants for WIA Title 1B services.**

**Staff Person: Sherri Stratton**

- P-41 Retired this element; see A-15 which incorporates compliance elements of CCWD's new policy 589-30.12 on Statewide Supportive Services.
- P-42 Retired this element because the monitoring team will be on site conducting a review of the region's Back to Work Oregon program which will include testing aspects of the local policy/procedures and delivery systems for this program
- P-43 Retired this element because the functions for this activity went to the Oregon Employment Department. )
- 
- P-44 Please describe the processes (with attach applicable policies/procedures) utilized to assure compliance with CCWD's On-the-Job Training Contract Reimbursement Documentation Policy 589-10.19
- Approved contract exists between the LWIA and employer.
  - Costs submitted for reimbursement were incurred during contract period.
  - Gross amount paid the participant include check stubs or payroll records that support the payments.
  - Reimbursement is no more than 50% of the participants wage rate multiplied by the numbers of hours worked excluding overtime pay, if applicable 20 CFR 663.700 (b).
  - Maximum contract amount for reimbursement has not been exceeded.

**PY13 Responses are still applicable.**

**Contracts are required for all OJT contracts that exist between TJC and employer. Business staff submits all OJT contracts to program director or team lead for review and approval signature before entering into an OJT contract. A copy of all OJT**

documents are sent to the program director for review and finance for processing new or existing employer accounts. Employers submit an OJT Reimbursement Request form to the business representative at the end of each OJT contract period. Business representatives review the request and submit to finance for a second review before any reimbursements are issued. Finance will notify the business representative if there are any issues relating to the OJT Reimbursement Request to allow for additional follow-up with employer. The business representative works with finance and employer until all acceptable documentation is received to support OJT reimbursement. Finance staff processes all OJT Reimbursements and reviews acceptable documentation before reimbursement payments are issued, including hours worked, contract amounts, acceptable documentation and contract amount limits.

**Staff Person: Sherri Stratton**

- P-45 Please describe the policies, training for case managers/contractors to deliver effective 12 months of follow-up for youth which includes (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development and further education; (c) work-related peer support groups; (d) adult mentoring; and (e) tracking the progress of youth in employment after training. In addition, please identify year to date number of youth that have and/or are being actively followed up on a regular basis for PY14. (WIASRD #349) ( Revised)

Youth staff and contractors have received training to add follow-up services for all youth following the exit. All trainings are provided by Program Director and senior employment specialist and technical supports are accessed when needed through CCWD or WSI. Youth staff and contractors understand that all youth participants must receive a minimum of 12 months of Follow-up services. Staff and contractors provide follow-up services based on the needs of the individual. We currently use a follow-up document which requires at least one contact each quarter to connect with the youth to determine needs, outcomes and performance information. Staff use this document to capture follow-up information and enters narratives into I-Trac. The individual services are case noted in the i-Trac database.

- P-46 Please describe how your program defines in your youth application the sixth barrier for youth eligibility i.e. an individual who requires additional assistance to complete an educational program or secure and hold employment. Please provide an example of how individualized goals for this barrier are documented in an ISS. (TEGL 33-12)

Youth who require additional assistance to complete an educational program or to secure and retain employment is defined at eligibility. Staff use a Pre-Employment Training (PET) Assessment document to determine youth's need for additional

**assistance. Additional barriers may be identified during eligibility for "Individual Requires Additional Assistance" using a collateral/self-attested document. Individual goals addressing the barriers are identified in the ISS under "Goals and/or Self-Sufficiency Categories" (see attached ISS). (Attachment P-46)**

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## **INTEGRATION SYSTEMS SECTION**

- I-1 Describe OED & WIA Title 1B partners shared management, policy, and operational frame work.

**PY 13 response is still applicable.**

**Managers and Team Leaders from OED and The Job Council meet monthly in a Local Integration Leadership Team (LILT) meeting. The entire gamut of One-Stop Center coordinated issues are discussed, coordinated and resolved. Topics that are covered include: Customer Service issues/initiative, operational issues, personnel issues, policy issues, State/Leadership alignment issues, CWRC, etc.**

**Staff Person: Sherri Stratton**

- I-2 Describe cross funding/program functional assignment with in the WSO One-Stop.

**In Grants Pass, where staff are co-located, cross-funding/program functional assignment occurs on a limited basis, predominately at the front desk/reception, welcome debrief (crucial conversations) and resource room. OED and TJC staff have delineated responsibilities in these functions depending on ever-changing operational needs. A limited degree of cross-functional support is provided (or has been provided) to provide more comprehensive experiences for the customer. For example, the front desk is usually staffed by both OED and TJC staff persons on a rotating basis. This process is helping staff become cross-trained in services. The Welcome/Crucial Conversations (debrief) process is done in two phases – individually by OED staff and then in a subsequent, more in-depth group debrief layout options for intensive and/or training services. In Grants Pass, OED and TJC are staffing the resource room due to OED's staffing limitations. In Medford, where staff are not yet co-located, only limited cross-funded/program functional assignments have occurred in staff exchanges between the two separated sites. In addition, OED and TJC are working together to integrate our business services staff. Business staff are meeting on a monthly basis and cross-training through job shadowing and working together on the new customized recruitment initiative. Efforts are underway to begin the process of co-location and more intensive cross-funded/program functional assignments.**

- I-3 Describe the job getting products and services available through integration in the WSO One-Stop(s).

**WSO One-Stop and Career Centers provide products and services including access to Computers and a fax machine, up to 10 copies of a customer's resume, Internet services for online job searching tools, iMatch, Work Related Skills Review, basic skills tutorials, resume building programs, and other self-directed job search resources.**

**Informational workshops are available to groups including program orientations, training options and Foundational Skills Workshops. A new Job Net workshop service is offered to job ready customers and staffed in partnership with TJC and OED.**

- I-4 Describe shared goals, objectives, and performance achievements since the beginning of this program year.**

**Managers and Team Leaders from OED and The Job Council meet monthly in a Local Integrated Leadership Team (LILT) meeting. The entire gamut of One-Stop Center coordinated issues are discussed, coordinated and resolved, including: customer service issues/initiative, operational issues, personnel issues, policy issues, State/Leadership Team alignment issues, etc.**

**One of our shared goals and performance achievements is the successful development of our TJC/OED WorkSource Oregon Integrated Business Outreach Team. The joint business team is meeting monthly to coordinate business services including customized recruitment, employment incentives, referral to specialized services, and employer forums.**

**TJC and OED participated in the state workgroup to develop the WorkSource Oregon Operational Standards framework which provides the minimum-level content/services(s) required to be available at all WSO centers. The Operational Standards also build in an accountability mechanism to ensure that this effort will come to fruition across the entire state. They offer an opportunity to work together to continually improve the system engage new partners and better serve Oregon job seekers, workers and businesses.**

**Each WSO partner has roles and responsibilities, purposes and functions as they relate to WSO policy and operations. With WIOA and the addition of other required partners, common operational agreements will further clarify roles, responsibilities and the decision-making authority of all entities involved. These agreements will identify which decisions will be made jointly, and how those decisions will be made. Interagency compacts will also be developed among state agencies and between state agencies and local boards, which will further clarify responsibilities, rules of engagement and dispute resolution processes.**

**OED and TJC staff are the core implementation leaders who then involve our other workforce and education partners at the broader WHESP (Workforce & Higher Education System Partners) meetings.**

- I-5 Describe means of gathering regular and consistent customer satisfaction feedback on services delivered through the WSO One-Stop.**

**PY 13 response is still applicable.**

**A customer comment box is available in WSO One-Stop and Career Centers. In addition, a survey form is available to customers accessing the WSO One-Stop or Career Center services. Surveys are reviewed by staff and management. All one-stop service workshops evaluate effectiveness of these group services through a workshop evaluation. The survey results are tabulated and available for management and staff review for continuous feedback and improvement.**

**Staff Person: Sherri Stratton**

**I-6 Describe how the customer satisfaction feedback is utilized to inform program improvements.**

**PY 13 Response is still applicable.**

**WSO One-Stop staff and managers review customer satisfaction feedback on a regular basis to identify program strengths or needs for improvements. Proposed One-Stop changes are discussed in a monthly integration meeting, involving staff, and the Local Integration Leadership Team meetings.**

**Staff Person: Sherri Stratton**

**I-7 Describe how your staff are explaining and/or selling the NCRC program services, soft skill certification, and employer letter of support during the local conversation. (Revised)**

**The WRS and NCRC services are communicated at each point of contact including resource room access, informational orientations, foundational skills workshops, training option classes and Job Net. Customers are informed of the NCRC requirements for any WIA training services. NCRC program services are being promoted to all JOBS and OFSET customers. Many of the JOBS and OFSET customers are dual enrolled with WIA and successfully complete the NCRC certification.**

**TJC continues to put forth efforts in both, ramping up awareness, as well as creating opportunities to demonstrate the value of the NCRC to our community partners. TJC created local marketing materials that were targeted to specific populations in order to better message the value of the NCRC including UI recipients, high school administrators and teachers, typical job seeking customers, customers who are working with our partner agency, the Department of Human Services, and Case Managers at the Department of Human Services. Our Senior Program and Innovation Manager has coordinated several NCRC outreach efforts reaching deep into the K-20 education system. We have contracted staff through College Dreams who are proctoring NCRC at local high schools and assisting schools to create their own realms.**

**TJC business staff are working closely with OED and JOBS business team members to reach additional employers to promote the NCRC and Letters of Support. Our business outreach/Sector Strategies Southern Oregon Economy Team developed industry-specific NCRC marketing materials to share how to use the NCRC to attract, retain, and develop local area businesses.**

**Beginning October 2013; we have implemented a NCRC Skills Lab to provide customers with more hands-on "skilling up" experience in preparation for the NCRC testing. The Jackson County NCRC Skills Lab was implemented in October 2013 and Josephine County lab in January 2014. The NCRC Skills Lab is a partnership effort with Rogue Community College (RCC). RCC provides a skills lab instructor and the costs are shared between TJC and RCC.**



## **QUALITY SYSTEMS SECTION**

**Q-1** Given the continued decline in WIA Title 1B funding describe how your organization has attempted to maintain services with fewer resources.

**As a result of the declining WIA Title 1B funding, The Job Council implemented a significant layoff in July 2011 as the primary strategy to maintain services with fewer resources. The layoffs impacted over 30 front line staff and leadership/management positions and required a major reorganization and increased work-loads for all remaining staff. In addition, The Job Council negotiated a flat health care insurance rate for calendar year 2012 and 2013, and adjusted the benefit package to contain costs in both calendar years 2014 and 2015.**

**Depending on specific funding stream limitations, some teams maintained furlough days and reduced hours (37.5 hrs/wk) during PY 13. The adult workforce teams (JOBS/WIA Adult & DLW) that staffs the One-Stop Centers remained at 40 hours per week throughout PY 2013.**

**As we've done in other recent years, we'll continue to use every cost cutting and productivity enhancing tool available to us to provide the most and highest quality services with the available resources.**

**We are continually seeking ways to streamline our processes and services, while attempting to maintain high quality customer service and results. Working collaboratively with OED and other Workforce & Higher Education System Partners, our Systems Innovation efforts focus on creating ever-increasing value and skills gain for customers. For example, in PY 13 we rolled out a new proficiency-based Foundational Skills training workshops at our Medford WSO Center, which is now being expanded into the Grants Pass WSO Center. In addition, as a DHS-JOBS contractor, we have continued to improve upon our integration of these services with all WSO Center services, and especially WIA-funded training services. We continually seek to leverage these services to provide all customer opportunities for enhanced, seamless services, regardless of original program affiliation.**

**Q-2** What other funding sources have become available to maintain and/or increase services to your client base?

**In addition to being the One-Stop Operator, The Job Council is also a contractor to the Oregon Department of Human Services for the JOBS, Family Support & Connections and OFSET programs. Southern Oregon Goodwill Industries is also a JOBS contractor. Our region has created an integrated model to leverage staff and resources into a more seamless set of services for common clients, and services (with funding) have been added by DHS over the last two years. Our array of services**

include: On-the-Job Training, JOBS Plus and Work Experience for the common One-Stop and DHS client. Our Youth Program receives grants to augment services from OYCC, US Forest Service, Bureau of Land Management, and other grant funders.

We have continued to leverage K-12 school district co-investments through our in-school youth program provider, College Dreams to create more positive outcomes for more youth in school. The RWP as also in the final year of a grant from the Oregon Community Foundation to support its Youth Success Initiative systems development and alignment work. Our Southern Oregon Success initiative received statewide recognition and \$45,000 for the biennium from the Oregon Education Investment Board as a Regional Achievement Compact, and was designated by the Governor as a pilot Oregon Prosperity Initiative pilot site, receiving support from Oregon Solutions to create a Declaration of Cooperation amongst a wide range of community partners. In addition, the RWP received an additional \$40,000 from the Governor's office, through the Higher Education Coordinating Council to support the development of Southern Oregon Success's common governance and metrics efforts. Our in-school WIA investment strategy is designed to dovetail and take advantage of all these and other available partnership opportunities.

Since 1989, The Job Council has housed Child Care Resource Network (CCRN), our regional child care resource and referral agency. CCRN assists our job seeking customers and other community parents with quality child care information and maintains a database of over 400 child care facilities, linking families with facilities that meet their criteria for care. CCRN also skills up the child care workforce in Southern Oregon by providing training and technical assistance to child care professionals in partnership with the Oregon Department of Education's Office of Child Care and the Portland State University Center for Career Development in Childhood Care and Education.

Q-3 During this program year what other new entities have you been able to partner with to maintain and/or increase services to your client base?

See response to Q-2 on Southern Oregon Success for leveraging capacities for Youth Services.

Staff Person: Sherri Stratton and Jim Fong

Q-4 What strategies has your organization instituted to minimize reduction in staff, e.g. reduced staff hours, reduction in pay &/or benefits, etc.?

PY 14 has been a relatively stable year in overall funding compared to recent program years. As such, we have not had to reduce staff or staff hours. And, even though we

haven't received a cost of living increase in many years, at the beginning of PY14 we were able to increase take-home pay by paying the 6% PERS contribution, while decreasing the pay scale by 3%. Staff took home more pay, and costs to TJC were less than what they would have been had we given a 3% pay increase. At the same time, we reduced the PTO accrual rate and cash-out limits in order to reign in an unmanageable and unsustainable system.

Q-5 If your organization has considered starting fee for service efforts, what types of services have been considered?

**PY 13 response is still applicable.**

**Staff Person: Sherri Stratton & Jim Fong**

Q-6 In this environment of declining resources what types of training would be helpful to your staff to enhance their ability to deal with these challenging times?

**Staff have been excited to offer our proficiency-based Foundational Skills workshops. This Systems Innovation work continues to motivate staff - providing an opportunity to create greater value and skill building opportunities for clients. Managers and staff have worked very hard these past few years to create a dynamic forward momentum in providing improved services to customers. This exciting innovative work has been helpful to staff to enhance their ability to deal with these challenging times.**

Q-7 In general what has been working well for your organization in delivering work force services to Oregonians in your area of the State?

**PY 13 response is still applicable.**

**We have been building upon our rich experience and history of providing high quality service, while intensively blending in deep innovation that is demand and sector-driven. Having a seamless connection between the staff of the RWP and the One-Stop Operator greatly enhances our ability to drive this culture of innovation deep into the front line work. This connection also allows for an increasingly stronger connection between traded sector and other high-wage/high-demand employers and our broad array of education and One-Stop System partners.**

**Staff Person: Sherri Stratton**

Q-8 Please describe how your organization reminds staff and informs/ trains new employees of their responsibilities concerning:

a) Confidentiality compliance within WIA and Wagner-Peyser programs

**PY13 response is still applicable**

**Staff Person: Sherri Stratton**

- b) Conflict of Interest Avoidance within WIA and Wagner-Peyser programs

**PY13 response is still applicable**

**Staff Person: Sherri Stratton and Jim Fong**

- c) Maintaining the Public Trust in the delivery of WIA and Wagner-Peyser programs

**PY13 response is still applicable**

**Staff Person: Sherri Stratton & Jim Fong**

- Q-9 Please describe any successes and/or challenges you and /or your partners have experienced with a, b, or c, above resulting from the implementation of Integrated Service Delivery.

**PY13 response is still applicable**

**Staff Person: Sherri Stratton**

- Q-10 Retired because I-Trac is up and running and responds to issues as needed.

- Q-11 Please describe your organization's electronic data management protocol (beyond I-Trac) and what policies/procedures have been instituted concerning:

- a) Creating electronic client records
- b) Individual staff accessing and distributing electronic client data, documents, case notes, etc.
- c) Safe guarding electronic client information

**PY13 response is still applicable**

**Staff Person: Sherri Stratton**

- Q-12 Retired because the information needed has been revised and is contained in Q-15 & Q-16.

**PY13 response is still applicable**

**Staff Person: Sherri Stratton**

- Q-13 Please provide a copy of local area policies and procedures for case file maintenance (TEGL 33-12; 28-11)
- Q-14 Please describe how your organization has been using Workforce3one Youth Connections Community of Practice, the TEN 46-11 attachment, tools and resources listed in TEGL 33-12.

**PY13 response is still applicable**

**Staff Person: Sherri Stratton**

- Q-15 Please provide the names/contact info of your staff responsible for the program applications (new & updates) to the state Eligible Training Provider List (ETPL) e.g. primary and back up. (New)

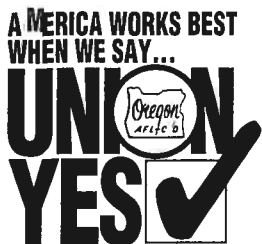
**Sherri Stratton, One-Stop Programs Director  
Ken Heindsmann, Program/Admin Associate**

- Q-16 Please identify what type of training e.g. group, local, etc. they would like to have on the ETPL electronic system rollout. (New)

**It would be beneficial to have a local training on the ETPL electronic system rollout. Also, it appears that the current ETPL list is still out dated.**

- Q-17 Please provide a definition(s) for mentoring that is used by your entity and/or contractors. Note: TEGL 33.12 states on page 8, "Mentoring should be a structured activity provided by someone other than a case manager and should be available to all participants." (New)

**Adult mentoring is a one-on-one supportive relationship between an adult and a youth that is based on trust, with the goal of building positive life skills in youth. Mentoring is selected as a service when it is desired by the youth in assisting with the attainment of academic, career, social, or personal goals. Mentoring is provided during the period of participation and possibly during follow up period, for a total of not less than 12 months.**

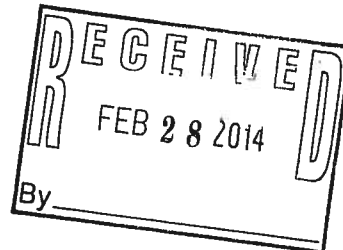


SOUTHERN OREGON CENTRAL LABOR COUNCIL



4480 ROGUE VALLEY HIGHWAY #3 • CENTRAL POINT, OREGON 97502 • PHONE (541) 664-0800 • FAX (541) 664-0806

February 4, 2014



Nikki Jones, Chair  
Rogue Workforce Partnership  
c/o The Job Council  
100 E Main St, Suite A  
Medford OR 97501

Dear Nikki:

This letter is to inform you that the Southern Oregon Central Labor Council has nominated Mr. Jon Flegel to the Workforce Investment Board.

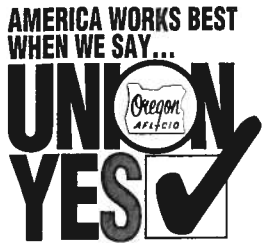
We are confident that Jon will be an asset to the work of the committee.

Yours truly,

SOUTHERN OREGON CENTRAL LABOR COUNCIL

A handwritten signature in black ink that reads "JON ALEXANDER". The signature is stylized, with the first name "JON" written in a cursive-like script and the last name "ALEXANDER" in a more blocky, capital-letter style.

Jim Alexander  
President

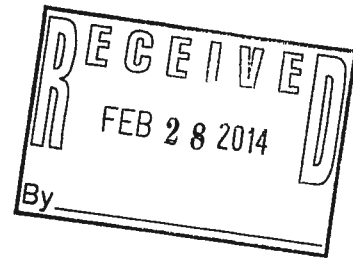


SOUTHERN OREGON CENTRAL LABOR COUNCIL



4480 ROGUE VALLEY HIGHWAY #3 • CENTRAL POINT, OREGON 97502 • PHONE (541) 664-0800 • FAX (541) 664-0806

February 26, 2014



Nikki Jones, Chair  
Rogue Workforce Partnership  
c/o The Job Council  
100 E Main St, Suite A  
Medford OR 97501

Dear Nikki:

This letter is to inform you that the Southern Oregon Central Labor Council has nominated Mr. Wes Brain to the Workforce Investment Board.

We are confident that Wes will be an asset to the work of the committee.

Yours truly,

SOUTHERN OREGON CENTRAL LABOR COUNCIL

Jim Alexander  
President

MINUTES

**ROGUE WORKFORCE PARTNERSHIP**

January 13, 2014

SOU/RCC Higher Education Center, Rooms 127/129  
101 S Bartlett, Medford Oregon

MEMBERS PRESENT:

Michael Donnelly, Gregg Edwards, Ron Fox, Tanya Haakinson, Nikki Jones, Pete Karpa, Brent Kell, Michael Kidwell, James Klein, Scott Koch, Tolga Latif\*, Phil Long, Doug Mares, Tamara Nordin, Barbara Perkins, Scott Perry, Jim Pfarrer, Michelle Robison, Lyndell Smothers, Don Skundrick

\*= via phone

QUORUM PRESENT: Yes

OTHERS ATTENDING:

*Scruggs & Associates:* Patricia Scruggs (Guest speaker – via phone/video conference)

*Oregon Employment Department:* Gail Gasso, Guy Tauer

*Rogue Community College:* Bill Jiron

*Medford Fabrication:* Bill Thorndike

*City of Eagle Point:* Jonathan Bilden

*Southern Oregon ESD:* Gwyn Lema

*Department of Human Services:* Melissa Wolff

*Abdill Career College:* Ki

*The Job Council:* Jim Fong, Tami Allison, Ken Heindsmann, Aurora King, Sherri Stratton, Sherri Emitte\*

*All meetings of the Rogue Workforce Partnership are recorded should reference be desired in addition to the minutes.*

**1) CALL TO ORDER:**

The RWP meeting was called to order by Chair, Nikki Jones at 7:35 am. Introductions were made.

**2) CONSENT AGENDA :**

***SCOTT KOCH MOVED TO ACCEPT THE CONSENT AGENDA AS PRESENTED. THE MOTION WAS SECONDED BY LYNDELL SMOTHERS AND WAS UNANIMOUSLY APPROVED.***

**3) ELECTION OF CHAIR AND VICE-CHAIR:**

***COMMISSIONER SKUNDRICK MOVED TO NOMINATE AND ELECT JESSICA GOMEZ AS CHAIR AND GREGG EDWARDS AS VICE-CHAIR OF THE ROGUE WORKFORCE PARTNERSHIP EFFECTED JANUARY 2014 THROUGH DECEMBER 2014. THE MOTION WAS SECONDED BY MICHAEL KIDWELL AND WAS APPROVED UNANIMOUSLY.***

**Note:** Outgoing Chair Nikki Jones was asked to and chaired today's meeting in Jessica's absence.



**4) OVERSEE, GUIDE & SUPPORT STRATEGIC PLAN IMPLEMENTATION  
WORKFORCE & EDUCATION SYSTEM TRANSFORMATION**

Jim reviewed the purpose, priorities and focus document with the group.

- a. **Sector Strategies** – No agenda items this month
- b. **Systems Innovation**
  - i. WorkSource Oregon One-Stop Center Services
    - 1. Lay-off Assistance Support Service Policy –

***PHIL LONG MOVED TO ACCEPT THE LAY-OFF ASSISTANCE SUPPORT SERVICE POLICY. THE MOTION WAS SECONDED BY RON FOX AND APPROVED UNANIMOUSLY.***

- c. **Back to Work Oregon/OJT** – Sherri Stratton presented Oregon OJT information
- d. **Foundational Skills** – Aurora King presented Foundational Skills information to the group.
  - Series of workshops
  - Objectives, learning goals, and core competencies
  - Peer-to-peer evaluations as well as facilitator to participant evaluations
  - Created with the goal of having work ready participants
  - Anticipate 26 graduates every two weeks

Jim added that this program offering has been done in direct response to what we heard from employers – “get more people ready and directed into the pipeline.”

Nikki inquired as to whether a tracking piece is connected to this. Aurora indicated that a group is meeting each week and that we do have something in place to track the success of these individuals. A number of RWP business leaders expressed interest in sending staff to this training.

- e. **Southern Oregon Success - Youth Success**
  - Scott reported that the SORS group has been very focused on career related learning and last year interviews were conducted at every high school in the region to identify what the schools had in place and did not have in place around career related learning. Schools convened in December with Oregon’s First Lady, Cylvia Hayes as the keynote speaker. The SORS partners are working with high schools to develop action plans to promote more career related learning supports for high school students.
  - The STEM grant will be submitted at the end of the month. Jim referred to the handout in the packet looking for letters of support. Jim will send out a draft letter of support to everyone later today.
  - Meetings are being scheduled to decide upon a web-based platform for coordinating internship, job shadows, industry tours, tech talks, etc. for all K-20 students in our region. CIS Connections and other platforms are being considered.

## 5) GUIDE, INFORM & LEAD STRATEGIC PARTNERSHIP EFFORTS

### State Coordination

- **OWIB Vice-Chair** - Jim reported that Jessica Gomez was recently voted in as the Vice-Chair of the **Oregon Workforce Investment Board (OWIB)**.
- **Workforce System Transformation Update** - Recommendations have gone to the OWIB and will then be going to the Legislature for action. The recommendations are being modified in response to concerns from community colleges about some aspects of the proposed changes. A two-step legislative process will now be used to allow time to iron out these concerns. In the meantime, state and local partners will continue to move forward with the substantive work of Workforce Systems Transformation.
- **LWIB Leaders Meeting with the Governor** - Nikki Jones, Jessica Gomez, and Jim Fong attended a meeting of Local Workforce Investment Board leaders with the Governor on January 6, 2014. The meeting, followed by a reception at the Governor's residence hosted by the First Lady, was an opportunity for Workforce System leaders to discuss with the Governor, what supports are needed at the state and regional level to make Workforce Systems Transformation successful.

The Governor listened, asked great questions, and encouraged LWIB and state leaders to think boldly and beyond current conventional constraints (federal waivers are an option).

- **OWIB Recruiting** - Jim directed the group to the copy of the email from Agnes Balassa in today's packet looking for recruits for OWIB. If anyone is interested, please contact Jim.
- **Oregon Workforce Partnership - LWIB Leaders Meeting** - Gregg Edwards and Jim Fong will be attending this Oregon Workforce Partnership statewide meeting on January 14, 2014 and will report back to the RWP in March.

### Regional WorkSource Calibration Forums

Jim introduced Patricia Scruggs of Scruggs and Associates and the Center for Public Service at Portland State University. Pat presented a power point presentation to the group. She is a consultant working with the Oregon Employment Department, and partnering with LWIB's to convene a series of statewide forums to get business input on how to improve services provided by the Oregon Employment Department and the WIA-IB service providers (The Job Council in our region) at the WorkSource Oregon One-Stop Centers.

This is a first step in starting to redesign, and make more effective, the state's public Workforce System. The forums will be held in March and April and will be two to two and a half hours for employers and 4-6 hours for providers. Jim indicated that we will be scheduling one of these forums for Region 8 in the very near future.

**Oregon Department of Human Services – One-Stop Regional Pilot**

Jim reported on the meetings taking place around a One-Stop Regional Pilot in Region 8. Pete Karpa added, "this is an opportunity to replicate our relationships in other parts of the state."

**Legislative Engagement**

Jim announced that a legislative briefing with State Legislators is taking place at The Job Council on January 22, 2014. Members are invited to attend.

**Regional Coordination**

Jim shared information on the SOU restructure/retrenchment priorities. Google "state of the university" for the comment period

**Oregon Business Plan Regional Forum**

Discussions are taking place about having the regional forum sometime in March after the legislative session.

**Website & Logo Development**

Jim reported that work is underway to update the RWP website.

**Improving our Understanding of the Region's labor Market**

Jim directed the group to the back page of the "RWP Meetings: Purpose, Priorities & Focus" focus document and asked for feedback on ways to engage in the work of "Improving our Understanding of the Region's Labor Market and its Dynamics." Opportunities could include presentations from folks like Guy Tauer, OED's Regional Economist, as well as report outs from RWP business leaders. Nikki indicated that she feels it would be good to carve out time on a regular basis (twice per year) to improve our understanding.

**6) AJOURN**

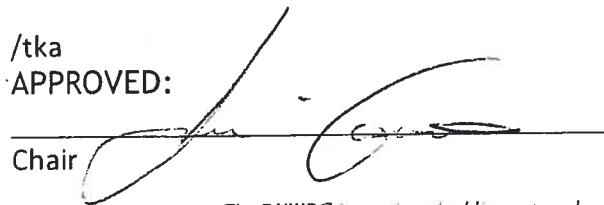
With no further discussion, the meeting was adjourned at 9:08 am.

Respectfully Submitted,



Tami Allison  
Executive Team Coordinator

/tka  
APPROVED:



3-10-14  
Date



# Rogue Workforce Partnership

## ROGUE WORKFORCE PARTNERSHIP

### BYLAWS

#### 1. MISSION AND PURPOSE

- a. The vitality of Rogue Valley is dependent on a healthy, growing and sustainable economy built upon prosperous local businesses and industries. A critical element in creating long-term regional economic vitality is the sustained development of a highly-skilled and talented workforce. Workforce development requires coordination of both private and public sector investments. This complex systems alignment work transcends traditional governmental and institutional boundaries and is best achieved by joining together in a common, coordinated effort by regional leaders from the public and private-sectors, education, workforce, labor and other community-based organizations.
- b. The mission of the Rogue Workforce Partnership ("RWP") is to assure that Rogue Valley businesses have the highly skilled workforce they need to remain competitive in the global marketplace; and assure that the people of Jackson and Josephine Counties are connected to skills development opportunities and career paths that lead to family-sustaining jobs.
- c. The RWP's purpose and promise to Southern Oregon is to:
  - Create a more highly skilled workforce built through partnership
  - Create a demand-driven, skills-based and integrated workforce delivery system focused on skills and talent development
  - Align public and private sector workforce investments in education, training and job placement to meet the unique needs of local businesses and increase Southern Oregon's economic competitiveness
  - Create accountability for results, driven by the needs of business and the economy
  - Evaluate & continuously improve upon what works to create a highly skilled workforce
- d. Through its Workforce Investment Board committee, the RWP will fulfill its role and responsibilities under the Workforce Investment Act of 1998 and the Oregon Workforce Act (1997 Oregon Laws Ch. 652) to:
  - Advise the Governor and local elected officials on issues relating to regional and local workforce development needs
  - Develop and implement a regional workforce development plan that responds to the current and future workforce needs of the local labor

- market in Jackson and Josephine Counties.
- Serve in the roles and responsibilities listed for Workforce Investment Boards in Section 661.305 of the Workforce Investment Act.
  - Provide oversight of the activities and programs of the Workforce Investment Act, including oversight of the local One Stop System as well as other federal/state workforce programs subject to local oversight.
  - Represent the interests of employers and employees in the local workforce system.
  - Continue the activities of the Jackson-Josephine Workforce Council begun under the 1997 workforce law (Senate Bill 917).

## 2. DIRECTORS

- a. All corporate powers will be exercised by or under the authority of, and the affairs of the Rogue Workforce Partnership will be managed under the direction of the Board of Directors.
- b. All Directors must be individuals who are 18 years of age or older.
- c. The Directors shall be divided into three classes, as nearly equal in number as possible, with the term of office of the first class (Class I) to expire on June 30, 2013; the term of office of the second class (Class II) to expire on June 30, 2014; and the term of office of the third class (Class III) to expire on June 30, 2015. Annually, beginning for director terms commencing July 1, 2013, Directors elected to succeed those Directors whose terms expire shall be elected to serve three-year terms, or until their successors are elected and qualified, so that the term of one class of Directors will expire each year. When the number of Directors is changed within the limits provided in the Articles of Incorporation, any newly created directorships, or any decrease in directorships, shall be so apportioned among the classes as to make all classes as nearly equal as possible, provided that no decrease in the number of Directors constituting the Board shall shorten the term of any incumbent director.
- d. Directors may be reimbursed for any expenses that are determined by the Board of Directors to be just and reasonable. Directors will not otherwise be compensated for service in their capacity as Directors.
- e. All decisions of the Board of Directors must comply with applicable federal, state and local laws and regulations.

### **3. OFFICERS**

- a. Annually, the Board of Directors of the RWP shall, by majority vote, elect the officers of the RWP, which shall consist of a Chair and Vice-Chair and such other officers as the Board may, from time to time, determine. The officers shall always be members of the Board from the private sector and not then serving as a Commissioner of either Jackson County or Josephine County ("Governments").
- b. The Chair, and in his or her absence, the Vice-Chair, shall preside at all meetings of the Board of Directors and shall, in general, perform all duties incident to the office of Board Chair and such other duties as may be prescribed by the Board of Directors, from time to time.
- c. The Chair, or in his or her absence, the Vice-Chair, shall have the authority to execute, on behalf of the RWP if needed, grant applications, with the prior approval of the Board of Directors.

### **4. MEETINGS**

- a. All meetings of the Board of Directors shall conform to the Oregon Public Meetings Law (ORS 192.610-192.690).
- b. A meeting of the Board of Directors may be conducted through, or a Director may participate in meetings by, use of any means of communication by which all Directors participating may simultaneously hear each other; provided the Director so attending gives prior notice to the Chair or Vice-Chair of the Director's desire to participate in the meeting by such means. A Director participating in such a meeting by means of such communication is deemed to be present in person at such meeting.
- c. Each member of the Board of Directors shall have one vote. Except as otherwise provided herein, decisions shall be made by a majority affirmative vote of those present at meetings of the Board of Directors at which there is a quorum. Except as otherwise provided herein, a quorum of the Board of Directors shall consist of a majority of Directors. WIA related decisions requiring the consent of chief local elected officials will require the participation and affirmative vote of at least one of the two Board Members currently serving as Commissioners for the Governments.

## **5. COMMITTEES, GENERAL**

The Board of Directors may create one or more committees of the Board and appoint members to serve on them or designate the method of selecting committee members. Committee members need not be members of the Board of Directors, but at least one member of the Board shall serve on each committee. Except as provided in the Workforce Investment Act of 1998 ("WIA"), committees shall have no power to act on behalf of, or exercise the authority of the Board of Directors, but may make recommendations to the Board of Directors. Annually, each committee shall elect a chair to serve as chair of the committee.

## **6. COMMITTEE, WORKFORCE INVESTMENT BOARD**

- a. The RWP shall establish and maintain a committee to be designated the Workforce Investment Board ("WIB").
- b. Appointments and re-appointments of all WIB members shall be made by the combined Boards of County Commissioners of Jackson and Josephine Counties. For the appointment and reappointment of WIB members, the Board of Directors shall present nominees to the Boards of County Commissioners of Jackson and Josephine Counties. The Boards of County Commissioners of Jackson County and Josephine County may remove any WIB member, with or without cause. The two County Commissioners serving as representatives of the Governments on the RWP Board of Directors shall also serve as members of the WIB.
- c. The members of the WIB shall conform to Section 117 of the WIA, and Section 3 of the 1997 Workforce Law (ORS 652), and shall include, without limitation, the following:
  - i. Appointments to the WIB shall be made so that a majority of the WIB members represent business. As far as practical, WIB business members shall be from key traded-sector and other industries identified by regional economic and workforce analysis to represent high-skills, high-growth, high-demand and high-wage employment opportunities in the region. Business members shall represent a cross-section of employment opportunities of the area, and can include large employers who are non-profit organizations that are not employment and training service providers. Business appointments shall include owners of businesses, chief executive or operating officers of businesses, or employers with optimum policy making or hiring authority. Business representatives must be appointed from

among individuals nominated by local business organizations and business trade associations.

- ii. Labor representatives shall be appointed from among individuals who are nominated by local labor federations.
  - iii. Public sector representatives shall be appointed in accordance with criteria established under WIA section 117(b)(1) and must meet the requirements of WIA section 117(b)(2). The WIB must contain two or more members representing categories described in WIA section 117(b)(2)(A)(i)-(v), and special consideration must be given to the entities identified in WIA section 117(b)(2)(A)(ii),(iv) and (v) in the selection of members representing these categories. The WIB must contain at least one member representing each One-Stop Partner.
  - iv. The membership of the WIB may include individuals or representatives or other appropriate entities, including entities representing individuals with multiple barriers to employment and other special populations, as determined by the Chief Elected Officials.
  - v. Members who represent organizations, agencies or other entities must be individuals with optimum policy making authority within the entities they represent.
  - vi. An individual may be appointed as a representative of more than one entity if the individual meets all the criteria for representation.
  - vii. Every effort shall be made to have WIB appointments reflect the racial, ethnic, persons of disability, and gender demographics of Jackson and Josephine Counties.
- d. The terms of WIB members shall be three years, staggered so that one-third of the terms expires each year in June.
  - e. The position of membership on the WIB is specific to the person appointed to the committee. Members of the WIB may designate persons to attend in their absence, but such persons may not vote.
  - f. Attendance at meetings is necessary in order to transact WIB business. Therefore, three consecutive absences of a committee member, unexcused by the Chair of the WIB, shall constitute a resignation.



- g. The Board of Directors may create one or more subcommittees of the WIB and appoint members to serve on them or designate the method of selecting committee members. Subcommittee members need not be members of the WIB, but at least one member of the WIB shall serve on each subcommittee. Except as provided in the Workforce Investment Act of 1998 ("WIA"), subcommittees shall have no power to act on behalf of, or exercise the authority of the WIB, but may make recommendations to the WIB. Annually, each subcommittee shall elect a chair to serve as chair of the subcommittee.
- h. As long as required by the WIA, a Youth Council, operating as a subcommittee of the WIB, shall be formed. Membership in the Youth Council shall be as provided by Section 117(h) of the WIA, and any additional representatives deemed appropriate by the Board of Directors, including the two appointed County Commissioners serving as the chief local elected officials.
- i. The Chair and Vice-Chair of the RWP Board of Directors shall serve as the Chair and Vice-Chair of the WIB. The Chair, and in his or her absence, the Vice-Chair, shall preside at all meetings of the WIB, and perform all duties incident to the office of Chair of the WIB.
- j. The WIB Chair shall serve as liaison to the Governor's Workforce Cabinet and other appropriate state workforce boards.
- k. The WIB formed by these Bylaws is subject to all appropriate state and federal statutory requirements. The WIB shall fulfill all responsibilities and requirements imposed on workforce investment boards under the WIA.

## **7. NON-DISCRIMINATION**

No individual may, on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any TJC program or activity, including any WIA Title I—funded program or activity. In addition, all the requirements of section 188(a) of the WIA will be followed. Specific provision of assistance services for persons of disability shall be provided when requested.

## 8. TERM OF EFFECT AND AMENDMENT

- a. These Bylaws shall be in effect upon approval by majority vote of the Board of Directors, the Jackson County Board of Commissioners and the Josephine County Board of Commissioners.
- b. Amendments to these Bylaws may be made by majority vote of the Board of Directors and approval by the Jackson County Board of Commissioners and the Josephine County Board of Commissioners.

## 9. GENERAL PROVISIONS

- a. Inspection of Financial Books and Records - All financial books, records, and accounts of the RWP, and The Job Council as fiscal and administrative agent, will be open to inspection by the Directors in the manner and to the extent required by law.
- b. Execution of Documents - The Board of Directors may, except as otherwise provided in these bylaws, authorize any named officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the RWP. This authority may be general or confined to specific instances. Except as otherwise provided in the Articles of Incorporation or these Bylaws, or unless authorized by the Board of Directors, no officer, agent, or employee will have any power or authority to bind the RWP by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.
- c. Insurance – The RWP may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the RWP, or who, while a director, officer, employee, or agent of the RWP, is or was serving at the request of the RWP as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit, partnership, joint venture, trust, employee benefit plan, or other enterprise; however, the RWP may not purchase or maintain such insurance to indemnify any director, officer, or agent of the RWP in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.

- d. Fiscal Year - The fiscal year of the RWP will begin on the first day of July and end on the last day of June in each year.
- e. Severability - A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective will not affect or invalidate any other provision of these bylaws.


**10. ADOPTION OF BYLAWS**


These Bylaws have been adopted by majority vote of the Board of Directors of the RWP the Boards of County Commissioners of Jackson County and Josephine County.

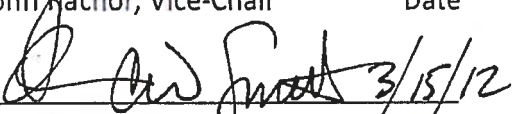
IN WITNESS WHEREOF, these Rules of Conduct are executed by the parties hereto effective on and after March 15, 2012.

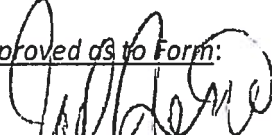
(Last date of adoption of by majority vote by both governments and RWP Board of Directors)

**JACKSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

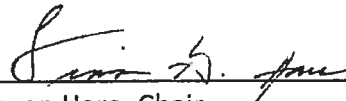
 3/15/12  
Don Skundrick, Chair Date

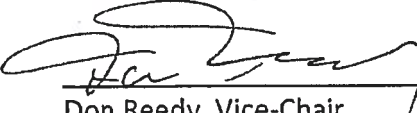
 3-15-12  
John Pachor, Vice-Chair Date

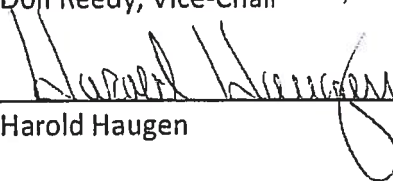
 3/15/12  
Dennis C.W. Smith Date

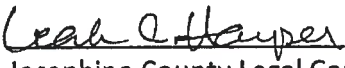
Approved as to Form:  
 3/15/12  
Jackson County Legal Counsel Date

**JOSEPHINE COUNTY  
BOARD OF COUNTY COMMISSIONERS**

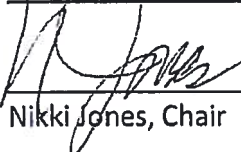
 3/26/12  
Simon Hare, Chair Date

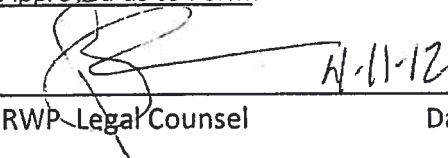
 3/26/12  
Don Reedy, Vice-Chair Date

 3/26/12  
Harold Haugen Date

Approved as to Form:  
 3-27-12  
Josephine County Legal Counsel Date

**FOR RWP BOARD OF DIRECTORS**

 5/10/12  
Nikki Jones, Chair Date

Approved as to Form:  
 4-11-12  
RWP Legal Counsel Date

# Workforce & Education System • Performance Overview

## The Workforce Pipeline • Program Year July 2012 to June 2013





**Southern Oregon University**

- 8599 Enrolled | 21 Degree Programs
- Early College: 3,069 High School Students



**Rogue Community College**

- Total Headcount: 16,636
- Associate Degree & Credit Transfer Courses: 9,248
- Career Technical Education Courses (CTE): 6,449
- Developmental Education: 5,166
- Workforce Training Courses: 3,772
- Adult Basic Education: 1,123
- English as Second Language : 348
- Small Business Development Center: 218




**WorkSource Oregon • The Job Council • One-Stop Centers**

- Total Job Seekers: 30,458 | 27,338 Employed
- Completed Skills Review: 19,524
- Employment Workshops: 3,950
- Intensive & Training Services: 2,677
- Computer Training: 577
- Occupational Skills Training: 207
- On-the-Job Training: 51
- TANS/JOBS clients: 2,118 | Internships: 505 | JOBS Plus: 96
- SNAP / OFSET Employment: 4,442




**PowerUp Academy**

- 860 Training Experiences | 611 Trainees | 50 Trainings | 112 Businesses Served



**State of Oregon – Bureau of Labor & Industry**

- 233 Active Apprentices | 47 Completed Apprenticeships



**Oregon Department of Human Services**

- TANF/JOBS Program: 794 Trained | Employed: 720 | Avg. Wage: \$9.97
- SNAP / OFSET Emp. Program: 3,780 Served
- Vocational Rehabilitation: 451 Eligible | 325 Service Plans | 194 Employed
- Commission for the Blind: 37 Served | 24 Trained | 5 Employed



**Southern Oregon Goodwill Industries**

- 610 Trained | 255 Employed (included in DHS count) | Avg. Wage \$9.71



**U.S. Department of Veterans Affairs**

- PY '12-13 Data Unavailable
- PY '11-12: OEF/OIF Programs: 2,321 | Unique Veterans Seen: 1,039



**Easter Seals – Homeless Veterans Program**

- PY '12-13 Data Unavailable

**Organization of Forgotten Americans**

- 17 Served | 5 Retained Employment

**Abdill College** | **Experience Works**

- Data Unavailable
- Data Unavailable



**JUNIOR ACHIEVEMENT**

- 4,632 High School Students Served | 350 @ Careers in Gear

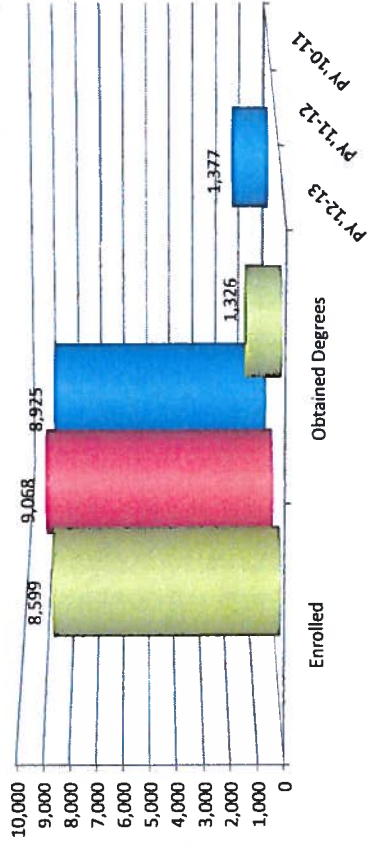
**HIGH SCHOOLS in Jackson & Josephine Counties**

- 11,210 Students

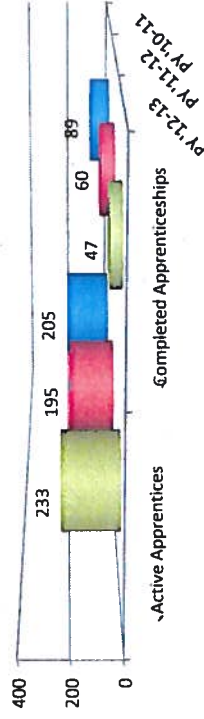
Rogue Workforce Partnership - Workforce Education System Partners  
Performance Overview Fiscal Years at a Glance

Workforce Partners	PY '10-'11	PY '11-'12	PY '12-'13
<b>SOUTHERN OREGON UNIVERSITY (SOU)</b>			
Enrolled	8,925	9,068	8,599
Obtained Degrees	1,377		1,326
Obtained Degrees programs	21	21	21
Classes		75	61
Students		1090	651
Credit hours		1090	651
Classes/Events		365	425
Students		7,472	8,032
Continuing Education Units		9,156	10,771
Classes		238	250
Students		2938	3,069
Credit hours		11,709	12,147
Classes/programs		64	59
Students		937	2,490
Continuing Education Units		2,532	2,266
<b>ROGUE COMMUNITY COLLEGE (RCC)</b>			
Total Course Registrations	84,954	81,491	76,454
Obtained Employment	19		
Retained Employment	123		
Total Head Count	19,617	17,012	16,636
Associates Degree/Credit Transfer	9,151	9,407	9,248
Career Tech Education	7,742	7,308	6,449
Developmental Education	5,570	5,322	5,166
Workforce Training Courses	4,103	3,629	3,772
Community Ed Courses	1,932	822	723
Other Courses	1,042	939	1,362
<b>Adult Basic Education Enrolled</b>	500	1,137	1,123
Increased Math &/or Reading	500	237	314
Received Diploma/Certificates	185	140	133
English as a Second Language	686	330	348
SBDC	1,000		218
<b>STATE OF OREGON BUREAU OF LABOR &amp; INDUSTRY</b>			
Active Apprentices	205	195	233
Completed Apprenticeships	89	60	47
<b>POWERUP ACADEMY</b>			
Training Experiences	2,013	1,003	860
Unique Trainees	1,305		611
Businesses Served	178	123	112
Training Workshops	102	56	50

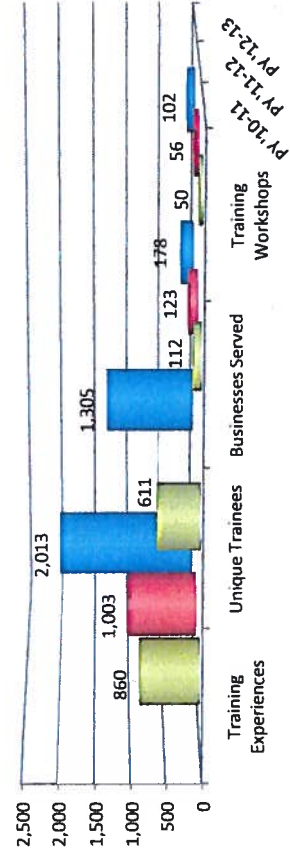
Southern Oregon University  
Annual Enrollments & Graduates



Oregon Bureau of Labor & Industry - Apprenticeships

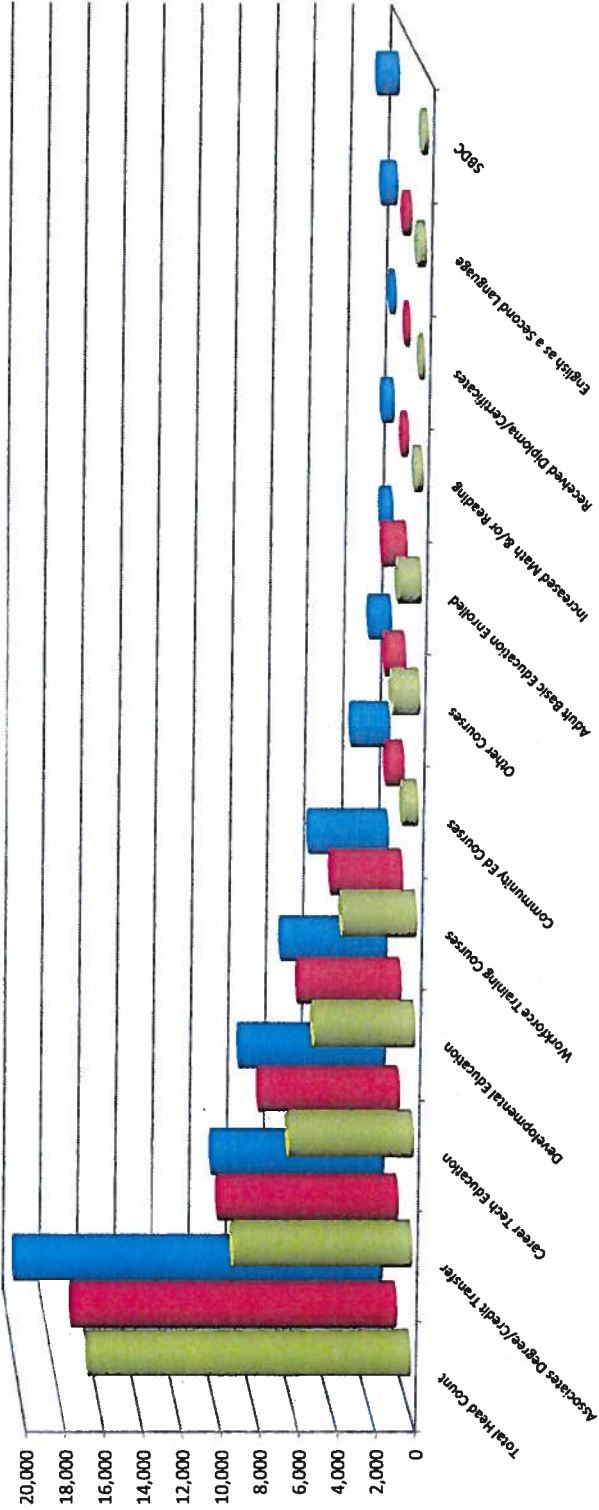


PowerUp Academy



Rogue Workforce Partnership - Workforce Education System Partners  
Performance Overview Fiscal Years at a Glance

Rogue Community College Enrollment



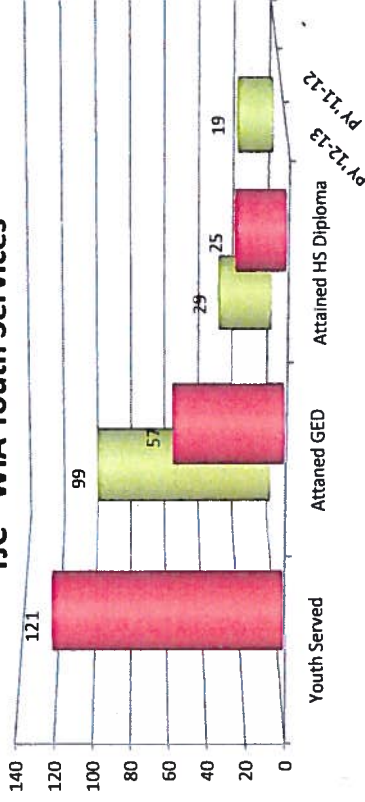
	Total Head Count	Associates Degree/Credit Transfer	Career Tech Education	Developmental Education	Workforce Training Courses	Community Ed Courses	Other Courses	Adult Basic Education Enrolled	Increased Math &/or Reading	Received Diploma/Certificates	English as a Second Language	SBDC
PY '12-13	16,636	9,248	6,449	5,166	3,772	723	1,362	1,123	314	133	348	218
PY '11-12	17,012	9,407	7,308	5,322	3,629	822	939	1,137	237	140	330	
PY '10-11	19,617	9,151	7,742	5,570	4,103	1,932	1,042	500	500	185	686	1,000

Performance Overview Fiscal Years at a Glance

Workforce Partners	PY '10-'11	PY '11-'12	PY '12-'13
<b>WORKSOURCE OREGON / THE JOB COUNCIL • One-Stop Centers</b>			
Total Job Seekers	19,064	48,340	30,458
WSO Obtained Employment	14,470	13,030	27,338
Completed Skills Review	10,702	17,118	19,524
Reading score below 3	1,314	1,885	501
Math score below 3	3,076	2,368	236
Intensive & Training Services	6,711	5,181	2,677
Employment Workshops	3,080	2,925	3,950
Computer Training	555	793	577
Also @ RCC Adult Basic Education	15	34	62
Occ Skills Training	164	352	207
Internship/Work Experience	150	90	58
On-the-Job Training	67	88	51
Served in JOBS Program	1,974	655	2,118
Community Work Experience		466	382
Clerical/Health Care Internships		46	127
JOBS Plus		71	96
Served in OFSET	2,729	3,594	4,442
<b>TJC - WIA IB Youth Services</b>			
Youth Served		121	99
Attained GED		57	29
Attained HS Diploma		25	19
<b>HOPE - Healthcare Grant</b>			
Healthcare Trainings		94	
Attained CNA Certification		45	
Attained Employment		61	

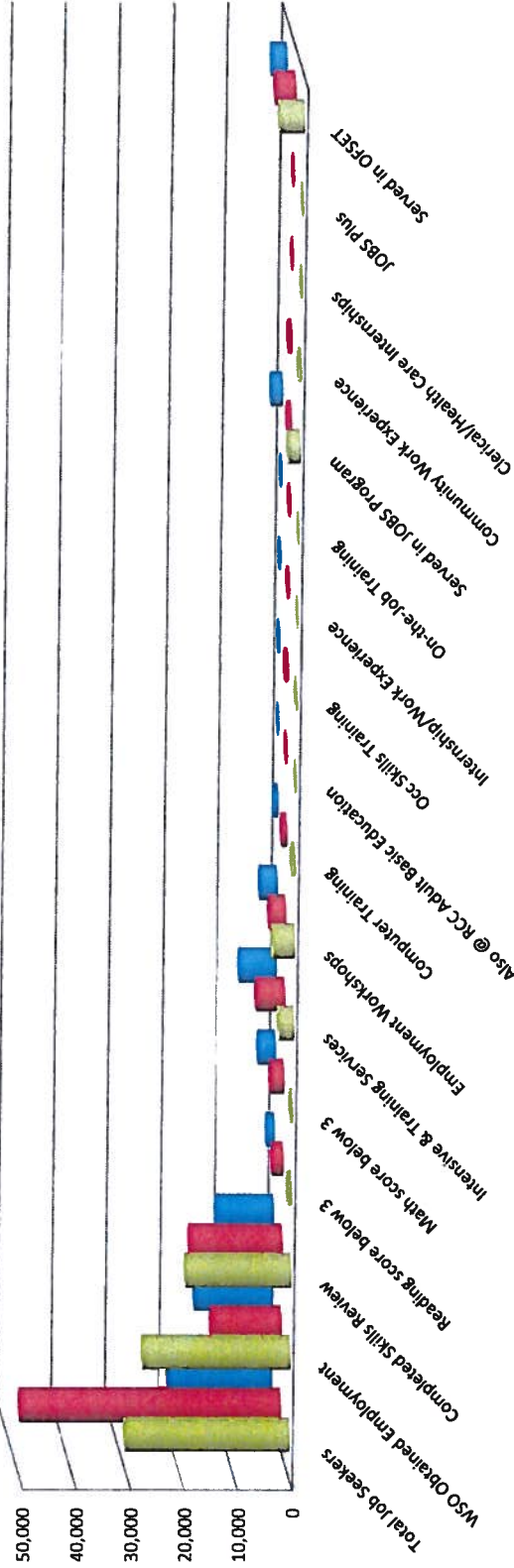
See Next Page for WSO / The Job Council Chart

TJC - WIA Youth Services



Rogue Workforce Partnership - Workforce Education System Partners  
Performance Overview Fiscal Years at a Glance

WorkSource Oregon / The Job Council  
One-Stop Centers

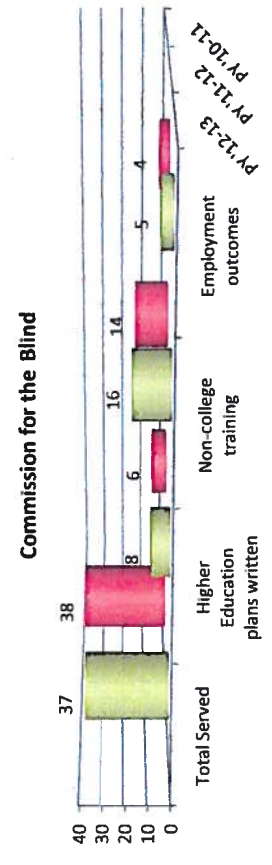
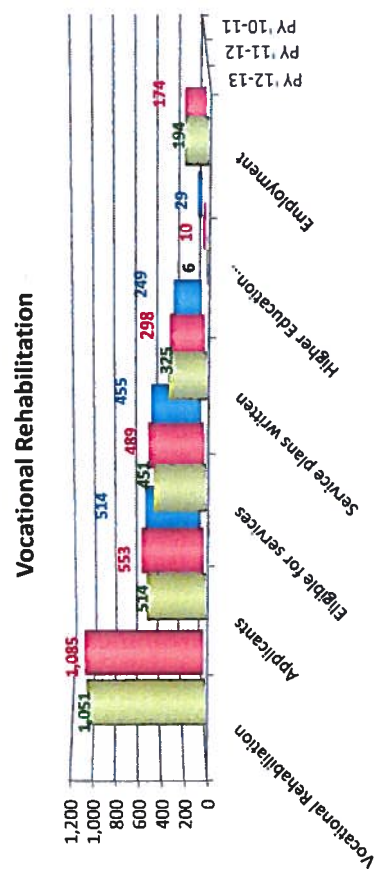
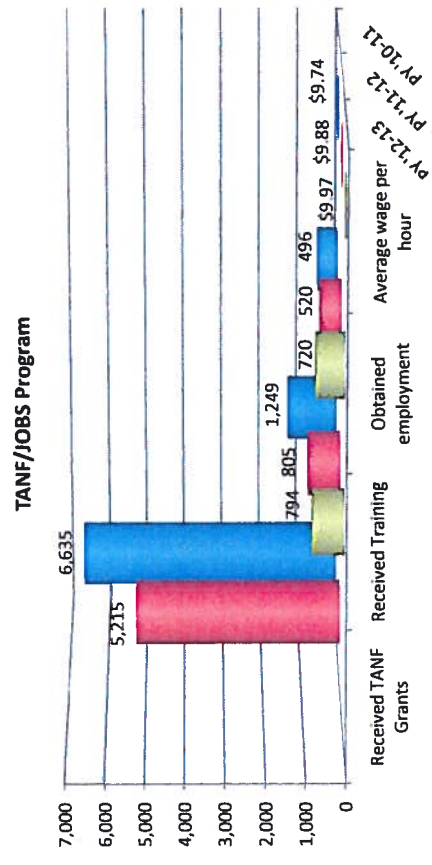


	Total Job Seekers	WSO Obtained Employment	Completed Skills Review	Reading score below 3	Math score below 3	Intensive & Training Services	Employment Workshops	Also @ RCC Adult Basic Education	Computer Training	Also @ RCC Adult Basic Education	Occ Skills Training	Internship/Work Experience	On-the-Job Training	Served in JOBS Program	Community Work Experience	Clerical/Health Care Internships	JOBS Plus	Served in OFSET
PY '12-13	30,458	27,338	19,524	501	236	2,677	3,950	62	577	62	207	58	51	2,118	382	127	96	4,442
PY '11-12	48,340	13,030	17,118	1,885	2,368	5,181	2,925	34	793	34	352	90	88	655	466	46	71	3,594
PY '10-11	19,064	14,470	10,702	1,314	3,076	6,711	3,080	15	555	15	164	150	67	1,974				2,729

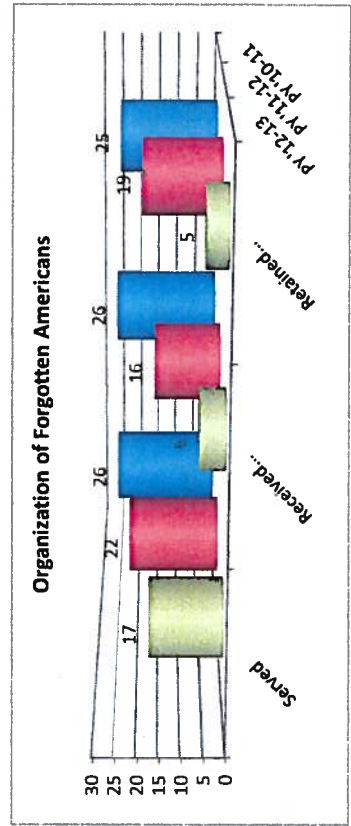
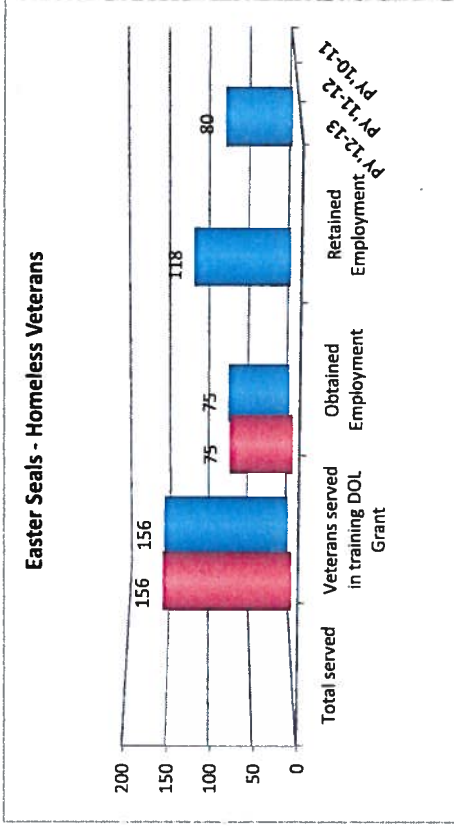
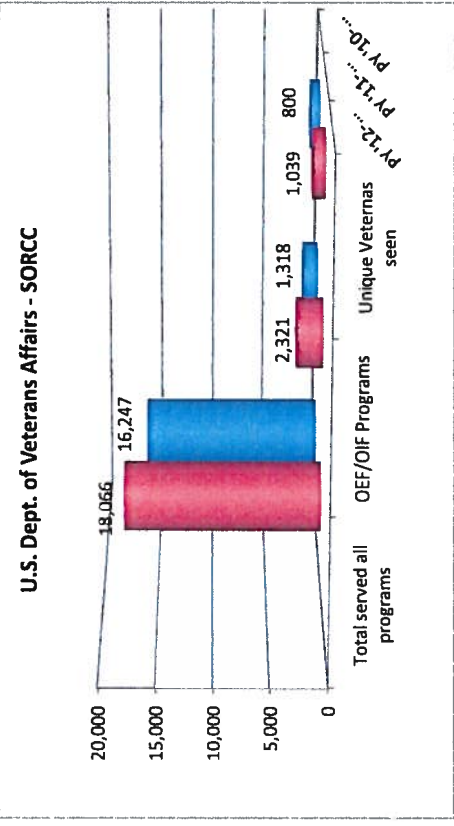
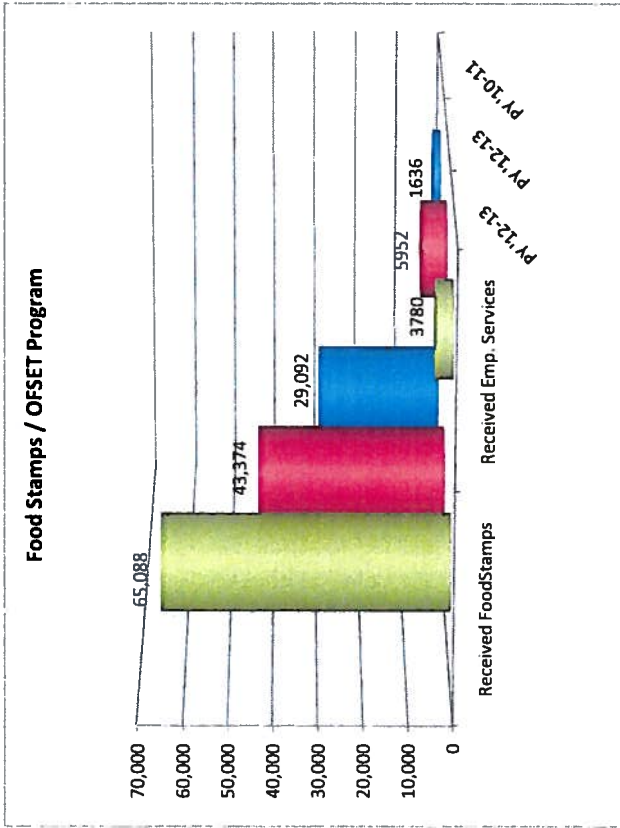


Performance Overview Fiscal Years at a Glance

Workforce Partners	PY '10-11	PY '11-12	PY '12-13
<b>DEPARTMENT OF HUMAN SERVICES</b>			
<b>TANF/JOBS</b>			
Received TANF Grants	6,635	5,215	
Received Training	1,249	805	794
<b>Obtained employment</b>	496	520	720
Average wage per hour	\$ 9.74	\$ 9.88	\$ 9.97
<b>Food Stamp / OFSET</b>			
Received FoodStamps	29,092	43,374	65,088
Received Emp. Services	1636	5952	3780
<b>Vocational Rehabilitation</b>			
Vocational Rehabilitation		1,085	1,051
Applicants	514	553	514
Eligible for services	455	489	451
Service plans written	249	298	325
Higher Education plans written	29	10	6
Employment		174	194
<b>RVCOG no data collected</b>			
<b>OR Comm Blind</b>			
Total Served		38	37
Higher Education plans written		6	8
Non-college training		14	16
Employment outcomes		4	5
<b>SOUTHERN OR GOODWILL INDUSTRY</b>			
Total Served across all services	1,460	1,989	1,112
Served in Training across all services	456	582	610
Obtained Jobs included in DHS count	259	276	255
Average wage per hour	\$ 9.27	\$ 9.77	\$ 9.71
<b>US DEPARTMENT OF VETERANS AFFAIRS - SORCC</b>			
Total served all programs	16,247	18,066	
DEF/OIF Programs	1,318	2,321	
Unique Veterans seen	800	1,039	
<b>EASTER SEALS - HOMELESS VETERANS</b>			
Total served	156	156	
Veterans served in training DOL Grant	75	75	
Obtained Employment	118		
Retained Employment	80		
<b>ORGANIZATION OF FORGOTTEN AMERICANS</b>			
Served	26	22	17
Received Diploma/Certification	26	16	6
Retained Employment	25	19	5



Rogue Workforce Partnership - Workforce Education System Partners  
Performance Overview Fiscal Years at a Glance





Rogue Workforce Partnership - Workforce Education System Partners  
Performance Overview Fiscal Years at a Glance

Workforce Partners	PY '10-'11	PY '11-'12	PY '12-'13
Drop Out Rate	4.3	1.7	
Continuing Ed Rate	60.5	72.7	
<b>Crater Remnaisance</b>			
# Students	356	441	420
Four Yr Grad Rate	77.2	80.0	
Modified, GED, etc Rate	12.1	9.0	
Drop Out Rate	2.2	1.1	
Continuing Ed Rate	57.5	60.3	
<b>Crater Business Industry &amp; Science</b>			
# Students	--	352	447
Four Yr Grad Rate	71.7	79.2	
Modified, GED, etc Rate	9.6	7.8	
Drop Out Rate	1.5	0.2	
Continuing Ed Rate	60.8	53.2	
<b>Butte Falls</b>			
# Students	71	134	143
Four Yr Grad Rate	85.7	87.5	
Modified, GED, etc Rate	14.3	0.0	
Drop Out Rate	1.5	1.8	
Continuing Ed Rate	55.0	50.0	
<b>Eagle Point HS</b>			
# Students	1193	1154	1143
Four Yr Grad Rate	71.6	73.7	
Modified, GED, etc Rate	12.3	6.2	
Drop Out Rate	1.2	1.8	
Continuing Ed Rate	54.6	48.2	
<b>Upper Rogue Center for Education</b>			
# Students	42	49	59
Four Yr Grad Rate	5.5	0.0	
Modified, GED, etc Rate	42.8	63.1	
Drop Out Rate	15.7	14.0	
Continuing Ed Rate	21.4	14.7	
<b>Grants Pass HS</b>			
# Students	1862	1800	1734
Four Yr Grad Rate	66.7	69.0	
Modified, GED, etc Rate	14.6	12.7	
Drop Out Rate	4.5	5.1	
Continuing Ed Rate	57.0	49.9	

Performance Overview Fiscal Years at a Glance

Workforce Partners	PY '10-'11	PY '11-'12	PY '12-'13
<b>Rivers Edge Charter</b>			
# Students	--	89	147
Four Yr Grad Rate	--	50.0	
Modified, GED, etc Rate	--	--	
Drop Out Rate	--	5.3	
Continuing Ed Rate	--	--	
<b>Rogue River HS/MS</b>			
# Students	310	410	355
Four Yr Grad Rate	59.8	68.5	
Modified, GED, etc	29.3	1.5	
Drop Out Rate	3.4	4.2	
Continuing Ed	48.8	48.4	
<b>Hidden Valley HS</b>			
# Students	737	691	681
Four Yr Grad Rate	69.6	68.3	
Modified, GED, etc Rate	21.2	21.5	
Drop Out Rate	2.0	2.4	
Continuing Ed Rate	49.3	46.7	
<b>Illinois Valley HS</b>			
# Students	356	356	332
Four Yr Grad Rate	67.3	71.4	
Modified, GED, etc Rate	8.5	7.3	
Drop Out Rate	2.7	4.4	
Continuing Ed Rate	58.6	42.7	



# The Job Council

Program Performance Report  
July 2012 to June 2013

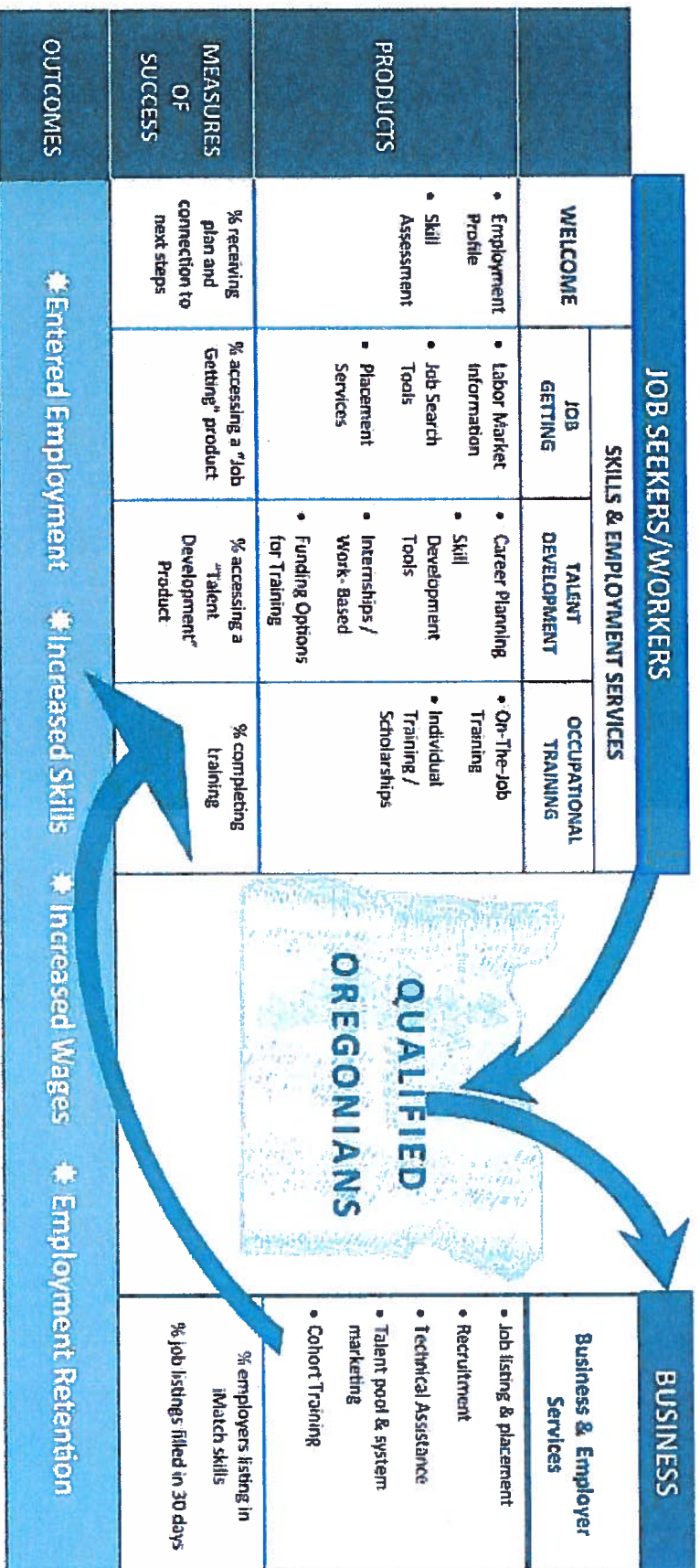
# WIA – Part of the Statewide WorkSource Oregon System

## WIA Adult & Dislocated Workers Funds Provide Key Job Training Investments



**WORKSOURCE OREGON**  
 “Oregon’s Public Workforce System”

**\$200 Million Invested**  
**280,000 Oregonians Served**  
**50+ Federal, State, Local Funding Streams Aligned**



## Who We Serve



# WIA Adult/DLW Client Types & Characteristics

## High Hurdlers



Pre-Recession: **60-75%**

Now: **25-30%**

- Multiple barriers / hurdles to overcome
- Below average basic skills – math, read, write, locate information
- Below average soft skills – work ethic, social/ interpersonal, problem solving skills
- High needs: conversation is “you help me” & not “I help me”
- Come thru the door & says: “I lost my job & I don’t know what to do”
- Needs Occupational Skills Training
- Family support systems may be strained or non-existent
- May lack skills to succeed in school or work
- May have substance abuse / mental health issues

## Middle Distance

Pre-Recession: **20-30%**

Now: **50-60%**

- May lack marketable skills
- Some may have Basic Skills deficiencies
- Medium to high soft skills – work ethic, social/ interpersonal, problem solving skills
- May need Occupational Skills Training



## Sprinters

Pre-Recession: **5-10%**

Now: **15-20 %**

- Employed or recently employed with steady, long-term work history
- Medium to high basic & job related skills – math, read, write, locate information
- Medium to high soft skills – social/ interpersonal, problem solving skills, strong work ethic
- Minimal Occupational Training Needs

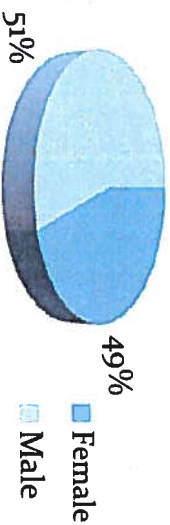




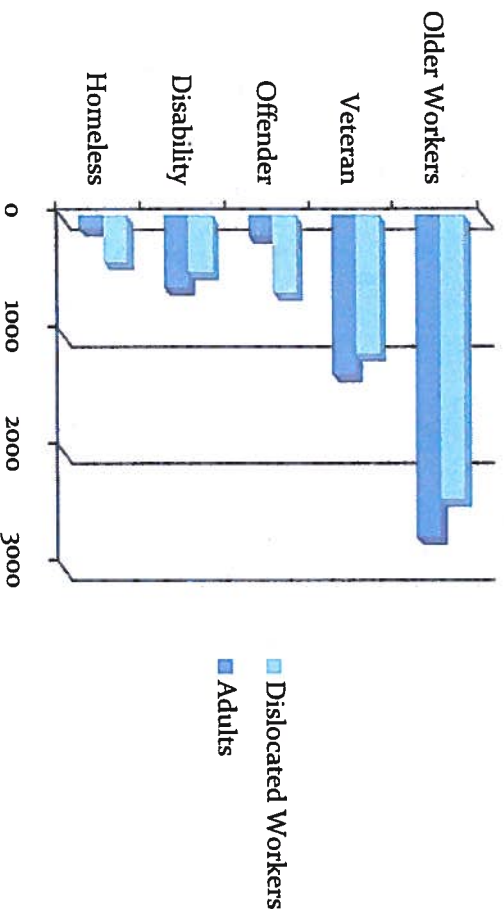
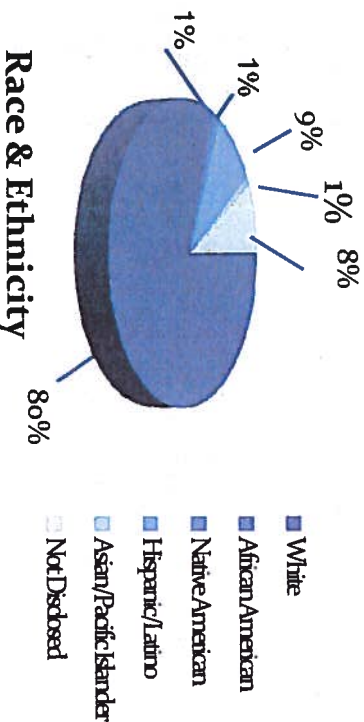
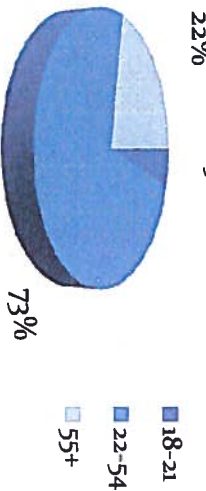
# Customer Characteristics - WIA Adults & Dislocated Workers

**Total Served – unduplicated: 15,154**  
**Adults: 15,148**  
**Dislocated Workers: 12,521**

## Gender



## Age



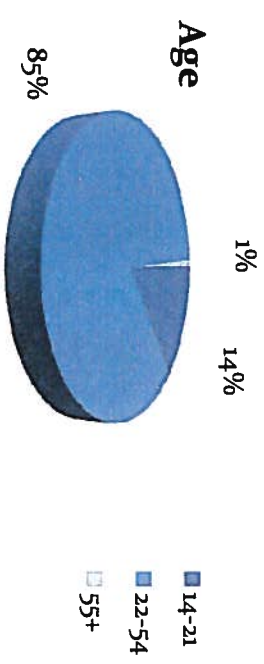
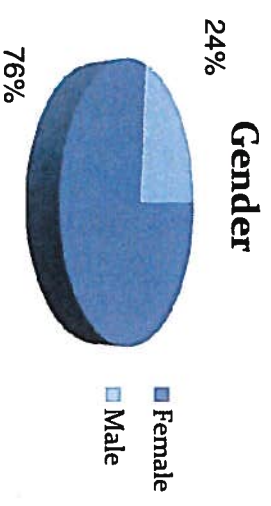
\* Data is self-reported, therefore issues are under-reported

- **Receiving UI: 48%**
- **Exhausted UI: 4%**
- **SNAP/TANF/SSI/SSDI: 42%**
- **High School Dropouts: 23%**
- **Displaced Home Makers: 6%**

# Customer Characteristics -- DHS Adults

<b>JOBS/Welfare-to-Work:</b>	<b>906</b>
<b>Family Support &amp; Connections:</b>	<b>263</b>
<b>Received Training:</b>	<b>478</b>
<b>Gained Employment:</b>	<b>242</b>

<b>Food Stamps OFFSET:</b>	<b>4442</b>
<b>Gained Employment during 8 week job search:</b>	<b>277</b>



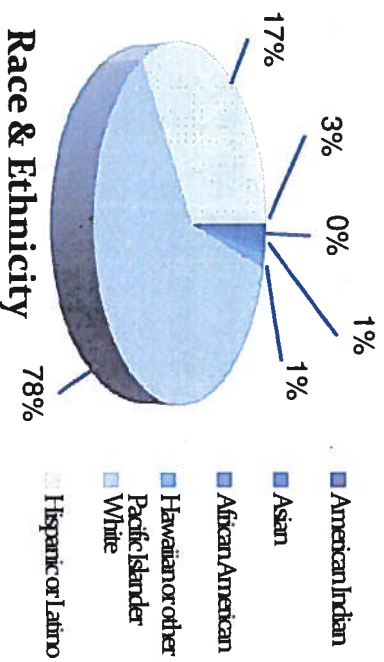
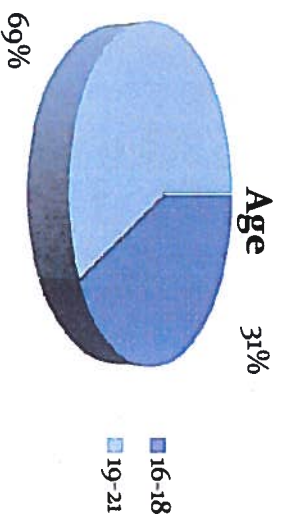
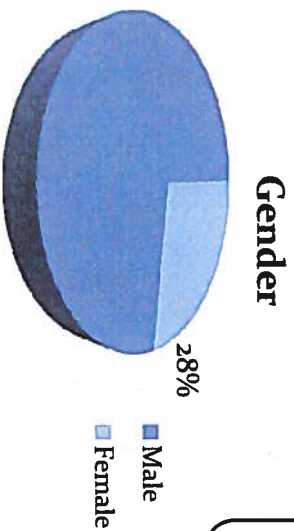
## Barriers to Employment

- Based on experience, customer characteristics include more severe & multiple employment barriers, particularly in the areas of:
  - › Basic skills deficiency
  - › Lack of marketable skills
  - › Substance abuse
  - › Lacks transportation
  - › Lacks child care
  - › Disabled or caring for medically fragile child
  - › Offender
  - › Lack of role models - intergenerational poverty

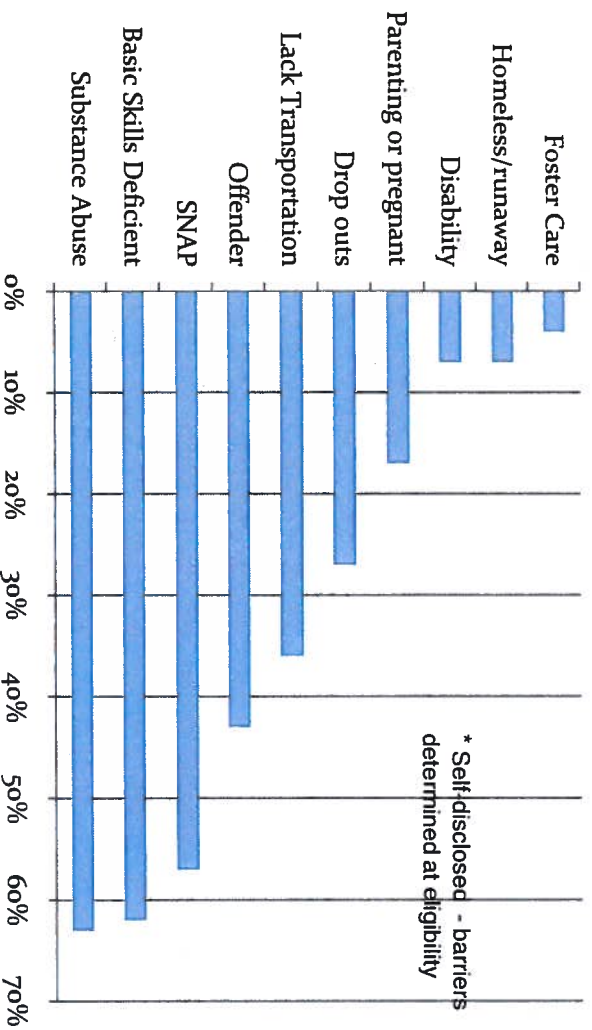
- The JOBS program offers intensive employment, training and barrier removal services to DHS clients receiving cash grants. These clients are not working and/or have a history of unemployment or underemployment. This contract has specific job placement goals.
- The Food Stamp OFFSET program offers short-term job search services (3 hour/week for 8 weeks). Families/individuals are unemployed or underemployed and are not cash welfare grants.

# Customer Characteristics – WIA Youth

**Total Served: 211**  
**In School Youth: 41%**  
**Out of School Youth: 59%**



## Barriers to Employment





# U.S. Department Of Labor

## WIA Program Performance Measures

- DOL measures WIA performance in very limited manner, which results in an incomplete view of actual program performance

### Adult

- Entered Employment Rate, Average Earnings, Employment Retention

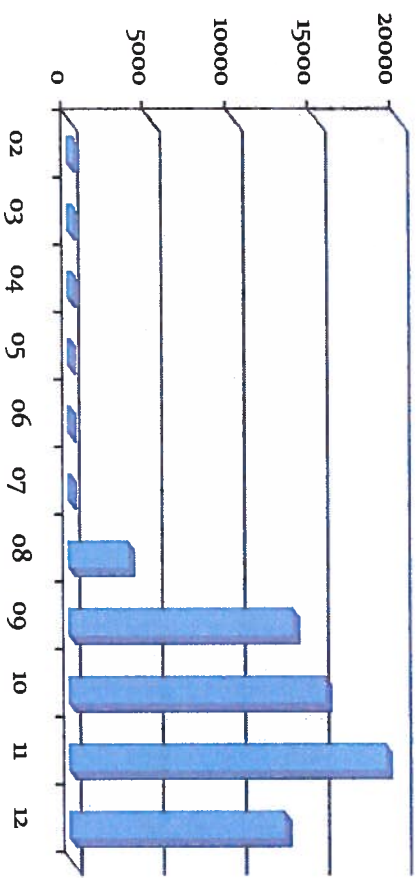
### Youth

- Placement in Employment or Education, Literacy/Numeracy Gains, Attainment of a Degree or Certificate
- Performance targets are negotiated with DOL and the state annually based on previous years performance
- The following charts show our performance in these areas for the past ten years

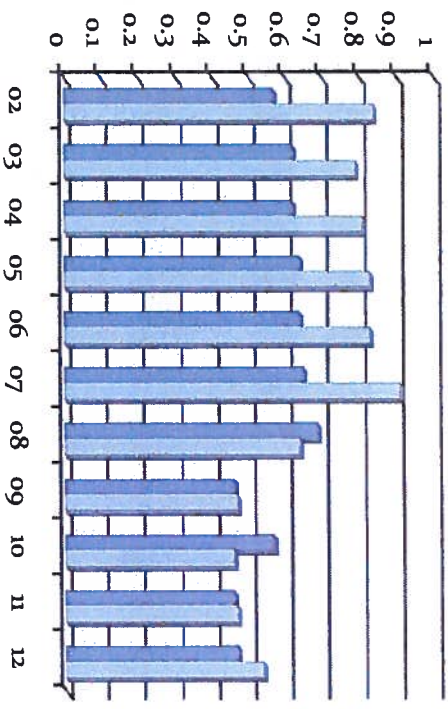
# U.S. DOL- WIA Adult Performance ♦ PY2002 to PY2012

- Customer count is not an official DOL-WIA performance measure
- The large increase in customer count was a result of the statewide service integration initiative with Oregon Employment Department and the new counting methodology that was implemented
- Previous customer counts were limited to “Intensive” and “Training” services only; no “Core” services. These counts were therefore under-reported

CUSTOMERS SERVED



ENTERED EMPLOYMENT RATE



- Negotiated
- Actual

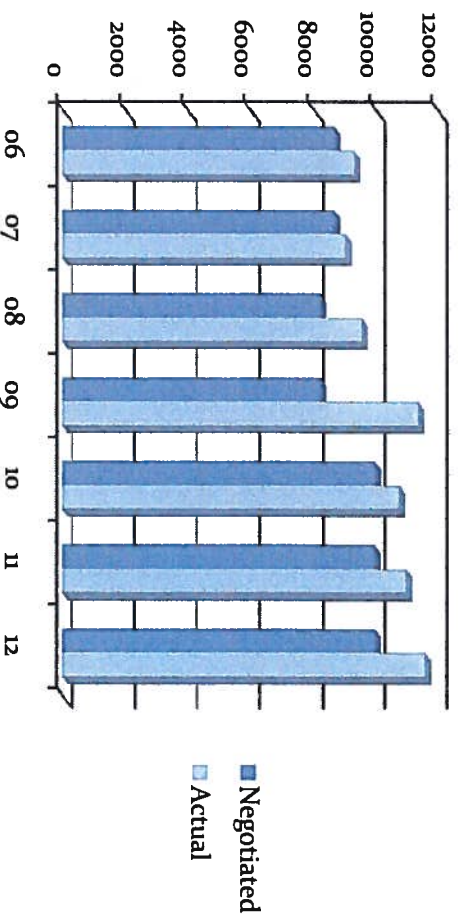
Entered Employment Rate has decreased over the last four years due to:

- The recession & decreased job openings
- A statewide eligibility methodology used since service integration distorts the denominator. This methodology is in the process of being remedied
- A new statewide data system was also launched during this time. Due to this transition, missing client data from 10/6/08 to 2/1/09 results in an under-reported number
- DOL also uses client data based on those who exited from 10/1/2008 to 9/30/2009, which further distorts this data when compared to our other program year data

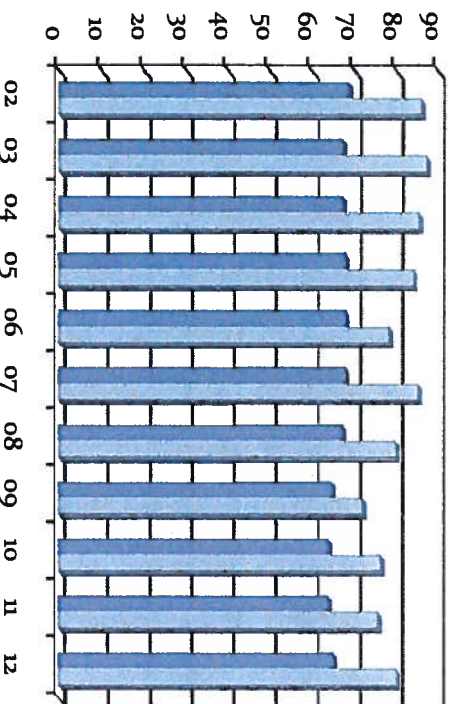
# U.S. DOL - WIA Adult Performance ♦ PY2002 to PY2012

- PY 06 to PY 11 shows average earnings for those who entered employment
- Prior to PY 06 earnings were measured differently in that the measurement was calculated as an increase between prior program earnings and entered employment earnings
- Average earnings show a consistent trend above negotiated levels

AVERAGE EARNINGS



EMPLOYMENT RETENTION

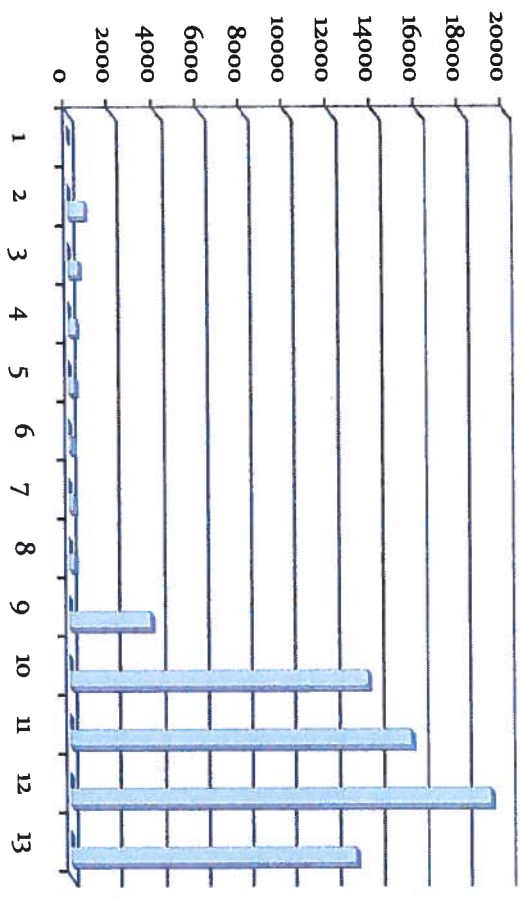


- Negotiated
- Actual
- These numbers reflect retained employment up to at least 9 months after entering employment

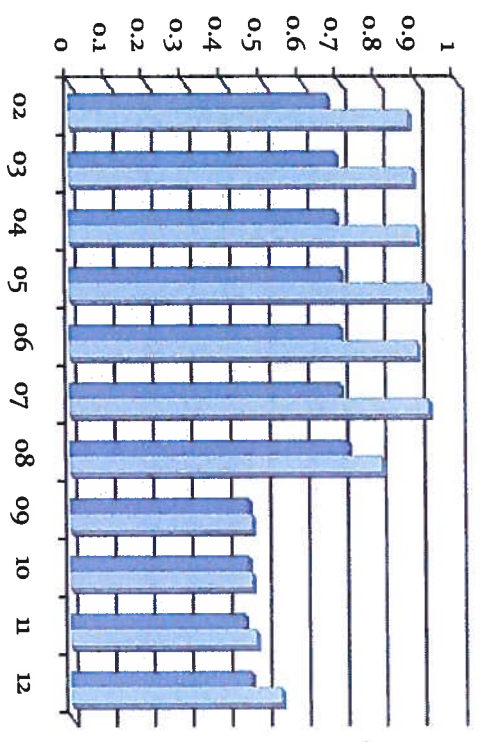
# U.S. DOL-WIA Dislocated Worker Performance • PY2002 to PY2012

- Customer Count is not an official DOL-WIA performance measure
- The large increase in customer count was a result of the statewide service integration initiative with Oregon Employment Department and the new counting methodology that was implemented
- Previous customer counts were limited to “Intensive” and “Training” services only; no “Core” services. These counts were therefore under-reported

DISLOCATED CUSTOMERS SERVED



ENTERED EMPLOYMENT RATE

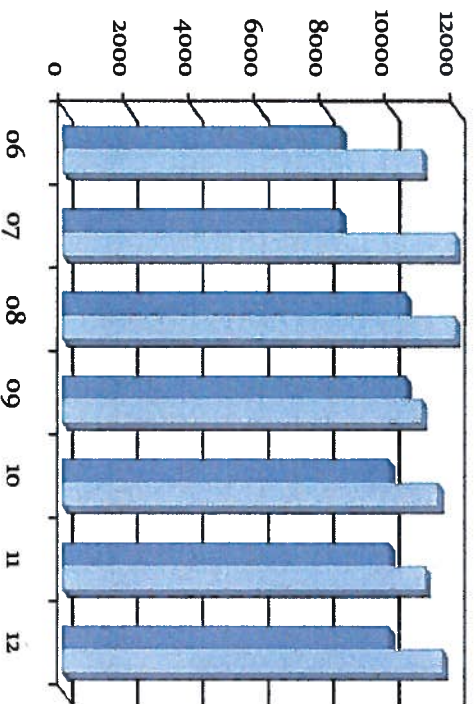


■ Negotiated  
■ Actual

- See explanation for Entered Employment Rate and Average Earnings under WIA –Adult on page 8

# U.S. DOL-WIA Dislocated Worker Performance ♦ PY2002 to PY2012

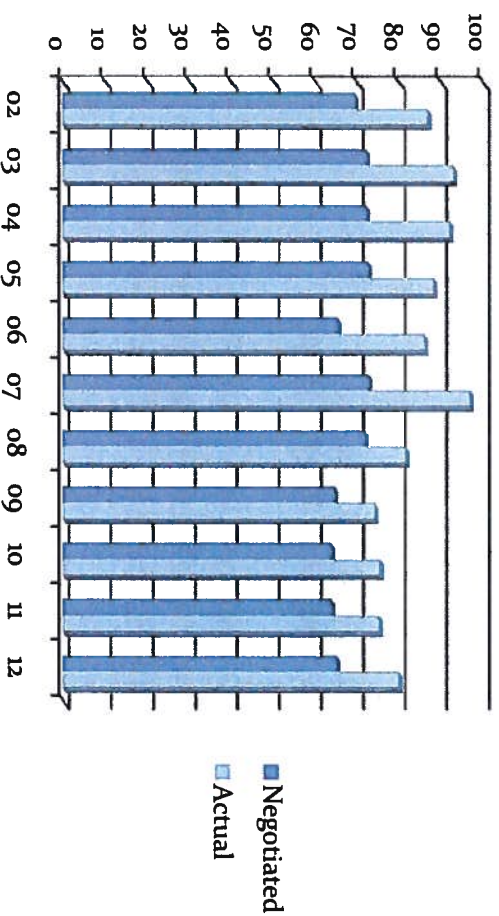
## AVERAGE EARNINGS



- See explanation for Entered Employment Rate and Average Earnings under WIA –Adult on page 8

- PY 06 to PY 11 shows average earnings for those who entered employment
- Prior to PY 06 earnings were measured differently in that the measurement was calculated as an increase between prior program earnings and entered employment earnings

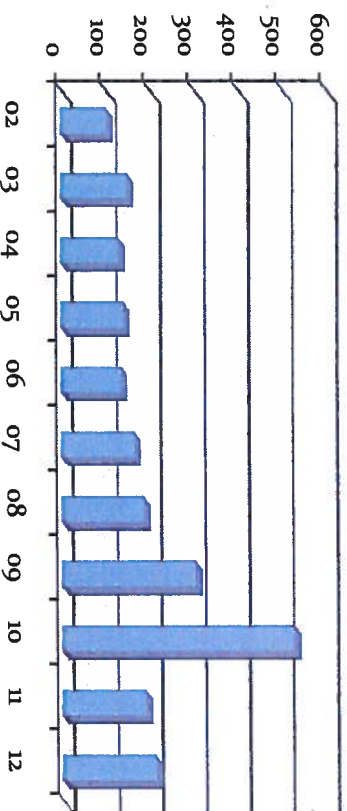
## EMPLOYMENT RETENTION





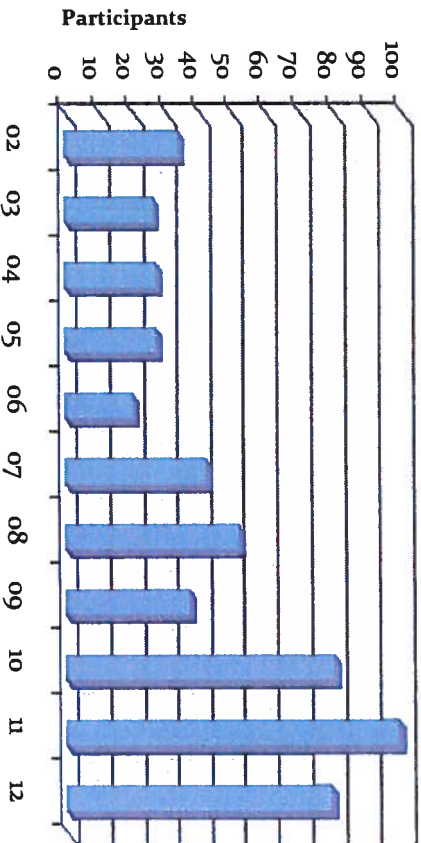
# DOL-WIA Youth Performance ♦ PY2002 to PY2012

NUMBER SERVED



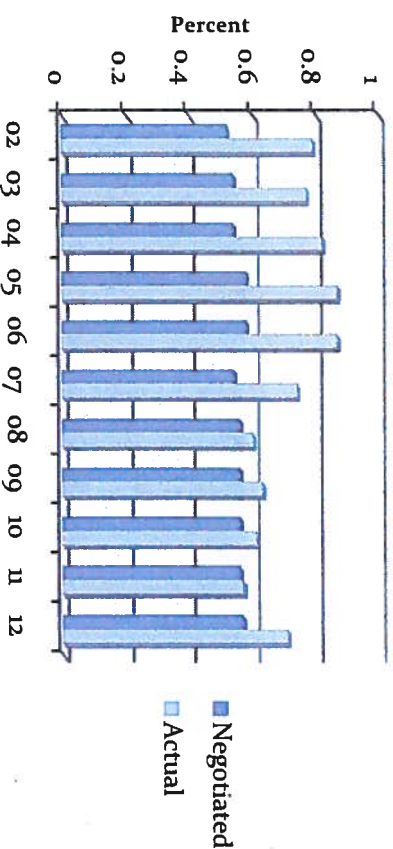
PY'11 had a decrease of participants due to a reduction of WIA Youth funding, the end of DOL YouthBuild Grant and other funding sources

PLACEMENT IN EMPLOYMENT OR EDUCATION COUNT



- PY 11 shows an increase in the number of participants entering employment, post secondary education and advanced training

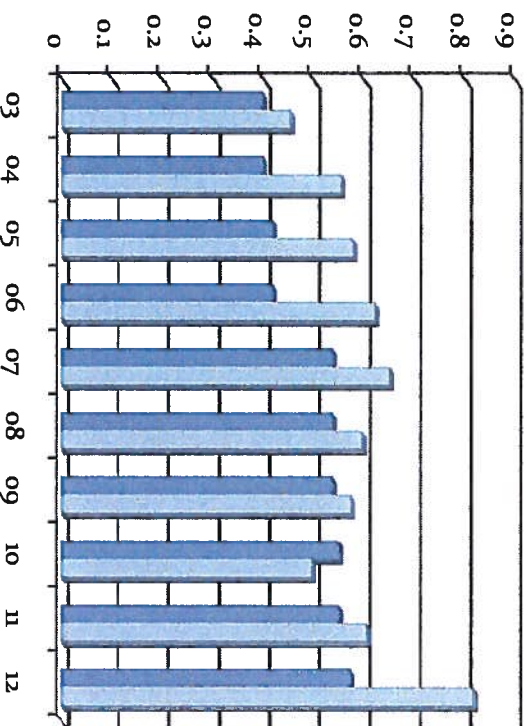
PLACEMENT IN EMPLOYMENT OR EDUCATION RATE



- Placement outcome exceeded the state 80% negotiated level

# DOL-WIA Youth Performance ♦ PY2003 to PY2012

DEGREE OR CERTIFICATE

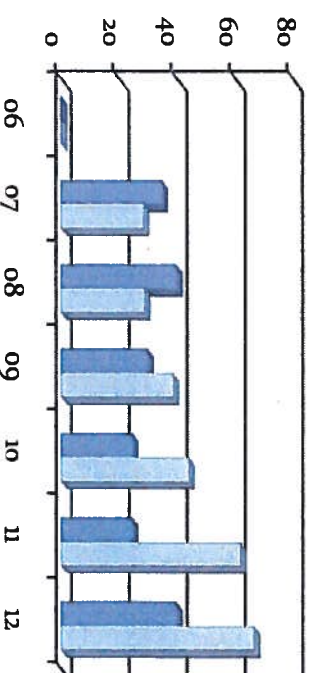


- PY'11 shows an increase in literacy and numeracy gains, attributed to a strong basic skill & GED programs, post testing results and capturing data

■ Negotiated  
■ Actual

- An increase of Degrees or Certificates occurred in PY'11. TJC and RCC partnered together to provide on-site GED classes meeting the alternative education needs of out-of-school youth
- Participants also earned certificates or degree in post-secondary education and advanced training

LITERACY/NUMERACY



■ Negotiated  
■ Actual





**THE JOB COUNCIL**

STRENGTHENING THE WORKFORCE

**MINUTES**

**The Job Council  
BOARD OF DIRECTORS  
June 23, 2014  
8:00 - 8:15 am  
The Job Council Boardroom  
100 E. Main St., Suite A, Medford, OR**

**MEMBERS PRESENT**

Jessica Gomez  
Tamara Nordin  
Don Skundrick  
Ron Fox  
Michael Donnelly  
Lyndell Smothers

**MEMBERS ABSENT**

Gregg Edwards  
Cherryl Walker

**OTHERS PRESENT**

Jim Fong, Executive Director, The Job Council  
Rene' Brandon, The Job Council  
Sherri Emitte, The Job Council (via phone)  
Sherri Stratton, The Job Council  
Tami Allison, The Job Council

**QUORUM PRESENT: Yes**

*All meetings of The Job Council Board of Directors are recorded. Should reference be desired in addition to the minutes, backup materials are available in the Office of the Executive Director of The Job Council.*

**1) CALL TO ORDER & INTRODUCTIONS:**

The meeting was called to order by Chair Jessica Gomez at 8:03 am. Introductions were deferred.

**2) APPROVAL OF MINUTES :**

***RON FOX MOVED TO ACCEPT THE MAY 2, 2014 JOB COUNCIL BOARD OF DIRECTOR'S MINUTES AND THE JUNE 9, 2014 JOB COUNCIL BOARD OF DIRECTORS/BUDGET COMMITTEE MINUTES AS PRESENTED. THE MOTION WAS SECONDED BY MICHAEL DONNELLY AND APPROVED UNANIMOUSLY.***

**3) PUBLIC COMMENT:**

No members of the public were present to make comment.

**4) AMENDED PERS RESOLUTION:**

Sherri E. explained that PERS notified us that the language they had previously given us was not entirely correct. The recommendation is to authorize the amended resolution to eliminate the inapplicable references to "pick up".

**TAMARA NORDIN MOVED TO AUTHORIZE THE AMENDED RESOLUTION TO ELIMINATE THE INAPPLICABLE REFERENCES TO "PICK UP". THE MOTION WAS SECONDED BY NIKKI JONES AND WAS APPROVED UNANIMOUSLY.**

**5) BUDGET**

**Review recommendation from Budget Committee/Board of Directors and approval of PY 14 Public Budget-**

On June 9, 2014, The Job Council Board of Directors came together in their role as the Budget Committee to take public testimony and deliberate on The Job Council's PY 14 Public Budget. There was no public testimony, and the Board/Committee unanimously approved to forward its recommendation to The Job Council Board of Directors for adoption of a balanced budget totaling \$6,838,493.

**DON SKUNDRICK MOVED TO APPROVE THE PY 14 PUBLIC BUDGET AS RECOMMENDED. THE MOTION WAS SECONDED BY MIKE DONNELLY AND APPROVED UNANIMOUSLY.**

**Sign PY 14 Public Budget Resolution-**

**TAMARA NORDIN MOVED TO APPROVE THE SIGNING OF THE PY 14 PUBLIC BUDGET RESOLUTION AS PRESENTED. THE MOTION WAS SECONDED BY NIKKI JONES AND APPROVED UNANIMOUSLY.**

**6) OTHER BUSINESS:**

No other business was brought before the Board.

**7) ADJOURN**

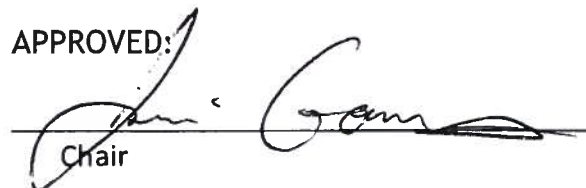
With no further business to come before The Job Council Board of Directors, the meeting was adjourned at 8:08 am.

Respectfully Submitted,



Tami Allison  
Executive Team Coordinator  
/tka

APPROVED:

  
Chair

12-8-14  
Date

Attachment A-7

- Home
- Services
  - [Business](#)
  - [Child Care](#)
  - [Disability Resources](#)
  - [Jackson County Resources](#)
  - [Jobseeker](#)
  - [Josephine County Resources](#)
  - [Power Up Academy](#)
  - [Youth Programs](#)
- Contact Us

Today is:  
January 11, 2015

DAY WEEK MONTH						
Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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**ICON KEYS:**



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### Rogue Workforce Partnership Workforce Investment Board Meeting

Event Date(s): Monday, July 14, 2014

**Service:** Homepage

**Event Type:** Meeting

**Details:** Rogue Workforce Partnership Workforce Investment Board Meeting  
Monday July 14, 2014 7:30-9:30 am

[enter to download agenda](#)

**Starts:** 7:30 AM

**Ends:** 9:30 AM

**Location:** RCC/SOU Higher Education Center Rooms 127/129  
101 S. Bartlett St.  
Medford, OR



**Contact:** Tami Allison, Executive Team Coordinator by phone at 541-842-2518.

**[BACK](#)**

Calendar loaded in 0 second(s)

[Printer friendly version](#)

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Version 5.12.7





## Workforce Investment Board Meeting

RCC/SOU Higher Education Center • Room 127/129 • 101 S Bartlett, Medford

July 14, 2014 • 7:30-9:30 am

Video / Phone Conference access: <https://global.gotomeeting.com/meeting/join/980757173>. Please activate (share) your webcam & select your audio preference. 1) Telephone (1-636-277-0136; Access Code: 980-757-173. (normal long distance charges will apply); 2) Or, use computer microphone & speakers (headset is recommended, or use mute to avoid reverb).

### AGENDA

1. **Welcome & Introductions** (4m) Jessica Gomez
  
2. **Consent Agenda - Action Item** (1-2m) Jessica Gomez  
[Consent agenda items are voted on as a block unless a member wishes to pull an agenda item(s) out for discussion]
  - a. Approval of May 12, 2014 Minutes
  - b. Local Plan Modifications
  
3. **Guide, Inform & Lead Strategic Partnerships**  
State Coordination
  - Governance Transition Plan - Action Item (10m) Jim Fong, Jessica Gomez  
Federal Coordination
  - Workforce Innovation & Opportunity Act (10-15m) Jim, Jessica
  
4. **Strategic Plan Implementation & Workforce/Education System Transformation**
  - Sector Strategies
    - Code Oregon Launch (5-10m) Jim
  - Certified Work Ready Communities Jim, Karen Humelbaugh(CCWD)
    - National Career Readiness Certificate Goals & Local Plan Modification - Action Item (10-15m)
  - Systems Innovation Jim, Jessica & Kim Parker (OED)
    - Forum on the Future of WorkSource - Findings & Next Steps (15m)
    - Medford 1-Stop Facilities Co-Location & Our Program Investment Strategy  
Updates & Small Group Breakout Discussion (60m)  
Key Questions: How should we prioritize our investment strategies? What are our priorities for Foundational Skills training & Job Search services versus Training Scholarships, Certifications, On-the-Job Trainings, etc.?
  
5. **Meeting Times - Exploring Options** (2m) Jessica Gomez

= Documents Attached







MINUTES

**ROGUE WORKFORCE PARTNERSHIP**

July 14, 2014

SOU/RCC Higher Education Center, Rooms 127/129  
101 S Bartlett, Medford Oregon

MEMBERS PRESENT:

Jessica Gomez, Brent Kell, Pete Karpa, Tanya Haakinson, Nikki Jones, Ron Fox, Doug Mares, Gregg Edwards, Don Skundrick, Michael Kidwell, Jim Pfarrer, James Klein, Tolga Latif\*, Michelle Robison\*, Michael Donnelly\*

\*= via phone

QUORUM PRESENT: Yes

OTHERS ATTENDING:

*Sustainable Valley Technology Group:* Heather Stafford

*Oregon Employment Department:* Kim Parker, Gail Gasso, Guy Tauer, Ainoura Oussenbec

*Rogue Community College:* Bill Jiron

*Department of Human Services:* Melissa Wolff

*Abdill Career College:* Ki, Randy Ramey

*College Dreams:* Sabrina Miller

*The Job Council:* Jim Fong, Tami Allison, Aurora King, Sherri Stratton, Sherri Emitte, Ken Heindsmann

*All meetings of the Rogue Workforce Partnership are recorded should reference be desired in addition to the minutes.*

**1) CALL TO ORDER:**

The RWP meeting was called to order by Chair, Jessica Gomez at 7:32 am. Introductions were made.

**2) CONSENT AGENDA :**

***NIKKI JONES MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION WAS SECONDED BY TANYA HAAKINSON AND WAS UNANIMOUSLY APPROVED.***

**3) GUIDE, INFORM & LEAD STRATEGIC PARTNERSHIPS**

**State Coordination- Action Item**

**Governance Transition Plan** - Jim reviewed the draft Governance Transition Plan that has been submitted to the Oregon Department of Community Colleges and Workforce Development. Jessica indicated that we want to go with the least disruptive scenario to start, and then fine tune and improve functionality along the way. "Long term the goal is to create a structure that can measure and track the cost effectiveness of the entire system", stated Jessica.

***JAMES KLEIN MOVED TO APPROVE THE DRAFT GOVERNANCE TRANSITION PLAN AS SUBMITTED TO OREGON COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT. THE MOTION WAS SECONDED BY RON FOX AND WAS UNANIMOUSLY APPROVED.***

### **Federal Coordination**

**Workforce Innovation & Opportunity Act (WIOA)** - Jim reported that in late June, the Senate passed the WIOA and just last week it was passed by the House. New regulations will be forthcoming from Department of Labor (DOL). "This reaffirms a bipartisan sensibility to invest in the public workforce system. It also cleans up a number of programmatic misalignments and also streamlines the workforce investment board", stated Jim.

## **4) STRATEGIC PLAN IMPLEMENTATION & WORKFORCE/EDUCATION SYSTEM TRANSFORMATION**

### **Sector Strategies**

#### **Code Oregon Launch**

This brief was mis-identified as an action brief. The brief is information only.

Documents were provided to the group giving background on an innovative partnership with Treehouse, a well-known provider of on-line computer programming training services. Jim reported that WorkSystems, Inc., the Local Workforce Investment Board serving the Portland Metro area, has just launched this initiative. Jim indicated that we have 75 slots for our region and we want to offer it broadly to WorkSource Oregon/Job Council OneStop Centers.

Discussion took place on the plan to disseminate this initiative to local business. Aurora indicated that there will be an application process, will probably require NCRC, review the person's participation, require foundational skills, etc. "Screenings not yet developed will be in place", Aurora stated. Jim stated that we are reconvening the E-Commerce/IT Group and this will be discussed with them as well. Ron Fox indicated that SOREDI could probably "push this out" to some businesses.

### **Certified Work Ready Communities-**

#### **National Career Readiness Certificate Goals & Local Plan Modification - *Action Item***

Jessica reviewed the information with the group and stated that we need to come up with creative ways to meet the new goal and will need everyone's help. Some strategies being reviewed to help with this endeavor is to penetrate the high schools, partner with DHS, OED, Corrections and businesses. Aurora King has volunteered to step up to the challenge of leading this charge and will be putting together a marketing campaign to demonstrate the value.

Jessica indicated that we were going to ask the RWP for their approval of the PY 2013 Local Plan Modification - NCRC and Letters of support goals; however, the decision was made late yesterday to wait and develop a plan to bring back for approval.

Discussion took place on what is being seen from both employers and job seekers regarding their experience with NCRC. Nikki indicated that she has no employers asking for it. Gregg indicated that ASANTE has identified jobs that are most appropriate to have the NCRC and they are finding that job seekers not coming in with at least a baseline of skills is making it more difficult to move employees forward. "ASANTE has indicated a preference for all the jobs identified - it makes a difference in preparing employees for a future in healthcare", Gregg stated. Gregg also stated that the NCRC has been validated thousands of times; however we need to know more about what the NCRC really is.

The suggestion was made to have a couple of local businesses identified to be profiled. Jessica indicated that it is important to get the proctoring moved on site to provide as a resource to existing employees.

Mike Donnelly asked Aurora to connect with him after the meeting to set up a pilot program with Carestream and the staffing agency they use.

Doug Mares also indicated that DHS will work to get this included for Department of Human Services clients.

Brent Kell from Valley Immediate Care indicated that he would also be interested in using NCRC with new hires.

**Systems Innovation**

**Forum on the Future of WorkSource-** Kim Parker from OED reviewed the findings from the statewide forums. the highest investment priority experienced statewide was for more work-site based training. Energy is being put into implementing these priorities and better brand and promotion of WorkSoure Oregon. New processes have been implemented around job postings and customized recruitment. forums new processes have been implemented around job postings and customized recruitment. More of a One-Stop for employers is also being created.

**Medford One-Stop Facilities Co-Location & Our Program Investment Strategy-** the group broke out into small work groups to discuss employers desired allocation of resources.

**5) MEETING TIMES**

Jessica indicated that we will need to move these meetings to later in the day. A doodle poll will be sent out in the hopes of arriving at a new time by fall.

**6) AJOURN**

With no further discussion, the meeting was adjourned at 9:30 a.m.

Respectfully Submitted,



Tami Allison  
Executive Team Coordinator

/tka  
APPROVED:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date





**ROGUE VALLEY WORKFORCE DEVELOPMENT COUNCIL**

**STAFF SUPPORT - FISCAL/ADMINISTRATIVE AGENT AND**  
**ONE-STOP OPERATOR AGREEMENT**

---

July 8, 2010

## 1. Introduction and Parties of the Agreement

This Agreement for the Workforce Investment Area is effective April 8, 2010. This Agreement is by and between the Rogue Valley Workforce Development Council Workforce Investment Board (hereafter referred to as RVWDC) and The Job Council.

The County Board of Commissioners for Jackson and Josephine Counties (Region 8 Local Elected Officials) and the Governor (through his designee, Department of Community College and Workforce Development Commissioner) agreed in a document signed May 26, 2010 for The Job Council to serve as the staff to the RVWDC, as well as the Region 8 One-Stop Operator.

This Agreement specifies the roles and responsibilities of The Job Council as One-Stop Operator, and as staff and fiscal/administrative agent for the RVWDC.

## 2. Purpose

The mission of the RVWDC is to grow the skills and talents of our region's workers so businesses and citizens can prosper. The RVWDC therefore has a dual customer focus – both employers and job seekers. To fulfill its mission, as well as those responsibilities stipulated under federal and state legislation, the parties to this agreement come together to provide staff support for the following RVWDC tasks, functions and operations:

- a. **Serve the Business Customer** - through initiatives such as PowerUp Academy and coordination with Traded-Sector and other high skill, high-wage, high-demand employers.
- b. **Align Workforce and Education Service Providers** - staff support to convene, guide and align public and non-profit education and workforce development partners to create a more effective, efficient and seamless public/private system that develop the skilled workforce that businesses need to succeed.
- c. **One-Stop Center Operator** – coordination and integration of services at the designated One-Stop Center in Grants Pass and affiliated sites in Medford. The RVWDC is responsible for the policies that govern the overall operation of the One-Stop Center site/system, and for certifying the site in accordance with the criteria established by the RVWDC and outlined in the RVWDC WIA Local Plan. The RVWDC will also be responsible for monitoring and evaluation of the comprehensive Worksource Oregon One-Stop Center for re-certification and quality assurance. The Job Council will provide staff support to fulfill these RVWDC responsibilities.
- d. **Prepare Youth for the World of Work** – staff support to convene, guide and align K-16 education partners, business leaders, civic groups and other youth service providers to create more effective ways to support all youth to enter the workforce, continue their skills training, and become successful adults and contributing members of society.
- e. **Fiscal and Administrative Agent** - to provide for the fiscal and administrative support needs of the RVWDC.

### 3. Term of Agreement

This Agreement shall be effective from the date of signing by parties to this Agreement to June 30, 2013. This Agreement is in accordance with requirements set forth in Section 121c of the Workforce Investment Act (Public Law 105-22, August 7, 1998, hereafter referred to as the Act) and the State of Oregon. The Workforce Investment Act has been duly enacted by the Congress of the United States and signed into law by the President on August 7, 1998. Jackson and Josephine Counties were certified and recognized by the Governor of Oregon as a Workforce Investment Area under the act; and the County Boards of Commissioners, acting as the Chief Local Elected Officials have exercised their prerogative under section 117 of the act to appoint members to the RVWDC.

- This Agreement can be terminated by the RVWDC or The Job Council upon 30 days prior written notice that is delivered in accordance with the notice provisions herein.

Notice: In the event that any notices are required to be sent under the terms of the Agreement, the parties agree that such notices shall be sent to the following addresses of the parties:

- The Job Council:  
673 Market Street  
Medford, OR 97504  
c/o Executive Director
- RVWDC  
673 Market Street  
Medford, OR 97504  
c/o RVWDC Chair

- This Agreement can be terminated by repeal of the Workforce Investment Act of 1998 (WIA), otherwise by action of law or in accordance with this section.
- This Agreement shall be construed and enforced in accordance with and governed by the laws of the State of Oregon.

### 4. Roles and Responsibilities:

The Job Council will provide staff support to perform the following tasks, functions and operations:

#### a. Serve the Business Customer

For our region to prosper, businesses need to have workers with exceptional skills, talent and work ethic. Meeting the needs of traded-sector and other high-skill/high-demand/high-wage industries is our highest priority as they are primary generators of prosperity for our region. Serving the business customer is the first priority of the RVWDC because all of its following priorities will derive their success from aligning our workforce system to meet the needs of these primary business customers.



The Job Council will provide staff and other support in the following areas:

- PowerUp Academy – Business outreach, training coordination, and management information systems staff support to operate the PowerUp Academy
- Industry Sector Strategy - workforce development coordination beyond the PowerUp Academy. These efforts will focus on meeting the training and workforce development requirements of incumbent and emerging workers for targeted Traded-Sector and other high skill, high-wage, high-demand employers.

**b. Align Workforce & Education System Partners**

The Job Council will perform the following roles to align the broad array of Education, Training and Employment partners who comprise the region's Workforce Development System:

- Convene mandatory and voluntary One-Stop Partners to explore opportunities for enhanced delivery of One-Stop services to the community
- Work with partners and the RVWDC to develop system performance measurements
- Develop a continuous improvement process formed by evaluation of customer needs, customer satisfaction input, and feedback from business, job seekers, community partners, and Workforce & Education System partners
- Inform partners regarding progress and other developments of the One-Stop Integrated Services Model
- Represent the RVWDC at any gathering convened by state, local, or federal entities regarding Workforce System issues and related matters
- Develop a One-Stop Memorandum of Understanding (MOU) for all mandatory and voluntary One-Stop Partners, the RVWDC, and Boards of County Commissioners to approve

**c. One-Stop Operator**

The role of the One-Stop Operator is to oversee and guide the development of the One-Stop Center(s). The Job Council will perform the following roles as One-Stop Operator:

- Convene and coordinate core One-Stop/Service Integration Partners (local Oregon Employment Department and WIA-IB managers) to provide for seamless integration and availability of core, intensive, and training services at the comprehensive Center Site(s)
- Work with the RVWDC to develop local One-Stop performance measurements
- Develop a continuous improvement plan formed by evaluation of customer needs, customer satisfaction input, and feedback from business, job seekers, community partners, and Certified Center partners
- Meet State and Federal reporting requirements
- Ensure the preparation and maintenance of a Local One-Stop Service Integration Plan for each Certified site
- Fiscal management and oversight of the Certified One-Stop Center including the development of a Resource Sharing Agreement for signature by all One-Stop partners participating onsite at the Certified One-Stop Center

- Marketing/Outreach for Certified One-Stop Center as necessary
- Recruit of additional Certified One-Stop Center partners as appropriate
- Coordinate resource enhancement and Certified One-Stop Center site improvements
- Coordinate professional development of Certified One-Stop Center Partner staff through the availability of appropriate training opportunities
- Data management and sharing
- Liaison role with RVWDC
- Communicate the strategic objectives of the RVWDC
- Submitting candidates for the One-Stop system EEO Officer position to the RVWDC for approval
- Represent the RVWDC One-Stop system at any gathering convened by state, local, or federal entities regarding One-Stop issues and related matters
- Coordinate the management of the Certified One-Stop Center in a manner that encompasses the performance goals of the RVWDC, the Oregon Department of Community Colleges and Workforce Development and the United States Department of Labor

The RVWDC and the One-Stop Operator agree as follows:

- Services will be provided through an integrated delivery system that is customer focused, easily accessible, and designed to provide customers with the knowledge needed to make informed career decisions.
- The RVWDC and the One-Stop Operator will continue to assume leadership roles in workforce development efforts within the LWIA and will encourage and foster partnerships with other local and regional groups, including both comprehensive One-Stop Centers and other One-Stop Center and affiliate partner sites.
- The RVWDC and the One-Stop Operator recognize the need for a one-stop system that begins with an accurate assessment and identification of customer needs and expectations. The One-Stop Operator will guide the development of the one-stop delivery system. Services must be easily accessible, customer driven, personalized, and responsive to the communities' workforce development needs. Providers of services must understand the linkage between what is being measured and what is being delivered, and strategic objectives must be identified in order to support measurement systems. Customer satisfaction will be a key element in performance criteria.
- The RVWDC and the One-Stop Operator agree to operate comprehensive One-Stop Center sites in compliance with the Workforce Investment Act.
- The One-Stop Operator will only seek the RVWDC for certification of sites when the One-Stop Operator is satisfied that the sites meet all chartering criteria as established by RVWDC.

The One-Stop Operator will conduct all business in an open manner as required by Section 117 (e) of the Act and will make available to the public on a regular basis information about the activities of the Operator, as necessary, including information about the local Plan, the operation of each comprehensive One-Stop Center, and other pertinent matters of public interest.

The One-Stop Operator, by acceptance of appointment, represent and warrant that they have not offered or given any gratuity to any official or agent of the RVWDC, or any political party, or any other person or entity with the purpose of securing anything of value, or favorable treatment, or affecting any determination with the respect to the performance of their duties and responsibilities.

d. **Prepare Youth for the World of Work**

The RVWDC has a high priority of preparing youth to effectively enter the workforce. Through its PowerUp K-16 initiative, the RVWDC is committed to creating holistic, work-site and experientially-based learning opportunities to allow youth to explore career opportunities and the related skills training needed to succeed. Significant systems alignment work with K-16 education, businesses, civic groups, and other youth service partners is needed in order to create these opportunities for youth. New models of collaboration are needed which requires catalytic leadership or “connective tissue” to link-up community partners and assets in new ways so that our region can prepare youth for the world of work.

Using the Circle of Courage Model, which applies a strength-based approach that enhances resiliency and intrinsic motivation to succeed, The Job Council will provide staff and the requisite catalytic leadership in the following areas:

- **Youth Success, Site Tours and Career Expo Events** - The Job Council will provide staff to convene and coordinate with appropriate partners to create events that allow youth to explore career opportunities, develop basic job readiness skills, and identify potential occupation specific training to help prepare them to enter the world of work.
- **K-16 Alignment** - The Job Council will provide leadership to convene and coordinate K-16 education partners to align educational curriculum and programs to support the workforce preparation needs of youth.
- **RU Ready Campaign** - The Job Council will provide staff to partner with the RU Ready media campaign supporting all youth to graduate from high school and prepare for further education, training or the workforce.
- **Export & Expand Youth Program Service Model** - The Job Council is the WIA Youth Program provider and has created an infrastructure that allows for several funding sources to support youth, including federal, state, and foundation monies. Staff are trained in applying the Circle of Courage Model which creates an environment that promotes a sense of belonging, mastery, independence, and generosity. The success of The Job Council Youth Program is demonstrated by local schools systems requesting replication of the model and training for the school personnel. The Job Council will provide staff to train youth service providers in understanding and implementing this highly successful model based in positive youth development research.
- **Youth Council Staffing** - The Job Council will provide staff support to the RVWDC Youth Council. The Youth Council will be the coordinating point for the RVWDC in all youth related matters, and also provide the required oversight for the WIA Youth Program.

e. **Fiscal and Administrative Agent**

The Job Council will perform the following RVWDC staff roles to provide for the fiscal and administrative support needs of the RVWDC.

- 1) **Executive Leadership** – The Job Council will provide Executive Leadership for the RVWDC by convening, organizing and thinking with RVWDC members, elected officials, and other business, government, education, labor, non-profit, and community leaders to develop, implement and refine the key strategies and initiatives that further the mission of the RVWDC.
- 2) **Staffing for Program Initiatives** – The Job Council will provide staff and resources for the implementation of RVWDC program initiatives (e.g. PowerUp Academy) as appropriate and will provide regular reports to the RVWDC on program implementation and progress.
- 3) **Staffing for Coordination and Support of RVWDC Meetings** – The Job Council will provide RVWDC meeting notices, agendas, room and logistical arrangements, support, minutes, and other appropriate work products and documentation; including standing committees and work groups.
- 4) **Staffing for RVWDC Management Information Systems** – The Job Council will provide staffing and MIS support for RVWDC activities including items such as an RVWDC website, PowerUp Academy support, and other initiatives as needed.
- 5) **Staffing for RVWDC Grant Applications** – The Job Council will provide staffing for RVWDC grant writing as appropriate and mutually agreed upon by the RVWDC Board Chair and the Executive Director of The Job Council. The staffing may include, but is not limited to 1) preparation and submission of grant applications on behalf of the RVWDC and 2) RVWDC Grant Administration and Management – monitoring the grant implementation, financials, and reporting requirements processes.

***Job Council Requirements for RVWDC Grant Applications***

- a) When RVWDC desires to obtain grant management from The Job Council in connection with the administration of the grant, it shall be required that The Job Council review and approve the grant request, prior to submittal of the grant request. If a grant award modifies the terms and conditions of the grant request, then, in order for The Job Council to be bound by the terms and conditions of the agreement, The Job Council must review and approve all modifications. The Job Council's approval shall be given, if at all, either by execution of a grant request with RVWDC, or by a separate written agreement or acknowledgement.
- b) The Job Council's approval of a grant request shall constitute an agreement and commitment by The Job Council to perform all of the services and provide all of the programs to be performed or provided by The Job Council in accordance with and pursuant to the terms of the grant request. If the grant award modifies the obligations of The Job Council as originally set forth in the grant request, then, in order for The Job Council to be bound to the performance of services or provision of programs as required by the grant award, The Job Council must approve such modifications and must acknowledge its approval in writing.

- c) If The Job Council has approved the grant request and the grant is awarded, or if The Job Council approves a grant award which modifies the terms and conditions of a grant request, then The Job Council shall perform all administrative and management services required of RVWDC in order for RVWDC to administer the grant and fulfill all or its obligations pursuant to the grant.
- d) RVWDC will honor the agreements of The Job Council as set forth herein and The Job Council's approval of grants when making application for grants and accepting grants that have been awarded to RVWDC.
- e) For the purposes of administering and managing grants pursuant to this agreement, The Job Council shall act as the agent of the RVWDC. In such capacity, The Job Council shall receive and disburse all grant funds, in its name. The Job Council shall provide RVWDC with an accounting of all receipts and disbursements of grant funds, at such time and covering such periods as RVWDC may reasonably request.

***RVWDC Empowerment of Job Council to Submit Grant Applications on Behalf of RVWDC***

**The RVWDC empowers The Job Council to apply for grants and other funding opportunities using the RVWDC Federal Employer Identification Number (EIN) for activities and projects that are consistent with the mission of the RVWDC. The Job Council shall inform the RVWDC Executive Committee as soon as possible regarding the submission of any grant or funding opportunity using the RVWDC EIN. The RVWDC Executive Committee may require The Job Council to withdraw the grant application or other funding request if it determines, after thorough discussion of the project, that the nature of the project or activity contained within the funding application is not consistent with the mission of the RVWDC.**

**The Job Council shall report to the RVWDC at least annually regarding the outcomes of projects funded through the use of the RVWDC EIN.**

- 6) **Staffing and Support for Fiscal/Administrative Function** – The Job Council will staff and support fiscal and administrative functions for the RVWDC in roles that are not limited to the following:
  - a) Receipt and disbursement of all funds related to business and program activities, and the maintenance of finance systems to account for all RVWDC funds or other funds made available to or through the RVWDC
  - b) Reporting of finance information
  - c) Procurement of personal/professional services and contract management
  - d) Procurement of fixed assets, supplies, and equipment
  - e) Procurement of insurance and bonding sufficient to provide reasonable protection from liability arising out of activities under this agreement, subject to the limitations of Oregon statutes
  - f) Compilation of financial, programmatic, and other information for grant or other funding applications for or through the RVWDC

**5. Impasse Resolution**

The parties agree to attempt to resolve any disputes by negotiation or mediation before resorting to litigation. In cases of litigation between The Job Council and RVWDC arising out of its Agreement, the prevailing party shall recover its reasonable attorney fees and costs incurred at trial or upon appeal.

## **6. Breach of Agreement as One-Stop Operator**

It shall be considered a breach of this Agreement if The Job Council should:

1. Fail to adhere to the duties and responsibilities as defined in this Agreement
2. Fail to achieve the performance as established by the RVWDC and One-Stop Operator
3. Fail to comply with the conflict of interest provision of Oregon Statutes, and any related federal and state ethics provisions, directives, or executive orders

In the event of a breach of this Agreement, parties to this Agreement shall be entitled to ten (10) days written notification. Party who has breached the Agreement shall be monitored for a period of 90 days and provided an opportunity to cure the breach. If the breach is not remedied after 90 days, the operator may be disqualified.

The One-Stop Operator agrees that, before instituting any formal legal action against any other One-Stop partner, before a court, administrative agency, or other tribunal, the partner will submit such a claim to the RVWDC for non-binding mediation.

## **7. Modification Process**

The parties acknowledge that this is the only Agreement between them relative to the subject matter set forth above and in attached exhibits. All prior written or oral agreements or understandings between them are hereby declared null and void. There shall be no modification to this Agreement except by way of and expressed in writing, duly authorized, and executed by the parties.

## **8. Compliance Documents**

All parties to this Agreement will remain in compliance with federal statute and guidance, state and local policies and procedures as provided in the RVWDC/One-Stop Partner Agreement.

- 9. Other Relationships Excluded:** Nothing contained in this Agreement shall be deemed to create a joint venture, partnership, employer/employee or other relationship between The RVWDC and The Job Council.

- 10. Waiver:** The failure of The Job Council to enforce any provision of this agreement shall not constitute a waiver by The Job Council of that or any other provision.

## **11. Hold Harmless:**

- a) The Job Council is a public body as defined in ORS 30.260, and is subject to the tort claims limits of ORS 3.260 to 30.300.

b) To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the RVWDC shall defend, indemnify, and hold harmless The Job Council, The Job Council's officers, agents, and employees from all claims or appeals of any nature, including attorney's fees, arising out of the activities of RVWDC or RVWDC's subcontractors, agents, or employees under this Agreement. RVWDC shall not be held responsible for damages caused by negligence of The Job Council.


**12. Modification:** This Agreement constitutes the entire understanding of the parties. No waiver, consent, modification, or change of terms of its Agreement shall bind any party unless in writing and signed by all parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

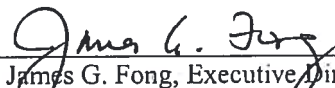
**13. Severability:** In the event any term, condition or provision of this Agreement is found to be unenforceable or illegal by a court of competent jurisdiction, the Agreement shall be construed as though that term, condition or provision did not exist.

**14. Nondiscrimination:** There shall be no discrimination against any person employed or served pursuant to this Agreement in any manner forbidden by law.

**15. Authority and Signatures—LWIB and One-Stop Operator/Administrative Agent**

The individuals signing have the authority to commit the parties they represent to the terms of this Agreement and do so commit by signing below.

  
\_\_\_\_\_  
Nikki Jones, Chair  
Rogue Valley Workforce Development Council  
Date: 11/16/11

  
\_\_\_\_\_  
James G. Fong, Executive Director  
The Job Council  
Date: 11/10/11

This agreement was approved as of the October 14, 2010 RVWDC /Executive Committee Meeting. Signatures were not obtained at the time of the approval. Minutes are attached.



# Rogue Valley Workforce Development Council

## MINUTES

ROGUE VALLEY WORKFORCE DEVELOPMENT COUNCIL/EXECUTIVE COMMITTEE  
October 14, 2010 – 7:30 a.m.  
SOU/RCC Higher Education Center, Room 127-129  
101 S Bartlett, Medford Oregon

### MEMBERS (X indicates attended)

X Peter Angstadt	X Nikki Jones (Private Sector)	X Doug Mares
X Wes Brain	X Pete Karpa	Suz Montemayor (Private Sector)
X Chris Cahill (Private Sector)	X Jim Kelly (Private Sector)	X Artha Nafie (Private Sector)
X Susan Channer	X Michael Kidwell	X Tamara Nordin (Private Sector)
X Jim Fong	X James Klein	X Randy Ramey (Private Sector)
X Ron Fox	X Michael Klem	X Lyndell Smothers (Private Sector)
X Gail Gasso	X Clarine Lizana	X Betty Weldon
X Mary Holbrook	X Phil Long	
Fred Holloway (Private Sector)		

### OTHERS ATTENDING

Dennis Alexander, RVWDC Coordinator  
Jeff Allen, The Sustainable Valley Technology Group  
Agnes Balassa, Agnes Balassa Solutions, LLC  
Lynda Haghan, The Job Council  
Bill Jiron, RCC  
Guy Tauer, Oregon Employment Dept.

*All meetings of the Rogue Valley Workforce Development Council are recorded on tape. Should reference be desired in addition to the minutes, backup materials are available in the Office of the Executive Director of The Job Council.*

The RVWDC meeting was called to order by Nikki Jones at 7:30 am.  
Introductions were made.

For those folks who were not at the last RVWDC meeting, Nikki said that in the past, the recurring action items such as minutes and appointments were placed on the agenda as separate items. She explained that from now on they will be placed under the heading of "Consent Agenda" and can be voted on as a block rather than individually, unless a person has a question or wants more discussion, in which case specific items could be pulled out for discussion. Members should review these items ahead of time and be prepared to vote on them in this way.



Nikki reported that due to the lack of a quorum at the last RVWDC meeting, for the interim the RVWDC Executive Committee approved the business agenda, with the anticipation that it would be placed on the October agenda for RVWDC member consideration.

#### CONSENT AGENDA

**JIM KELLY MOVED TO APPROVE THE CONSENT AGENDA OF THE ROGUE VALLEY WORKFORCE DEVELOPMENT COUNCIL AS PRESENTED. THE MOTION WAS SECONDED BY TAMARA NORDIN AND APPROVED UNANIMOUSLY.**

#### ACTION ITEMS

##### RVWDC/TJC Staff Support-Fiscal/Administrative Agent and One Stop Operator Agreement and PY10 RVWDC Operations Budget

Jim reported that this action item was approved by the Executive Committee on August 12 with the understanding that the full RVWDC must ratify this agreement and budget.

Since August 12, it emerged there is a need for a minor change to the Staff Support/Fiscal and Administrative Agent Agreement. The change for the RVWDC to formally empower The Job Council to utilize the RVWDC Federal Employer Identification Number for 501C3 status when submitting grant applications that are consistent with the RVWDC mission.

It was agreed that The Job Council would come back to the RVWDC Executive Committee with grant applications as soon as was practical.

Recommendation was to review and approve the One Stop Operator section of the newly integrated RVWDC/Job Council agreement, to approve the Staff Support/Fiscal and Administrative Agent Agreement portions as amended to include the additional provision empowering The Job Council to be able to use the RVWDC Employer Identification Number (EIN) for grant applications that are consistent with the RVWDC mission and to review and approve the PY10 RVWDC Operations Budget.

**BETTY WELDON MOVED TO APPROVE THE RVWDC STAFF SUPPORT-FISCAL/ADMINISTRATIVE AGENT AND ONE STOP OPERATOR AGREEMENT AND PY10 OPERATIONS BUDGET AS PRESENTED. THE MOTION WAS SECONDED BY JIM KELLY AND APPROVED UNANIMOUSLY.**

##### RVWDC Governance Restructure – Initial Recommendations

Jim began by reviewing a number of events that led up to the initial recommendations for restructure of the RVWDC Governance. In early 2010, after consulting with CCWD Monitoring Staff, staff facilitated a change in the governance agreements among the RVWDC, County Commissioners and the Governor to allow for The Job Council to serve as both the One Stop Operator as well as the Staff to the RVWDC.

This led to exploring the possibility for a more streamlined and efficient governance structure for both The Job Council Board of Directors and the RVWDC. Jim explained that since June 2010, a special ad-hoc governance committee of the RVWDC was formed. The group consisted of former RVWDC Chairs Lee Lanphier and Tamara Nordin, current Chair Nikki Jones, Ron Fox, and Jim Fong. This group met to do preliminary brainstorming on possible streamlining options from an RVWDC perspective.

Continuing, he reported that in August, The Job Council Board of Directors agreed to explore governance streamlining. County Commissioners Dave Toler and C. W. Smith were designated to form a Joint Governance Committee with selected RVWDC representatives.

In addition, Jim explained that The Job Council contracted with Agnes Balassa Solutions, LLC to document the governance structures of Oregon's other six Local Workforce Investment Boards and to research the implications of any potential options.

At a September 14 meeting of The Job Council Board of Directors, the Commissioners approved taking action to pursue the governance streamlining and restructuring recommendation of the Joint Governance Committee.

Two recommendations came out of the Ad Hoc Governance Committee. They were:

- 1) Maintain both the ORS190 (The Job Council) and 501C3 (The RVWDC) organizations. This provides for the flexibility to maximize opportunities created by having both structures available to the board, the organization and the community.
- 2) Streamline and adjust the governance structure to maximize the leadership of the most important stakeholders – the counties, local businesses and economic development – without creating new liabilities.

The Job Council Board of Directors approved these recommendations and authorized staff to begin work with appropriate legal counsel to draft changes to The Job Council's ORS 190 agreement.

Discussion continued around this recommendation. They included:

- The streamlining should make things more efficient and less time consuming
- RVWDC members will probably not even notice these changes
- Keep it simple
- This would allow more direct interaction between County Commissioners and private sector leaders
- Make meeting more meaningful
- Changes have many added values
- Time is of the essence – need to have these changes in place for new commissioners prior to next January
- Need to have more discussion around how often to meet, etc.

Ms. Balassa explained that this restructuring will need to go to the CCWD its approval.

Recommendation is to authorize staff to work with legal counsel to draft changes to the RVWDC governance structure through modification of the Articles of Incorporation and By-Laws, in order to streamline and create a joint governance structure with The Job Council.

**RON FOX MOVED TO APPROVE THE RECOMMENDED AS PRESENTED. THE MOTION WAS SECONDED BY BETTY WELDON AND APPROVED UNANIMOUSLY.**

Thanks to Agnes for the brief and for her work in this process.

#### E-Commerce Roundtable with Senator Wyden

Nikki thought it was a good day and that said the Senator seemed to be personally interested, probably since he has long been involved in E-Commerce. Tour began at the Grants Pass One Stop where he had conversations with a couple of clients who had worked their way up in positions. The Senator showed interested in following up with these clients.

The tour continued with Fire Mountain Gems and ended at Musicians Friends where he met with E-Commerce CEO's and eventually held a press conference. Senator Wyden commented that this was the first time he had met with so many CEO's at the same time.

Nikki said the point we wanted Senator Wyden to understand is that we need continued support from the Senator. Nikki indicated she mentioned to him our youth program fund reductions.

Senator Wyden did express interest in coming back.

At one point in the roundtable table discussions, industry members discussed the need to capture the imagination and vision of Junior High/Middle School students with E-Commerce career information. Senator Wyden responded, offering to go with industry member representatives into the classroom to communicate the opportunities of high paying highly skilled local career pathways in E-Commerce.

Discussion continued around this issue. The next step for the RVWDC is to convene the Human Resource managers of larger E-Commerce industry members to gain more information regarding advanced information technology skills needs.

**Gail Gasso asked to be included in next steps.**

**Kudos goes out to Stacie's work in making this happen. This turned out to be a very successful event**

A note: Jim said that Agnes is on the agenda to make a presentation to the RCC Board around the significant need for middle-skilled people— where 60% of the jobs will be in the future. He invited folks to hear her presentation – very informative.

#### Information – Powerup Academy Update

While Stacie was unable to attend this meeting, she put together a summary of the PowerUp Academy for the months July – September, 2010. This summary was handed out at the meeting.

Information – EEO Monitoring Report and Response

Jim explained the RVWDC reviewed the State's biennial EEO monitoring report findings at the August 12 RVWDC meeting. At that time, Bambi Powers of The Job Council indicated that a formal response to the EEO monitoring findings was in development. The formal Job Council response to the EEO report along with the modified Grievance Procedure which was evidence of compliance to the EEO report were contained in the agenda materials.

Additional Agenda Item – Request from The Sustainable Valley Technology Group

Jeff Allen from The Sustainable Valley Technology Group asked to be added to the agenda to ask for RVWDC help with a proposal to Meyer Memorial Trust. Because his organization has not yet received its 501C3 status yet, Jeff asked the RVWDC for authorization to its 501C3 number. Jeff handed out a draft Strategic Plan from the organization and a draft of a proposal to Meyer Memorial Trust.

**RON FOX MOVED TO APPROVE THE REQUEST THAT RVWDC BE THE APPLICANT FOR THE GRANT. THE MOTION WAS SECONDED BY JIM KELLY AND APPROVED UNANIMOUSLY.**

Jeff will come back to the RVWDC Board with an update.

OTHER BUSINESS – No other business

ADJOURNMENT – The meeting was adjourned at 9:15 a.m.

Respectfully submitted,



Lynda Haghan  
Executive Assistant

/lch

APPROVED:

  
Chair

12/9/10  
Date





**COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT**  
WORKSOURCE OREGON

Public Service Building

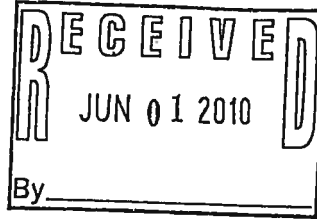
255 Capitol Street NE

Salem, Oregon 97310

Phone (503) 378-8648

Fax (503) 378-3365

www.odccwd.state.or.us



DATE: May 26, 2010

TO: Jim Fong, Executive Director  
Rogue Valley Workforce Development Council

FROM: Cam Preus, Commissioner  
Community Colleges and Workforce Development

RE: Region 8 One Stop Operator Designation

In support of Region 8's administrative realignment under the Workforce Investment Act regarding of 20 CFR 661.310 (a) and 662.410(c), this is my approval on behalf of the Governor.

As indicated in the attached correspondence The Job Council intends to directly provide core services, intensive services, be designated as a One-Stop operator and act as staff to Rogue Valley Workforce Development Council.

As indicated in 20 CFR 661.310 b and c, a local board is prohibited from providing training services unless the Governor grants a waiver in accordance with the provisions in WIA section 117. The 661.310 (c) restrictions regarding the provision of training services by the Local Board, and designation or certification as One-Stop operator, also apply to staff of the Local Board.

This document will be incorporated into the region's Local Unified Plan. All other terms and conditions of the original local plan remain in full force and effect. Please file this correspondence with the local plan documents.

If you have any questions, please contact me at 503-947-2433 or Karen Humelbaugh at 503-947-2404.

- C: Jackson County Board of Commissioners
- Josephine County Board of County Commissioners
- Rogue Valley Workforce Development Council
- Dennis Alexander, RVWDC Board Coordinator TJC
- Colleen Barnes, Finance Manager, TJC
- Sue Stockman, Chief Operating Officer, TJC
- Margie McNabb, Youth and Family Program Director, TJC

EC: CCWD Internal: LLT/MT; Michael Judd



**ATTACHMENT F**  
**Memorandum of Understanding**



**MEMORANDUM OF UNDERSTANDING**  
**PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**OVERVIEW AND PURPOSE**

This Memorandum of Understanding (MOU) will serve as an agreement between the Rogue Workforce Partnership (RWP) serving as the local Workforce Investment Board, and the Partners for Region 8's Workforce One-Stop System, Center, and Affiliate Sites serving Jackson and Josephine Counties, Oregon.

This Memorandum of Understanding contains the following sections:

- I. PARTIES TO THE AGREEMENT
- II. ONE-STOP WORKFORCE SYSTEM
- III. ONE-STOP WORKFORCE SYSTEM SERVICES
- IV. INTEGRATED REGISTRATION & REFERRAL PROCESS
- V. FUNDING
- VI. GENERAL TERMS AND CONDITIONS
- VII. ASSURANCES AND CERTIFICATIONS
- VIII. SIGNATURES
- IX. ATTACHMENTS (RESOURCE SHARING AGREEMENT)

**I. PARTIES TO THE AGREEMENT:**

- **Easter Seals**
- **Experience Works, Title V Program Operator**
- **Rogue Community College**
- **Rogue Workforce Partnership**
- **Southern Oregon Goodwill Industries**
- **State of Oregon - Bureau of Labor and Industries,**
- **State of Oregon - Commission for the Blind.**
- **State of Oregon - Department of Human Services, Self Sufficiency Services, Service Delivery Area 8 (SDA 8)**
- **State of Oregon - Department of Human Services, Office of Vocational Rehabilitation, Service Delivery Area 8 (OVRS SDA 8)State of Oregon - Employment Department The Job Council - WIA IB Service Provider, One-Stop Operator & Staff to the RWP**

- **U.S. Department of Veterans Affairs - Southern Oregon Rehabilitation Center & Clinics**

The Local Strategic Plan of 2013, which by this reference is hereby incorporated into and made a part of this MOU, states that the above named Partners have developed and are committed to implementing an integrated workforce development system in Jackson and Josephine Counties.

The partners agree to operate under the following principles:

- The current One-Stop service delivery model is a work in progress that will change over time to meet the needs of all its customers, while also fluctuating based on partner funding and the prioritization of services as outlined by the Rogue Workforce Partnership.
- Each party to this MOU will work collaboratively as Partners to align agency missions, funding sources, outcomes, priorities, and planning processes with the strategies outlined in the Local Strategic Plan of 2013 specifically where the success relies on the commitment, collaboration, and implementation by a specific agency.
- The Partners will work collaboratively in the design, development and operation of the workforce system. Each partner agency will contribute to the cost of the activities which directly contribute to the agency's outcomes.

The Job Council has been designated by the RWP as the One-Stop Operator for Jackson and Josephine Counties, Oregon. The One-Stop Operator's role is to convene, coordinate and catalyze the alignment of workforce, education and other system partners into a more seamless set of services that supports the development of skills, proficiencies and readiness of our region's workforce. The RWP serves as the policy body and final authority for the system.

## **II. WORKFORCE ONE-STOP SYSTEM, CENTER & AFFILIATE SITES**

- The region's **Workforce One-Stop System** is comprised of all MOU partners working together to assist employers recruit, train and retain employees, and to help individuals learn new skills, find employment and progress in their careers.
- The region's **One-Stop Center** is the **WorkSource Oregon/Job Council** facility in Grants Pass with co-located partners from the Oregon Employment Department (Wagner-Peyser/ SEDAF, TAA, Veterans Program) and The Job Council (WIA-IB, DHS-TANF/JOBS Contracted Services). The One-Stop Center is certified by the RWP. The RWP adheres to standards set by the Oregon Workforce Investment Board and may add additional standards in an effort to meet the needs of the local community.
- The region's **One-Stop Affiliate Sites** are comprised of the two currently separated Medford facilities of the WorkSource Oregon - Employment Department and WorkSource Oregon - The Job Council. Efforts are underway to co-locate these two Affiliate Site operations into a single One-Stop Center to serve Jackson County. The Job Council's facility is co-located in immediate proximity with the Rogue Community



College/ Southern Oregon University - Higher Education Center and the downtown Medford RCC Campus, thus providing a seamless array of services with RCC's Adult Basic Education (WIA Title II)/GED and other campus-based services.

The WorkSource Oregon One-Stop Center and Affiliate Sites constitute the foundation of the One-Stop System. A vast majority of transitional workers access services at these locations. Other Workforce and Education System Partners will refer clients to these services as necessary and appropriate, and provide complementary case management and enhanced workforce training services at their current facilities.

### **III. ONE-STOP WORKFORCE SYSTEM SERVICES**

Services at the WorkSource Oregon/Job Council One-Stop Center and Affiliate Sites may include, but are not limited to the following:

- Skills Assessment
- Career Exploration & Guidance
- Job Search & Placement
- Resume writing classes
- Training Scholarships
- Computers with internet access
- Labor Market Data
- Business recruitment assistance and job placement

### **IV. INTEGRATED REGISTRATION & REFERRAL PROCESS**

All jobseeker customers will register for services at a WorkSource Oregon/Job Council Center or Affiliate Site through the WorkSource Oregon Management Information System (WOMIS). The state has established a standard for a paperless WIA Title-1B Adult and Dislocated Worker and Wagner-Peyser Program registration, eligibility determination, and program enrollment based on the definition of self attestation and implemented through the WOMIS registration program. Customers will need to complete all of the levels of the registration in order to access services that have specific eligibility requirements. All customers who fully complete the on-line registration process and are eligible for both Wagner-Peyser and WIA Title 1B will be co-enrolled and counted in performance measures for the two programs. As a result of the integration of these two programs and the co-enrollment for joint performance measures, the Resource Sharing Agreement (RSA) will only represent Wagner-Peyser and WIA Title 1B programs, as all other partners' program eligibility determination and program enrollment does not currently occur through the WOMIS registration system.

All staff working at a WorkSource Oregon/Job Council One-Stop Center or Affiliate Site will be trained to make appropriate referrals to all partner programs and services. Services provided in a WorkSource Oregon/Job Council Center or Affiliate Site by participating partner agencies will be represented as WorkSource Oregon services in addition to the name of the specific agency providing the service. All staff (regardless of the agency they represent) will be trained to represent all services being offered at the WorkSource Oregon/Job Council centers and will know how to connect customers to those services.

## V. FUNDING

A Resource Sharing Agreement (RSA) and Cost allocation Plan for the WorkSource Oregon/Job Council One-Stop Center in Grants Pass has been developed in accordance with the Workforce Investment Act as well as with OMB Circulars A-21, A87, A110 and 29 CFT 95 & 97 and other federal and state guidelines as appropriate. Partners that both contribute and receive benefit from the system will participate in the RSA.

Partner Program Funds:

**Oregon Employment Department:** Grant Pass; Wagner Peyser Act (29 U.S.C 49); Supplement Employment Department Administration Fund (SEDAF) Trade Act (19 U.S.C.) and Veterans Services.

**The Job Council:** Workforce Investment Act Public Law 105-220; U.S. Department of Labor, National Reserve Account-Dislocated Worker. JOBS and OFSET contractor - under Temporary Assistance to Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP) Employment & Training.

## VI. GENERAL TERMS AND CONDITIONS

### a. Responsibility for Employees

Each agency is responsible for the supervision and oversight of its employees while assigned to service delivery at WorkSource Oregon/Job Council. If a direct supervisor from an agency is not available on-site, a partner agency supervisor may provide functional supervision during the time of the absence. All direct supervision of an agency's staff, which includes assignments, evaluations, and discipline, will be conducted by each agency's own supervisory staff.

### b. Responsibility for Employment and other Related Benefits and Deductions

Each party shall perform under this Agreement as an independent contractor. Each party, with respect to its officers, bargaining agreements, and employees shall be exclusively responsible for providing employment-related benefits that are required by law, including but not limited to federal and state income tax deductions, workers' compensation coverage, unemployment insurance coverage and contributions to the Public Employees Retirement System, if contributions are required.

### c. No Third-Party Beneficiaries

The parties signing this Agreement are the only parties to the Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

### d. Confidentiality and Compliance with the law

Each party is responsible for ensuring that all staff are trained and understand all aspects of client confidentiality and information security. In addition, each party will have a mechanism in place to verify that staff have been made aware and understand that violating confidentiality laws can result in criminal charges.

e. Cost Allocation

The Job Council, acting as the fiscal and administrative agent for the Rogue Workforce Partnership, will manage the cost allocation process and will maintain the Resource Sharing Agreement.

f. Duration of the Memorandum of Understanding

This MOU shall become effective on January 1, 2013 and will remain in effect through January 1, 2018 unless otherwise modified.

g. Addition or Withdrawal of Partners

Any partner may terminate this Memorandum of Understanding by giving written notice of intent to withdraw at least 30 calendar days in advance of the effective withdrawal date. Notice of this withdrawal shall be provided to all parties in writing. In the event of a withdrawal by a party, this Memorandum of Understanding shall be opened for Amendment by all remaining parties.

A new partner may be added to this MOU by written request provided to all parties. The addition of a new partner will be with the unanimous consent of all parties hereto and additional information may be requested of the applicant prior to a decision being made. The addition of a new partner shall cause a revision or rewrite of this agreement.

h. Amendment Provisions

Periodically it may be necessary to make amendments to this MOU. Amendments to this MOU may only be made in writing subject to approval by all parties.

i. Dispute Resolution

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of all parties to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be presented in writing to the Chair of the Rogue Workforce Partnership. Upon receipt of the dispute, the Chair of the RWP Board will place the dispute on the agenda of a regular or special meeting of the RWP's Board of Directors. The Board of Directors shall attempt to mediate and resolve the dispute. Finally, if the Board of Directors resolution efforts fail, the matter will be presented to the full Rogue Workforce Partnership for consideration and decision. Any party may appeal the final decision of the RWP to the Office of Community Colleges and Workforce Development (CCWD) pursuant to the State's Policy for Dispute Resolution. In any event, all efforts at resolution shall be documented for record.

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## VII. ASSURANCES AND CERTIFICATIONS

### a. Liability and Indemnification

The political jurisdiction(s) of the chief elected officials(s) in a local workforce investment area is liable for any misuse of the WIA funds allocated to the local area under sections 128 and 133 of the Act. 20 CFR & 667.705.

### b. Responsibility for Funds Provided Under WIA Title 1B

In addition to any other remedies available for recover of funds, if such jurisdiction is a county subject to Article XI, section 10 of the Oregon Constitution, provision for payment of such potential liability shall be made by:

Purchase of \$2,000,000 insurance, at the jurisdiction(s) own expense, which may not be cancelled, materially changed, reduced or not renewed without 30 days prior written notice from the political jurisdiction to the Governor's office.

If insurance is purchased, the political jurisdiction(s) shall furnish acceptable insurance certificates to the governor's Office at the commencement of this Agreement. If requested, complete copies of insurance policies, trust agreement, etc. shall be provided to the Governor's office. The local jurisdictions(s) shall be financially responsible for all pertinent deductibles.

### c. Responsibility for Other Funds

Each party is liable for any misuses of funds caused by or resulting from its or its officers', employees' or agents' actions or omissions under or relating to this Agreement. Each party is liable for, and shall indemnify the other parties for any misuse of funds caused by or resulting from its officers', employee' or agents' actions or omissions under or relating to this Agreement.

### d. Responsibility for Torts

Each party shall be responsible only for the tortuous acts, omissions or negligence of its own officers, employees or agents. Subject to Article XI, section 7 or 10 of the Oregon Constitution, if the party is the State or a county, it is responsible only to the extent required by the Oregon Tort Claims Act, ORS 30.260 to 30.300. If the party is any other "public body", as defined in ORS 30.260, it is responsible only to the extent required by the Oregon Tort Claims Act.

### e. Responsibility for Comprehensive Liability Insurance and Property Damage Insurance

Each party to this Agreement shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering its and its officers', employees' or agents' tortious acts, omissions, or negligence under this Agreement. Any "public body", as defined in ORS 30.260, may satisfy these requirements in any manner

allowed by ORS 30.282. Such public body liability and property damage insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270. For all other parties, the insurance shall have a combined single limit per occurrence of not less than an amount set by the LWP Board. Insurance coverage may not be cancelled, materially changed, reduced or not renewed without 30 days prior written notice from the party to the local board. In the event of unilateral cancellation or restriction by the insurance company of the insurance policy, the public body or other party shall immediately notify the LWP Board verbally and in writing.

f. Assurances

This agreement will be interpreted under Oregon and Federal Law.

Each party warrants that it will comply with all Federal and State laws, regulations and policy that apply to this Agreement.

Authority and Signatures: We the undersigned hereby approve and submit the Memorandum of Understanding for the region's One-Stop System, Center and Affiliate Sites.

For the Rogue Workforce Partnership:

Signature: [Signature] Date: 10/29/12  
Name: Nikki Jones Title: Chair and Owner Express Employment Professionals

For The Job Council:

Signature: [Signature] Date: 10/31/12  
Name: James G. Fong Title: Executive Director

Rogue Community College:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

State of Oregon Employment Department:

Signature: [Signature] Date: 10/29/12  
Print Name: Jim Pierce Title: Area Manager

State of Oregon - Department of Human Services, Community Human Service, Service Delivery Area 8

Signature: [Signature] Date: 10/29/12  
Print Name: Denny Mares Title: District 8 Manager - DHS



allowed by ORS 30.282. Such public body liability and property damage insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270. For all other parties, the insurance shall have a combined single limit per occurrence of not less than an amount set by the LWP Board. Insurance coverage may not be cancelled, materially changed, reduced or not renewed without 30 days prior written notice from the party to the local board. In the event of unilateral cancellation or restriction by the Insurance company of the insurance policy, the public body or other party shall immediately notify the LWP Board verbally and in writing.

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For the Rogue Workforce Partnership:

Signature: [Signature] Date: 10/29/12  
Name: Nikki Jones Title: Chair and Owner Express Employment Professionals

For The Job Council:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: James G. Fong Title: Executive Director

Rogue Community College:

Signature: [Signature] Date: 10/30/12  
Print Name: PETER ANGSTADT Title: PRESIDENT

State of Oregon Employment Department:

Signature: [Signature] Date: 10/29/12  
Print Name: Jim Phelan Title: Area Manager

State of Oregon - Department of Human Services, Community Human Service, Service Delivery Area 8

Signature: [Signature] Date: 10/29/12  
Print Name: Doug Mares Title: District 8 Manager  
DHS

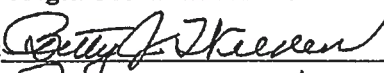
State of Oregon - Office of Vocational Rehabilitation, Service Delivery Area 8

Signature:  Date: 10/29/12  
Print Name: Peter Karpa Title: District Manager

Experience Works, Title V Program Operator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

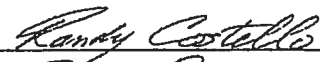
Southern Oregon Goodwill Industries

Signature:  Date: 10/29/12  
Print Name: Betty J. Weiden Title: VP Misscon. Services

State of Oregon Bureau of Labor and Industries

Signature: Roseanna M. Ayres Date: 10/31/12  
Print Name: Roseanna M. Ayres Date: \_\_\_\_\_

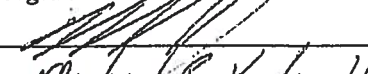
State of Oregon Commission for the Blind

Signature:  Date: 10.29.12  
Print Name: RANDY COSTELLO Date: 10.29.12

Easter Seals Oregon--Rogue Valley Service Center

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Southern Oregon Rehabilitation Center & Clinics (SORCC)

Signature:  Date: 10/29/2012  
Print Name: Michael C. Krehner II Date: 10/29/2012



State of Oregon - Office of Vocational Rehabilitation, Service Delivery Area 8

Signature: [Signature] Date: 10/24/12  
Print Name: Peter Karpis Title: District Manager

Experience Works, Title Y Program Operator

Signature: [Signature] Date: 10/29/12  
Print Name: Shirley Miller Title: Director

Southern Oregon Goodwill Industries

Signature: [Signature] Date: 10/20/12  
Print Name: Betty J. Welton Title: VP Mission Services

State of Oregon Bureau of Labor and Industries

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

State of Oregon Commission for the Blind

Signature: [Signature] Date: 10-29-12  
Print Name: Shirley OSTELLO Date: 10-29-12

Easter Seals Oregon-Rogue Valley Service Center

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Southern Oregon Rehabilitation Center & Clinics (SORCC)

Signature: [Signature] Date: 10/29/12  
Print Name: Michael S. Kubes II Date: 10/29/2012

State of Oregon - Office of Vocational Rehabilitation, Service Delivery Area 8

Signature: [Signature] Date: 10/29/12

Print Name: Peter Karpa Title: District Manager

Experience Works, Title V Program Operator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Southern Oregon Goodwill Industries

Signature: [Signature] Date: 10/29/12

Print Name: Betty J. Weiden Title: VP Mission Services

State of Oregon Bureau of Labor and Industries

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

State of Oregon Commission for the Blind

Signature: [Signature] Date: 10-29-12

Print Name: RANDY CASTELLO Date: 10-29-12

Easter Seals Oregon--Rogue Valley Service Center

Signature: [Signature] Date: 10/29/12

Print Name: Katie Shepard Date: 10/29/12

Southern Oregon Rehabilitation Center & Clinics (SORCC)

Signature: [Signature] Date: 10/29/2012

Print Name: Richard C. Kishner II Date: 10/29/2012



# Rogue Valley Workforce Development Council

## MINUTES

ROGUE VALLEY WORKFORCE DEVELOPMENT COUNCIL  
February 11, 2010 – 7:30 a.m.  
SOU/RCC Higher Education Center, Room 127/129  
101 S Bartlett, Medford Oregon

### MEMBERS PRESENT

Wes Brain, Labor Representative  
Jim Fong  
Nikki Jones, Private Business Member  
Michael Kidwell  
Clarine Lizana  
Phil Long (arrived 7:35)  
Pete Karpa  
Lyndell Smothers, Private Business Member (arrived 7:37)  
Betty Welden  
Ron Fox  
Artha Nafie (by phone), Private Business Member  
Peter Angstadt (by phone)  
Carol Bennett, Labor Representative (Left at 8:35 a.m.)  
Jim Kelly, Private Business Member

### RVWDC EXECUTIVE MEMBERS PRESENT

Peter Angstadt  
Jim Fong  
Ron Fox  
Nikki Jones  
Lyndell Smothers

### OTHERS ATTENDING

Dennis Alexander, RVWDC Coordinator  
Jill Wilson, The Job Council  
Ainoura Oussenbec, OED  
Tami Allison, The Job Council  
Bill Jiron, RCC

The meeting was called to order by Nikki Jones at 7:30 am without a quorum present. Nikki formally convened the RVWDC Executive Committee at 7:30 am to handle the actions items on the consent agenda. At 7:37 am a quorum for the Rogue Valley Workforce Development Council was met with 14 members and with 4 (29%) of those attending representing private business, thereby meeting state law regarding Workforce Board quorum requirements.

### Approval of October 9, 2009 RVWDC Minutes:

**RON FOX MOVED TO APPROVE THE MINUTES OCTOBER 9, 2009 MEETING OF THE RVWDC/RVWDC EXECUTIVE COMMITTEE AS PRESENTED. THE MOTION WAS SECONDED BY BETTY WELDEN AND APPROVED UNANIMOUSLY.**

Appointment to the RVWDC – Suz Montmayor, Motorcycle USA and Appointment to the RVWDC Executive Committee – Tamara Nordin and Artha Nafie:

**MICHALE KIDWELL MOVED TO APPROVE BOTH SUZ MONTEMAYOR'S APPOINTMENT TO THE RVWDC AND THE APPOINTMENTS OF ARTHA NAFIE AND TAMARA NORDIN TO THE RVWDC EXECUTIVE COMMITTEE. THE MOTION WAS SECONDED BY RON FOX AND APPROVED UNANIMOUSLY.**

**RVWDC ADMINISTRATION**

PY 08 State Monitoring Report/One Stop Operator Action – Jim Fong reviewed the PY 08 final monitoring report letter from the State. He noted the final monitoring report cited no findings or observations. He noted that in the final report the State indicated it would be reviewing RVWDC policies and By-Laws during the next monitoring visit this coming summer. Jim also outlined the continuing discussions he had with Community Colleges/Workforce Development staff regarding aligning the governance of the RVWDC. He noted that while the RVWDC had acted in October to select the One Stop Operating Consortium as the One Stop Operator, the State staff suggested that the RVWDC designate The Job Council as the One Stop Operator made more sense if the governance alignment was important to the RVWDC.

**RON FOX MOVED TO DESIGNATE THE JOB COUNCIL AS THE ONE STOP OPERATOR. THE MOTION WAS SECONDED BY BETTY WELDEN AND APPROVED UNANIMOUSLY. JIM FONG RECUSED HIMSELF FROM VOTING.**

PowerUp Academy / Business Competitiveness – Jim Fong outlined the continuing successful PowerUp Academy performance over the past six months to December 31, 2009.

Jim Fong provided a list of next steps for the Academy for the next six months including:

- Implementation of the anticipated fee for Academy services.
- Expanded access to Academy courses, including youth and the unemployed.
- Phase out of the current lecture-based Lean Practitioners training to a new, hands-on SOHPEC developed Lean training model.
- Implementation of a standalone Academy web presence with registration, fee collection, and data tracking capabilities.

Jim Fong reviewed the action item to approve the selection of Project A to provide the professional services to develop the PowerUp Academy web site with registration and data tracking capacities. Jim noted that the RVWDC also needed to have a detailed web presence to promote workforce development and the role of the RVWDC. Jim Kelly indicated he had thoroughly reviewed both the RFP and the response from Project A and that he had found both the RFP and the response both very thorough and professionally done.

**BETTY WELDEN MOVED TO APPROVE THE AWARD OF THE POWERUP ACADEMY WEB SITE DEVELOPMENT RFP TO PROJECT A. THE MOTION WAS SECONDED BY JIM KELLY AND APPROVED UNANIMOUSLY.**

Sector Strategies – Manufacturing, Info Tech, Healthcare – Jim Fong indicated that staff would be convening industry groups, including a Manufacturing group, an Information Technology group, and a Healthcare group in the next few months. He mentioned that the convened group would build upon pre-existing industry groups already convened by RCC or SOU.

Oregon Workforce Investment Board (OWIB) Manufacturing Committee – Jim Fong and Artha Nafie reported that the OWIB Manufacturing Committee (on which Artha is a member) had recently conducted an exercise regarding the group's priority areas of work and that the priority areas identified by the committee matched the themes raised by local businesses at the December 10, 2009 RVWDC Business Leaders Summit.

#### ONE STOP SYSTEM COORDINATION

Service Integration: 2009 Year-End Report & 2010 Next Steps – Jim Fong reported on the completion of the first year of the OED/TJC Service Integration effort. He noted that data is now coming in measuring the increasing demand for workforce services. Jim stated that initial math and reading tests are also assessing the basic skills levels of people registering at One Stop sites. Jim indicated that upcoming work for the One Stop Partners would include a discussion of integration of basic education with workforce service providers, the Career Readiness Certificate, and Career Pathways development for more occupations.

ARRA/Federal Stimulus (OED and WIA) / Workforce Investment Act / National Emergency Grant (NEG) – Jill Wilson and Jim Fong stated that the extra ARRA stimulus funds have been allowing The Job Council to place an increasing number of individuals into on-the-job training and short-term work experience positions. Jill noted that work experience can be located at private, non-profit, or public sites. Jill indicated that 15-20% of work experience participants are being placed in unsubsidized jobs after the training.

#### Modifications to the RVWDC Local Unifying Plan Action Item:

Jill Wilson provided background to The Job Council request to transfer \$187,278.15 from the Dislocated Worker ARRA funds to the Adult Program. She noted that the numbers of adults and dislocated workers seeking service are about the same, but said that the grant funds available are about 2/3 for dislocated workers and 1/3 for low-income adults. Carol Bennett asked if this action would reduce services to dislocated workers in any way. Jim responded by informing that with the recent receipt of \$741,000 in a National Emergency Grant, which was targeted for recently laid off dislocated workers, there won't be a reduction in services to dislocated workers based on the current service demand.

**MICHAEL KIDWELL MOVED TO APPROVE THE TRANSFER OF \$187,278.15 FROM THE ARRA DISLOCATED WORKER GRANT TO THE ARRA ADULT GRANT. THE MOTION WAS SECONDED BY BETTY WELDEN AND APPROVED UNANIMOUSLY.**

**RON FOX MOVED TO ADD \$6,500.00 IN PY 07 CONTINUOUS PERFORMANCE MEASUREMENT IMPROVEMENT FUNDS TO THE ADULT PROGRAM GRANT. THE MOTION WAS SECONDED BY LYNDELL SMOTHERS AND APPROVED UNANIMOUSLY.**

#### EMERGING WORK

#### Nursing/Allied Healthcare Economic Development Grant Action Item:

Ron Fox discussed SOREDI's application for a planning grant to determine feasibility of a new tuition model for Registered Nursing Programs. Ron indicated that the current capacity of the education system to train/educate nurses cannot deliver the numbers of licensed nurses expected to be needed. Ron indicated that nursing education is one of the highest costing curricula and, therefore in the current budget environment the current model will not be able to respond to higher demands. Ron indicated that the study will evaluate whether a new tuition model to cover the higher curricula costs is feasible. Ron

indicated that Southern Oregon might become the center of an expanded nurse education model if the effort is found to be feasible. The action item on the agenda would authorize Jim Fong to draft a letter of support for RVWDC President Nikki Jones to sign.

**BETTY WELDEN MOVED TO SUPPORT THE WRITING OF A LETTER SUPPORTING THE SOREDI PLANNING GRANT APPLICATION FOR A FEASIBILITY STUDY. THE MOTION WAS SECONDED BY PHIL LONG AND APPROVED UNANIMOUSLY. RON FOX ABSTAINED FROM VOTING.**

Southern Oregon Green Jobs Planning Group – Jim Fong reported on the formation of a Southern Oregon Green Jobs Planning Group. Jim noted that the group had been meeting since December and that the initial emphasis of the group was to focus on expanded weatherization efforts through a new loan model with a utility bill payback methodology. Jim indicated The Job Council has facilitated the convening of the group, but that ownership for the initiative would become another organization's responsibility. Jim indicated that workforce was but a portion of the whole effort.

Jim updated the RVWDC that the State had received notice it had been awarded a \$5.8 million State Energy Sector Program (SESP) award from the Department of Labor. Jim said that this area will receive funding to support training for 30 electricians to be certified to install photovoltaic grids. This plan was originally based on Jackson County receiving a solar farm grant, which has not occurred so our grant plans may need to change.

Ron cautioned the RVWDC not to follow the current trend to focus on green jobs that most green jobs are just slightly modified existing "brown" jobs. He suggested that the RVWDC should focus on this area's traded sector industry needs as those industries recover from current conditions.

#### LEGISLATIVE COORDINATION

##### Oregon Workforce Partnership (OWP) Meeting with Federal Congressional Staff Action Item:

Jim Fong reported on the Oregon Workforce Partnership (OWP) efforts to advocate with the Oregon Congressional delegation regarding current legislation including the Jobs Bill and the re-authorization of the Workforce Investment Act. Jim reviewed OWP documents in the materials packet. Jim asked for authorization to draft a letter in support of the federal legislative alignment efforts.

**MICHAEL KIDWELL MOVED TO ENDORSE THE OWP ALIGNMENT AND ADVOCACY POINTS AND THAT A LETTER BE DRAFTED FOR SIGNATURE IN SUPPORT OF THE OWP FEDERAL LEGISLATIVE ALIGNMENT EFFORTS. THE MOTION WAS SECONDED BY CLARINE LIZANA AND APPROVED UNANIMOUSLY.**

National Association of Workforce Board Annual Conference – Jim Fong reported that he, Artha Nafie, Lyndell Smothers, and Stacie Greer would be attending the National Association of Workforce Boards annual conference in Washington D.C. at which they would visit Congressional representatives to share information regarding federal workforce alignment priorities and issues.

#### RVWDC EMPLOYER FORUM / DIALOG

Annual Business Leaders Summit and Youth Success Event Debrief, Themes, and Next Steps – Jim Fong reported on the successful December 10, 2009 events and the themes that came from the events. Jim indicated that it is critical to respond to the key issues identified by both events and to make sure the participants understand that their time and input were valued and that work was done to respond to their

key issues. Jim indicated that the following themes/areas would require a response including formation of work groups:

- Substance abuse issues
- Sectoral skills gains, including the convening of manufacturing, information technology, and healthcare sectors
- Emerging workforce issues, including the coordination of an event this spring to respond to the need for youth to understand real career pathway opportunities from local industries and the need for a quality connection with caring adults

In addition to events and work groups formed, Jim mentioned that individual staff outreach, by PowerUp Academy staff would also support follow-up on the December 10, 2009 events.

ADJOURNMENT – The meeting was adjourned at 9:20 a.m.

Respectfully submitted,

Dennis Alexander, Coordinator for the RVWDC

DA/br

APPROVED:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

c:rvwdc/meeting/py09/february/021110

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## Annual WorkSource Center Compliance Review

**Directions:** this is an administrative review conducted by Rogue Workforce Partnership (RWP) staff and at least one member of the local operating consortium. Centers applying for certification are asked to complete the form below and forward it along with any attachment to Tammi Allison at the RWP.

Physical Site	Yes	No	Comments: Please provide any information that would help the evaluation team. For every item marked "no" please provide an explanation.
External Signage identifies the site as a WorkSource Oregon Center utilizing the WSO logo and the name of the Center	X		The WSO signage and logo are prominently displayed at the certified OneStop Center.
The environment is businesslike and all materials, internal signage, posters, etc convey the goal of meeting the needs of the business community/preparing individuals to become successful employees.	X		The Region 8 WSO Center in Grants Pass is very professional and business-like in its setting and in how staff members interact with the businesses and the job seeking public.
The Resource Room is integrated into the Center's service delivery strategy.	X		The Resource Room is the most prominent feature of the WSO Center and is at the heart of service delivery.
The resource room makes available			
<input type="radio"/> Phone(s)	X		
<input type="radio"/> Internet access	X		
<input type="radio"/> Staff to assist with job search	X		
<input type="radio"/> Printer(s)	X		
<input type="radio"/> Fax(es)	X		
<input type="radio"/> Copier(s)	X		
<input type="radio"/> Printed/hard copy resource information	X		
All equipment is in good working order.	X		

## Annual WorkSource Center Compliance Review

<p>The Center is accessible for all populations (including access to ADA accommodations, appropriate signage, the availability of materials in languages that are predominant in the community, etc) <i>NOTE if a current MOA review is available, this section can be skipped.</i></p>	x	<p>All sites are ADA accessible. Materials are available in both English and Spanish the predominant languages.</p>
<p>Center provides minimum hours of operation from 8 to 5.</p>	x	<p>The Certified Center (Grants Pass) and the Oakdale Center (Medford) and the Bartlett Center (Medford) all operated an 8-5 schedule throughout the year.</p>
<p>Center has a tracking system to monitor the utilization of services.</p>	x	<p>WOMIS, iMatchSkills, and iTrac database systems, are all used to track services.</p>
<p>A "greeter(s)" is available to direct customers to the services they need.</p>	x	<p>Two or more greeters are available throughout the day to direct customers to services.</p>
<p>Certified and affiliate WSO Centers have integrated staff teams who work together to support the service delivery of the center, regardless of the organization for which they work.</p> <p style="text-align: center;">No 1 2 3 4 5 6 7 8 9 10 Yes X</p>	x	<p>The Certified Center has worked to enhance integrated Reception, Welcome, and Resource Center services, for customers engaging with front line staff.</p>
<p>An integrated phone system exists so that call-in customers can efficiently reach a live person when they need to do so.</p> <p style="text-align: center;">No 1 2 3 4 5 6 7 8 9 10 Yes X</p>	x	<p>The integrated phone answering system routes customer calls to both OED &amp; WIA staff who answer the phone in-person. Due to staffing capacity limitations, situations do occur in times of peak customer flow that phone customers may be routed into either a WIA or OED staff person's voicemail box. Those customer messages are responded to ASAP.</p>
<p>Private meeting space(s) is available to facilitate the sharing of confidential information when needed (e.g. employer interviews, Vocational Rehabilitation staff consultation with clients, etc.)</p>	x	<p>Private rooms and other settings are available to accommodate these needs.</p>

## Annual WorkSource Center Compliance Review

<b>Job Seeker Services available on-site for customers...</b>	Yes	No	Comments: Please provide any information that would help the evaluation team. For every item marked "no" please provide an explanation.
<p>...A fully integrated introductory workshop or other mechanism to introduce customers to services is available at the center and through referral.</p> <p style="text-align: center;">No 1   2   3   4   5   6   7   8   9   10</p> <p style="text-align: center;">Yes X</p>	X		The "Welcome Process" and an Orientation workshop are available for all customers.
<p>...Access to unemployment insurance information/phones is available.</p>	X		Information is available, and two customer phones within the WSO Center are connected directly to the UI Call Centers.
<p>...Labor Market Information</p>	X		LMI is provided to customers in one-on-one meetings, with postings, and through on-line resources i.e. the Quality Info website.
<p>...Labor Exchange (for example iMatch Skills)</p>	X		
<p>...Computerized, automated and staff assisted job search assistance available</p>	X		The WSO Center team provides a dedicated Resource Room staff person to assist customers in-person, along with providing computerized job search assistance, and the automated aspects within the iMatchSkills system.
<p>...Workshops that help individuals succeed in their job search</p>	X		Yes, many workshops are provided to assist job seekers.
<p>...Skill assessment and welcome process is seamless and presents the full scope of services provided by the WSO Center</p> <p style="text-align: center;">No 1   2   3   4   5   6   7   8   9   10</p> <p style="text-align: center;">Yes X</p>	X		All WSO staff promotes the WSR. The Work Related Skills Review (assessment) is marketed to customers as an opportunity to first check their skill levels, and then use it as a practice tutorial in preparation for the NCRC.
<p>...Process to identify possible benefit from participation in other services in order to make a value-added referral.</p>	X		

## Annual WorkSource Center Compliance Review

Access to and promotion of the National Career Readiness Certificate (NCRC) and its benefits, are communicated with every customer that interacts with WSO Center staff. No 1   2   3   4   5   6   7   8   9   10 Yes X	X	The Certified Center (Grants Pass) and the other two centers in Medford all promote the NCRC and its benefits. Region 8 is ranked in the top third of the state for NCRC completers. Work is underway to provide grant funded NCRC Prep Labs next year in both counties.
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...Determination of eligibility for Title 1B services, or the services of other partners available on-site.	X	
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	Yes	No	
<b>Business services available <i>on-site</i>, via <i>phone</i>, or by <i>referral</i>:</b>			<b>Comments:</b> Please provide any information that would help the evaluation team. For every item marked "no" please provide an explanation.
...Labor exchange (for example iMatch Skills)	X		WSO team members from both the OED and TJC together provide information to businesses.
...Labor Market Information	X		Same as above.
...Assistance with worker recruitment	X		All staff are trained to promote the benefits of using the WSO Center's programs and services for worker recruitment. Business Specialists are available for one-on-one assistance.
...All staff that interacts with businesses has sufficient knowledge/information to refer businesses to other community resources to meet their needs, including... <ul style="list-style-type: none"> <li>o Opportunities for incumbent worker training support via the PowerUp Initiative, Regional Investment Boards, etc.</li> <li>o Rogue Community College (RCC) customized training departments, etc.</li> </ul> No 1   2   3   4   5   6   7   8   9   10 Yes X	X		Processes are in place to provide referrals to local Economic Development partners, Rogue Community College, and the RWP's PowerUp worker training programs. Coordinated WSO partners outreach to local businesses has improved through joint site visits.

## Annual WorkSource Center Compliance Review

Early intervention and rapid response activities	X		Staff gather information directly from business representative communications of downsizings, closures and lay-offs; then refer the business information to the Business Response Team for Rapid Response services, and assistance.
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<b>Framework for the Integration of staff</b>	Yes	No	Comments: Please provide any information that would help the evaluation team. For every item marked "no" please provide an explanation.							
OED & WIA Title 1B funded staff are available on site during hours of operation	X		The Region 8 WSO Certified OneStop Center in Grants Pass has an integrated staff of members from both the OED and TJC WIA Title 1B staff. The two affiliate sites in Medford are primarily staffed by OED (Oakdale Center) and TJC WIA staff (Bartlett Center) respectively, with some cross sharing of staff members.							
Staff from additional organizations are available on site based on community needs and the availability of space.	X	X	Additional organizations are represented in some centers, i.e. Child Care Resource Network, DHS/JOBS, BOLI, OVRS, and RCC. In addition WSO Centers are used regularly by the Job Corp, Options of Southern Oregon, and other community partners.							
All organizations present on-site provide adequate staffing to deliver services to the community based on customer need.	X		The Region 8 WSO Certified OneStop Center in Grants Pass has an integrated staff of members from both the OED and TJC WIA Title 1B staff. A referral process is used to connect customers with other community services. In addition the 211 Community Information database system is accessible from Resource Center computers.							
Staff are clearly identifiable as part of the WSO Center, rather than separate organizations. (For example, they wear name tags with the WSO logo)	X	X	Name tags are worn by staff providing direct customer service, not all have the WSO logo on them.							
	No	Yes								
	1	2	3	4	5	6	7	8	9	10
		X								

## Annual WorkSource Center Compliance Review

<p>Staff and center voice mails clearly identify the Center as a WSO Center</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p style="text-align: center;">1   2   3   4   5   6   7   8   9   10</p>	X			Center voicemail clearly identifies the center as a WSO site. Not every WIA 1B staff voicemail clearly identifies the site as a WSO Center in their greeting.
<p>Staff are able to provide services to the entire community based on community demographics</p>	X	X	X	<p>In-Center services support the entire community. Challenges due to the large geographic area of Josephine/Jackson counties combined with reduced funding for staff, have forced partners to reduce or eliminate satellite service delivery in the more remote areas.</p> <p>Available at the system level.</p>
<p>Info sharing/confidentiality agreements are in place to allow staffs to work together.</p> <p><b>NOTE: THESE MAY BE AVAILABLE AT THE SYSTEM LEVEL RATHER THAN THE CENTER LEVEL.</b></p>	X			<p>Available at the system level.</p>
<p>Common policies that clarify how the staffs will work together and how complaints will be handled (such as the MOU, MOA, Resource Sharing Agreement, etc.).</p> <p><b>NOTE: THESE MAY BE AVAILABLE AT THE SYSTEM LEVEL RATHER THAN THE CENTER LEVEL.</b></p>	X			<p>Available at the system level.</p>

This review was conducted by Ken Heindsmann of The Job Council and Shawn Blair from OED on 2/6/14



# Rogue Workforce Partnership

(Previously the Rogue Valley Workforce Development Council)

## BOARD OF DIRECTORS AND WORKFORCE INVESTMENT BOARD MEMBERS DUTIES AND CONFLICTS OF INTEREST

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### Source of Conflict of Interest Rules

The Board of Directors of the Rogue Workforce Partnership ("RWP") and the members of the Workforce Investment Board (WIB) are subject to general conflict of interest rules under three bodies of law. The first body of law is the common law concerning the duties and loyalties of directors and/or WIB Members to their corporations. The common law is the collective body of case law containing principals and rules developed over centuries by the courts.

The second body of law is the statutory laws created by the Oregon legislature concerning the manner in which non-profit corporations, such as RWP, are created and conduct their affairs. For RWP, that law is contained in Chapter 65 of the Oregon Revised Statutes ("ORS"). RWP is not a governmental body and so is not subject to the conflict rules of the Government Standards and Practices Act of ORS Chapter 244.

The third body of law is the Workforce Investment Act ("WIA") and rules promulgated there under. WIA has a general rule prohibiting board members from voting on conflict of interest matters. WIA also contains general prohibition against the provision of training and other services by local workforce investment boards. Under WIA, the purpose of the local board is to govern and monitor the service providers but not to act as a service provider itself without the knowledge and approval of the Governor. The Governor has adopted a policy to guide local boards in this regard. *(reference; Oregon Workforce Investment Board – Policy – Avoiding Conflicts of Interest by Separating Governance and Service Delivery Functions)*

### Common Law Concepts

Although courts have historically granted deference to directors and/or WIB Members of nonprofit corporations based on their volunteer status and the perception that they will act in the public interest, the conduct of non-profit directors and/or WIB Members is governed by the same corporate standards as directors and/or WIB Members of for-profit corporations. Like directors and/or WIB Members of for-profit corporations, nonprofit corporation directors and/or WIB Members serve as fiduciaries for the corporation and are responsible for unyielding loyalty to the corporation.

THE HEART OF THE FIDUCIARY DUTY OF A DIRECTOR AND /OR WIB MEMBER IS AN ATTITUDE OF SEEKING THE INTEREST OF THE CORPORATION RATHER THAN THE PERSONAL INTEREST OF THE DIRECTOR/AND OR WIB MEMBER.

These duties are recognized by ORS 65.374 & 65.377, which provides that a director/and or WIB Member has a duty to act in good faith, with prudent judgment and in a manner which the director and/or WIB Member reasonably believes to be in the best interests of the corporation. The objectivity of a director's/ and or WIB

### ***Definition of Conflict of Interest***

ORS 65.361 gives the following general definition of a corporate transaction that presents a conflict of interest: "A conflict of interest transaction is a transaction with the corporation in which a director and/or WIB Member of the corporation has a direct or indirect interest."

***Direct Interest:*** *The statute does not define a "direct interest." A direct interest exists in any transaction between a corporation and a director or business owned by a director.*

***Indirect Interest:*** *As defined in ORS 65.361, a director has an "indirect interest" in:*

- 1) Any entity in which the director has a material interest or in which the director is a general partner; or*
- 2) Any entity of which the director is a director, officer or trustee.*

The meaning of "direct" or material interest in clause (1) is not defined. It would obviously include stock ownership, but only to the extent that the director's and/or WIB Member's holdings are material. Stock ownership in a closely held company is clearly "material" but ownership of shares of stock in a publicly traded company would not be material unless the director and/or WIB Member had significant ownership. The amount of stock in a publicly traded company that would be "material" for purposes of ORS 65.361 has not been determined by Oregon courts, but any amount of stock that would be subject to a shareholder to special disclosure rules under the state or federal securities laws should be considered "material."

Although the Oregon statute does not mention family relationships, a "material interest" may include any interest held by a spouse or close family member. A director and/or WIB Member should consider that s/he has a "material interest" in a transaction, for example, between the corporation and a business in which his child, spouse or parent is an owner.

***EXAMPLE 2:*** *The corporation is considering building an office on a vacant lot next to a parking lot owned by Director B's and/or WIB Member's child. The office will not have its own parking facility so the employees who drive may use the child's parking lot. Director B's and /or WIB Member's child may enjoy an increase in parking revenues as a result of the location of the building.*

*Does Director B and/or WIB Member in example 2 have a conflict of interest under state law? No, neither Director B's and/or WIB Member's child nor a company in which Director B's and/or WIB Member's child has an ownership interest will be a party to any transaction contemplated by the corporation. Director B and/or WIB Member may still have a conflict of interest under common law; however, because Director B's and/or WIB Member's objective consideration of the corporate opportunity may be clouded by her wish to advance the interests of her child. Director B and/or WIB Member should disclose the fact that her child owns the parking lot next to the potential building site.*

Under the statutory definition, a conflict of interest will exist for any director and/or WIB Member who is also an officer or director and/or WIB Member of a one-stop operator for any board discussion of a contract for which the director's and/or WIB Member's entity is a potential contractor. As discussed below, such situations would also be considered conflicts of interest under WIA.



- (3) Engage in any activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

WIA defines conflicts of interest in a different manner than state law, but will include transactions that would be direct or indirect conflicts under state law. Clause (1) includes any contract between the corporation and the member or the member's business (direct conflicts). Clause (1) also includes any contract between the corporation and an entity in which the member is general partner or a substantial shareholder, or an entity in which a local board member is a director and/or WIB Member, officer or trustee.

The definition of conflict of interest under WIA expressly includes transactions that would provide benefits to members of the director's and/or WIB Member's immediate family, but only if the benefits are direct. Consider Example 2, above: The Corporation is considering building an office on a vacant lot next to a parking lot owned by Director B's and/or WIB Member's child. The transaction being considered by the corporation, the construction of an office building would not be a conflict of interest under state law because the transaction would not be between Corporation and the child's business. The transaction would also not be one which WIA would prohibit the director and/or WIB Member from voting on, because the benefits that the child might receive, through the increased potential for use of the parking lot, would be incidental to the transaction. If, however, the corporation was considering whether to enter into a contract with the child's parking business, Director B and/or WIB Member would have a conflict of interest under both state law and WIA. Director B and/or WIB Member would be prohibited from voting by WIA.

Meaning of Immediate Family: WIA does not define "immediate family." Because WIA is a federal law, a court would probably look at the definition of immediate family under other federal laws. As discussed below, the internal revenue code imposes a tax penalty on directors and/or WIB Members of nonprofit corporations (like RWP) who take advantage of their positions for economic advantage. The following definition of family member under the internal revenue code is therefore recommended:

Spouse; siblings of director and spouse (whether by whole or half-blood), spouses of siblings, ancestors, children (and spouses), grandchildren (and spouses), great grandchildren (and spouses). IRC § 4946(d)

Conflicts for Board Members who Represent Service Providers: Directors and/or WIB Members who represent one stop operators will have conflicts of interest in situations related to the award of grants or service contracts for services or programs that could be provided by their represented entities. A conflict of interest will also exist whenever the financial responsibility of program performance of the represented entity is being evaluated.

#### ***Conflicts between RWP and its Service Providers***

*29 USC 2832(f) – WIA Section 117(f) – Governor's Policy*

RWP's role is to act as the administrator of funding for workforce investment programs, to select and coordinate service providers, to evaluate the performance and success of provider programs and to perform other related governance functions. WIA prohibits RWP from directly providing training services without a waiver from the Governor. WIA also limits the authority of RWP to provide core services or intensive services without approval from the Governor. These restrictions reflect the WIA plan under which local boards act as governors of the services provided by others. The WIA restriction also serves the practical purpose of avoiding conflicts of interest between the entity that administers funds and the entity that receives funding.

The Governor, through the state workforce investment board, has adopted a policy to assist local boards in the avoidance of conflicts of the type prohibited by WIA entitled "Policy – Avoiding Conflicts of Interest by Separating Governance and Service Delivery Function." A copy of the policy and its matrix can be obtained from RWP.

who had knowledge of the excess benefit transaction, unless the managers' involvement was due to reasonable cause.

## RWP Board of Directors and/or WIB Members Duties and Conflicts of Interest

Page 7

Excess benefit transactions may arise in a variety of situations. Virtually any situation in which an individual who substantially influences the affairs of the corporation makes or receives a payment that cannot be supported by an independent appraisal or which is unreasonable because it exceeds fair market value is suspect.

### Recommendations for Problem Situations

#### *Disclosure*

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<sup>3</sup>Or other "disqualified person" who has a substantial interest in the corporation or who is able to substantially influence the affairs of the corporation. IRC § 4958(f) (1) defines a "disqualified person" as any person who was in a position to exercise substantial influence over the affairs of the corporation or a member of the family of that person.

In most cases, a director and/or WIB Member cannot "disclose" a conflict of interest by merely stating that s/he has a conflict of interest. Disclosure is not adequate unless it includes all relevant facts so that the disinterested directors and/or WIB Member can make a fully informed decision.

#### *When in Doubt*

If a director and/or WIB Member does not know whether s/he has a conflict of interest, the director and/or WIB Member can protect himself or herself by full disclosure of all facts related to the conflict situation. ORS 65.357 provides that, in discharging his/her duties, a director and/or WIB Member is entitled to rely upon opinions from legal counsel, accountants, or other persons as to matters the director and/or WIB Member reasonably believes are within that person's professional or expert competence. Therefore, a director and/or WIB Member can seek and rely upon advice from legal counsel concerning possible conflicts of interest. Reliance on opinion of counsel is only justified, however, when reasonable. If the director and/or WIB Member does not disclose all relevant facts to counsel, the director and/or WIB Member cannot reasonably rely on counsel's opinion.

#### *Correction for Transaction Approved Prior to Disclosure of Conflict*

After the material facts of the transaction and the director's and/or WIB Member's interest have been disclosed to the board, then the conflict of interest transaction can be ratified by the vote of a majority of the directors and/or WIB Members who have no conflict of interest. The ratifying directors and/or WIB Members must exercise care, however, in giving their approval.

If the transaction was not fair to the corporation when made, the disinterested director's and/or WIB Member's duty may require rejection of the transaction.

#### *Quorum*

Under State law, if a bylaw-required quorum of disinterested directors and/or WIB Members does not exist as a result of director and/or WIB Members conflicts, a board decision may be made by a majority of the remaining disinterested directors and/or WIB Members, provided that the number of disinterested directors and/or WIB Members is greater than one. (ORS 65.361 (5)).



MINUTES

**ROGUE WORKFORCE PARTNERSHIP**

May 10, 2012

SOU/RCC Higher Education Center, Rooms 127/129  
101 S Bartlett, Medford Oregon

**MEMBERS PRESENT:** (\*via phone)

Private Sector Members: Nikki Jones, John Gallo, Fred Holloway, Tamara Nordin

Other Members: Pete Karpa, Mary Holbrook, Gail Gasso, Betty Welden, Scott Perry, Susan Channer\*, Jim Klein\*, Michael Klem\*, Ron Fox\*

**QUORUM PRESENT:** YES *Quorum was present at 8:10 am.*

*(John Gallo, although present, is no longer a member of the RWP and his attendance is not counted as part of today's quorum)*

**OTHERS ATTENDING:**

Margie McNabb, The Job Council

Bill Jiron, Rogue Community College

Tami Allison, The Job Council

Rick Walch (representing Bill Thorndike – Medford Fabrication

Stacie Grier, The Job Council/PowerUp

Sherri Stratton, The Job Council

*All meetings of the Rogue Valley Workforce Development Council are recorded. Should reference be desired in addition to the minutes, backup materials are available in the Office of the Executive Director of The Job Council.*

**1) CALL TO ORDER:**

The RVWDC meeting was called to order by Chair, Nikki Jones at 7:32 am. Introductions were made. Because a quorum was not yet present, the group started with agenda item #4.

**2) APPROVAL OF MINUTES :**

**TAMARA NORDIN MOVED TO ACCEPT THE MINUTES OF THE MARCH 8, 2012 ROGUE WORKFORCE PARTNERSHIP MEETING AS PRESENTED. THE MOTION WAS SECONDED BY BETTY WELDEN AND WAS APPROVED UNANIMOUSLY.**

**3) GOVERNANCE UPDATE:**

**BETTY WELDEN MOVED TO APPROVE AND ADOPT THE ROGUE WORKFORCE PARTNERSHIP RESTATED ARTICLES OF INCORPORATION, BYLAWS, AND BOARD OF DIRECTORS AND WORKFORCE INVESTMENT BOARD MEMBERS DUETIES AND CONFLICTS OF INTEREST POLICY. THE MOTION WAS SECONDED BY MARY HOLBROOK AND WAS APPROVED UNANIMOUSLY.**

#### 4) RCC INSTITUTIONAL LEARNING OUTCOMES PRESENTATION:

Cheryl Markwell (retiring Vice-President for Academic Instruction) presented information on RCC's Institutional Learning Outcomes. This new RCC initiative incorporates critical thinking and soft skills into each RCC course. Based on a rubric developed by RCC staff, students receive feedback (not currently part of their course grade) on how well they demonstrate these critical workforce readiness competencies. There was a significant investment by RCC staff to create this Institutional Learning capacity.

RWP members expressed strong support, endorsement and great appreciation for this work. Some members expressed a desire to see the same or similar tool used for high school students, as well as all other workforce system clients.

#### 5) STATEWIDE STRATEGIC PLANNING FRAMEWORK:

The group started with Benchmarks and indicated that they were not sure at the state level how counting would be done for the 40-40-20 as it becomes multiple counts, and it does not reflect the current skill level of our workforce. The group continued through the document and provided feedback that will be included in the response that is due to the State by May 14, 2012.

#### 6) RWP STRATEGIC PLAN - ANNUAL REVIEW & UPDATE:

The group was asked to review the RWP Strategic Plan and Work Plan, two articles from the Stanford Social Innovation Review on Collective Impact, and two grant applications (Oregon Community Foundation and Gordon Elwood Foundation) prior to today's meeting and come prepared to give input into the discussion.

##### Strategic Plan:

The only questions or feedback on the Strategic Plan were on the section related to New Workers/ Youth Success:

- › What kind of related activities are held between the annual events? *This is our vision for the future expansion of our Youth Success work - more robust and year-round work readiness activities (job shadows, internships, industry tours, etc.) to enhance the high school Career Related Learning requirement.*
- › What is the demographic when we talk about youth employment? What's the age definition? *We need to define.*
- › We need to re-evaluate and check to make sure our stated goal is realistic, given the Great Recession and the prolonged high youth unemployment rate. *Yes, we'll put this on the to do list.*
- › Also, need to identify our metrics. *Agreed.*
- › This effort needs to get connected to the Statewide Education and Early Childhood Reform (0 to 20) work. *Agreed and in we are in the process of aligning with our Youth Success / Collective Impact initiative.*

**Work Plan:**

Staff updated the RWP on recent work efforts and the emerging work for the coming year.

New Workers / Youth Success

- Mary Holbrook provided a Careers In Gear - Youth Success Expo summary report.
  - › Pre and post tests of students showed an improvement in work readiness awareness
  - › Lots of positive feedback was received from students and teachers - very rewarding
  - › Came in under budget
  - › Improvement in quality of participants – student more prepared and engaged
  - › We had an expanded employer pool to mentor and provide workshops
  
- Next Steps / Improvements in Careers in Gear
  - › We want to expand on the number schools and students we serve
  - › We want to expand our employer donations and sponsorships
  - › We want to expand the number of employers representing the variety job and career opportunities
  
- Overall Youth Success Initiative
  - › A broader Youth Success Steering Group is being convened that incorporates Early Childhood, K-12, Post-Secondary and Workforce Readiness. We are incorporating a Collective Impact approach (see Stanford Social Innovation articles) to this work and are seeking to align it with the Statewide Education Reform (0 to 20) initiative. RWP holds the workforce readiness focus for this enterprise. Partners are seeking to create a proficiency and outcomes-based seamless system for youth education attainment and workforce readiness. This steering group will also serve as the RWP's federally mandated Youth Council.
  - › The Collective Impact concept is being infused into our Youth Success Initiative and being written into all grant applications. We have grant applications in with Oregon Community Foundation and Gordon Elwood Foundation.

Transitioning Worker

- Overview of the systems innovation work that's currently underway was provided, including: Coordinated Employer Forums/ Career Transformation and other Career Fairs (including those for youth/Careers in Gear, others); One-Stop Co-location efforts; and Back-to-Work Oregon OJT / NCRC program implementation. Workforce & Education System Partners anticipate continuing these efforts during the coming year, focusing particularly on system innovation work to expand the number of clients and referrals to NCRC, partnering with Asante as they roll out NCRC requirement, and enhancing skill development and remediation capacities so that more clients can improve their skills.

Incumbent Workers - PowerUp Academy

- Stacie reported that in 2011, 138 classes, inclusive of early childhood education classes were held and generated \$35,000 in fees for the year. All but approximately \$9,000 of the allocated EWTF funds were spent. Unspent funds will be returned to the state. Fifteen classes have been held so far in 2012 and

the fill rate of the classes has been great. The hope is to run 100 classes this year (inclusive of early childhood education).

- The PowerUp website is up and running and can be found at [www.sopowerup.com](http://www.sopowerup.com). Feedback has been received that it is easy to use and businesses can manage all their employees in one place. Stacie indicated that a new section in the "About Us" section is available for news.
- We will seek to continue the successful fee-for-service model in the coming program year, and continue to meet the employer-driven demand for relevant training for their current, as well as incoming workers. We will also continue to advocate for a State Employer Workforce Training Fund.

Sector Strategies

- Sector Strategies update provided. Excellent progress on the Healthcare sector. Top priority training needs are being identified and met. RCC has submitted a DOL grant application to expand healthcare training offerings. An emerging industry group is being formed on E-Commerce / Information Technology with members coming from the existing, informal IT professional group. A joint staff meeting is being scheduled on Advanced Manufacturing with RCC, SOREDI, SOESD and RWP/TJC staff to plan next steps for this sector work.

Jim presented a draft version (mostly blank) of the RWP Strategic Plan for July 2012 – June 2013 and indicated this would be a placeholder for where we want to go in the coming year. Based on today's input, an updated Work Plan will be created for review and approval by the RWP at their next meeting in July.

7) OTHER BUSINESS:

No other business was presented.

8) ADJOURN:

With no further discussion, the meeting was adjourned at 10:27 am.

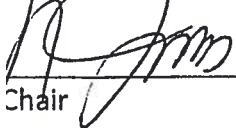
Respectfully Submitted,

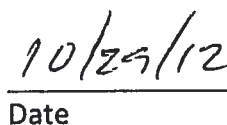


Fami Allison  
Executive Team Coordinator

/tka

APPROVED:

  
Chair

  
Date



## Rogue Valley Workforce Development Council

### PRIORITY OF SERVICE POLICY

#### Purpose

To provide detailed guidance for the priority of service policy for adult employment and training activities in the Workforce Investment Area of Jackson and Josephine Counties.

#### Requirements

Governing guidelines include relevant and applicable local, state, and federal statutes as well as funding stream requirements including Workforce Investment Act (WIA) Section 134(d)(4)(E), 20 CFR 663.220 – 663.230 WIA Final Regulations, and the Oregon Workforce Investment Board's (OWIB) Self-Sufficiency Policy, dated June 26, 2008.

#### Scope

This policy applies to RVWDC staff and staff of all contractors, grantees, sub-grantees, and any other authorized providers of WIA Title I funds. WIA Section 134(d)(4)(E) requires that in the event that funds available under WIA Title 1-B Adult Employment and Training Program are limited, priority of service shall be given to recipients of public assistance and other low-income individuals for intensive services and training services as defined in WIA section 101(25).

The RVWDC does declare that WIA funds are limited in Jackson and Josephine County to serve the eligible population in the workforce area and sets this priority of service policy with guidance from the OWIB Self-Sufficiency Policy as stated:

*"Employment itself is not a guarantee of self-sufficiency. Due to the ever-increasing skill requirements of employment at all levels, all Oregonians can benefit from increased skills. Therefore no Oregonian seeking assistance through WorkSource Oregon shall be considered to be self-sufficient."*

#### Policy

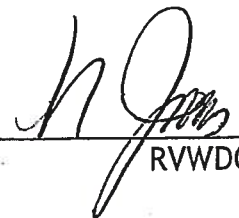
In the event funds allocated to the RVWDC Workforce Investment Area for adult employment and training activities are limited, the RVWDC policy is for intensive and training services to be prioritized as follows:

- Veterans and their eligible spouses
- Recipients of public assistance and other low income individuals who are at or below 70% of the Federal Lower Living Standard Income Level (LLSIL)
- Individuals seeking assistance through the WorkSource Oregon system that are not self-sufficient as defined by the OWIB Self-Sufficiency Policy

Priority of Service Policy

Page 2

The service provider shall establish waiting lists when funds are not available. If all else is equal, priority shall be given to clients in the order of which they are at on the waiting list and prioritized by the order of the policy criteria. This includes the determination of need for services, coordination of services and resources with other programs and entities.

APPROVED:  \_\_\_\_\_ ADOPTED DATE: 7/14/11

RVWDC Chair





## Rogue Valley Workforce Development Council

### SUPPORT SERVICES POLICY

#### Purpose

To provide guidance in the use of support payments allowed by the Workforce Investment Act (WIA) for eligible adults and dislocated workers who cannot obtain supportive services through other programs or partner agencies providing such services.

Supportive services may only be provided to adults and dislocated workers, with preference to veterans and eligible spouses who are participating in core, intensive or training services.

#### Requirements

Governing guidelines include relevant and applicable local, state, and federal statutes as well as funding stream requirements, including WIA Title I, and LWIA Local Plan. 20 CFR 663.800, 663.805, and 663.810 and WIA Section 101(46), 134(e) (2) and (3). Workforce Investment Act Final Rules requires that the local WIB set the policies that ensure fair and equitable dissemination of WIA Title 1B funds for supportive services. This includes but is not limited to the determination of need for supportive services, setting appropriate financial limits, coordination of services and resources with other programs and entities.

#### Scope

This policy applies to staff in all contractors, grantees, sub-grantees, and any other authorized provider of WIA Title I adult and dislocated worker training funds.

#### Policy

It is the policy of the RVWDC to provide funds to provide supportive services, as funds are available and at the discretion of the Title 1B service provider, to adults and dislocated workers with preference to veterans and eligible spouses respectively – who are participating in programs and services that are directly related to entering employment, maintaining employment, or continuing with vocational and training services.

Support service payments may include but are not limited to:

- Required tools, equipment, clothing, and grooming
- Required certificates, test, licenses, and fees
- Transportation expenses to and from training and employment sites

Provision of support services is dependent upon the needs of the participant, coordination with other resources and the availability of funds. This provision shall be determined by the following criteria:

- Documentation of required need
- Review of individual's household budget
- Availability and accessibility of assistance from community resources
- Review of individual progress in employment plan


APPROVED: \_\_\_\_\_



RVWDC Chair

ADOPTED DATE: \_\_\_\_\_

7/14/4

<b>Department of Community Colleges and Workforce Development</b>	Number: 589-30.12
	Revised: 06/13/12
	Page 1 of 2
<b>SUBJECT:</b> Workforce Investment Act Title IB Policy Statewide Supportive Services	Approved: 

**Purpose:** To provide guidelines for administering Supportive Services based on the WIA IB.

**Background:** The WIA IB defines Supportive Services as those services necessary to enable an individual to participate in activities authorized under WIA IB. Local Supportive Service policies are developed by the Local Workforce Investment Board (WIB) Local policy may be more restrictive than state policy.

**References:** Workforce Investment Act PL 105-220  
20 CFR 663.800  
Training and Employment Guidance Letter (TEGL) 17-05 Common Measures Policy for the Employment Training Administration's (ETA) Performance Accountability System and Related Performance Issues  
A-122 Allowable Cost Principal for Non-Profits  
A-87 Allowable Cost Principals for State and Local Government

**Definitions:** See the "*Oregon Glossary of WIA Title IB Adult and Dislocated Worker Terms*"

**Policy:** Supportive Services may be made available to assist customers in removing or reducing barriers to participate in WIA IB activities. The justification for WIA IB Supportive Service payments must be documented in participant records; paper or electronic records are acceptable. This Policy applies to Adult and Dislocated Worker programs, National Emergency Grants (NEGs), Rapid Response/ Additional Assistance Projects.

**Supportive Services are to be provided only to participants who:**

- Are participating in core, intensive, or training services;
- Are unable to obtain individual resources through other means; and
- Demonstrate a need for assistance to enable individual to participate in WIA Title IB activities to obtain their employment goal.

**Procedure:** Supportive Service payments are made on a case-by-case basis when determined necessary to participate in WIA activities. WIA is the funding source of last resort. The financial need, coordination of available resources and how the support relates to WIA activity must be documented in the participant record.

The record must include all of the following:

- Justification (i.e., how the supportive service will assist the individual's engagement in grant funded activities)
- Lack of availability of other resources (e.g. Trade Act, National Emergency Grants, Pell Grants, etc.)
- Type of Supportive Service (e.g., transportation, childcare, etc.)
- Amount paid

SUBJECT: Workforce Investment Act Title IB Policy Statewide Supportive Services	Number: 589-30.12
	Page 2 of 2

- The established timeframe that the support service is meant to cover (e.g. one month, school quarter etc.)
- Documentation of receipt of funds if paid directly to participant

The act of paying for the Supportive Service does not commence or extend program participation, nor does it delay program exit. The activity that a participant engages in with staff to determine the need, analyze the options, and approve the supportive service payment – such as staff counseling or advising – affects participant’s program activity and exit.

Cost Principles of Adequate Support Documentation need to be used to meet the level of support documentation for all payments. The acceptable practices are:

- Only the participant receiving the payment may sign a receipt of payment document (no spouses, family, etc.).
- “Cash-Like Payments” (vouchers, gas cards, gift cards, etc.) may only be presented to the participant at the time of signature and may not be distributed via other means (electronic deposits, mail, etc.).
- Checks made out directly to the vendor or participant may be distributed by other means with the endorsement of the check as documentation of receipt.

Responsibility:

Action:

LWIB:

✓ Each LWIB must have a Supportive Service policy that complies with this statewide Policy.

CCWD:

CCWD will review and monitor Local Plans, LWIA Supportive Service policies, and provider practices for compliance with this policy.



POLICY #	P04-09
ADOPTED	6/10/10

### SELF-SUFFICIENCY POLICY

#### Purpose

To establish policy regarding the definition of self-sufficiency as it relates to the services provided to Workforce Investment Act eligible Adult and Dislocated Workers in Jackson and Josephine Counties.

#### Requirements

Governing guidelines include relevant and applicable local, state, and federal statutes as well as funding stream requirements, including WIA Title I, and LWIA Local Plan. 20 CFR Part 652, 663.230 Workforce Investment Act Final Rules state that the regulation requires that the local WIB set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level, as defined in WIA Section 101 (24).

#### Scope

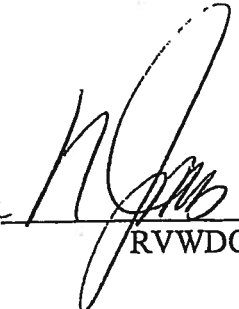
This policy applies to staff in all contractors, grantees, sub-grantees, and any other authorized provider of WIA Title I Adult and Dislocated Worker training funds.

#### Policy

The RVWDC sets forth the policy for Self Sufficiency to be congruent with the OWIB Self-Sufficiency Policy statement dated June 26, 2008 as stated:

*"Employment itself is not a guarantee of self-sufficiency. Due to the ever-increasing skill requirements of employment at all levels, all Oregonians can benefit from increased skills. Therefore no Oregonian seeking assistance through WorkSource Oregon shall be considered to be self-sufficient."*

APPROVED: \_\_\_\_\_

  
RVWDC Chair

DATE: \_\_\_\_\_

7/23/10



# Rogue Valley Workforce Development Council

POLICY #	P03-09
ADOPTED	6/10/10

## NEEDS RELATED PAYMENT POLICY

### Purpose

To provide guidance in the use of needs-related payments allowed by the Workforce Investment Act (WIA) for eligible Adult and Dislocated Workers.

### Requirements

Governing guidelines include relevant and applicable local, state, and federal statutes as well as funding stream requirements, including WIA Title I, and LWIA Local Plan. 20 CFR 663.815 – 663.840 Workforce Investment Act Final Rules state that the regulation requires that the local WIB set the criteria for determining use of funds for needs related payments to participants. The local WIB is also required to develop policies and procedures addressing coordination of services and resources with other programs and entities. Assurances should be made that the resources and services provided are not available through other entities and that they are necessary for the individual to participate in WIA activities. Needs-Related Payments should only be provided with WIA funds when other funds are not available or have been exhausted.

Needs-related payments (NRP) are defined as a cash financial support payment to participants for the purpose of enabling individuals to participate in training and are one of the supportive services authorized by WIA section 134 (e) (3). The administrative tracking and eligibility requirements for NRP are cost prohibitive when funds are limited.

Supportive services assistance to WIA Title 1B participants is based on determination of need as outlined in the Supportive Services Policy. Supportive services may include but are not limited to transportation, child care, dependent care, and housing and are paid to vendors or require documentation for reimbursement for approved expenses.

### Scope

This policy applies to staff in all contractors, grantees, sub-grantees, and any other authorized provider of WIA Title I adult and dislocated worker training funds.

### Policy

It is the policy of the RVWDC to not offer Needs Related Payments under the Workforce Investment Act.

APPROVED: \_\_\_\_\_

RVWDC Chair

DATE: \_\_\_\_\_

7/23/10



**AMENDED AND RESTATED  
INTERGOVERNMENTAL ENTITY AGREEMENT**

This AMENDED AND RESTATED INTERGOVERNMENTAL ENTITY AGREEMENT (hereinafter "Agreement") is made and entered into by the Board of Commissioners of Jackson County and the Board of Commissioners of Josephine County on behalf of their respective counties (hereinafter the "Governments"). The Governments are parties to an Intergovernmental Agreement dated June 16, 1993, which was amended on November 10, 1999. By this Agreement the Governments intend to amend by restatement the prior Intergovernmental Agreement and to enumerate the respective rights and responsibilities of the Governments with respect to The Job Council (hereinafter "TJC").

**RECITALS:**

TJC is an Intergovernmental Entity pursuant to ORS Chapter 190.

The Governments recognize the importance of a healthy, vigorous and growing economy built upon prosperous local businesses and industries. And, that a critical element in creating long-term regional economic vitality is the sustained development of a highly-skilled and talented workforce. They further recognize that workforce development requires coordination of both private and public sector investments. And, that this complex systems alignment work transcends traditional governmental and institutional boundaries and is best achieved by joining together in a common, coordinated effort by regional leaders from public and private-sector, education, workforce, labor and other community-based organizations.

The Commissioners of Jackson and Josephine Counties are the designated "Chief Elected Officials" under the Workforce Investment Act of 1998 (hereinafter the "WIA"). Pursuant to the WIA, they appoint the members and have oversight responsibility over the region's Workforce Investment Board, which is known as the Rogue Workforce Partnership. The region's Workforce Investment Board will hereafter become a committee of the Rogue Workforce Partnership ("RWP"). By entering into this agreement, and in cooperation with the RWP, the Commissioners desire to exercise their authority and fulfill their responsibilities under the WIA and other legislation relating to workforce services, including, without limitation designating: i) grant recipients for WIA and other workforce development grants and contracts; ii) TJC as a fiscal/administrative agent for grant administration; and iii) TJC as the One-Stop Operator under the WIA.

TJC provides a broad scope of workforce services to residents of the Governments. These workforce services create a foundational infrastructure upon which strategic collaborations with leaders from the private-sector, education, workforce, labor and other

community-based organization can be built. These workforce services include:

- Serving as fiscal, administrative and business agent for the RWP;
- Managing and delivering workforce services pursuant to the WIA, as well as other workforce service programs. WIA services include serving as the designated One-Stop Operator and provider of core and intensive services; and
- Managing and delivering Child Care Referral Network services in Jackson and Josephine Counties (and Klamath and Lake Counties, as required) under the auspices of the Oregon Child Care Resource and Referral Network.

The Governments, in order to improve efficiency and effectiveness, and create a stronger partnership between public and private-sector leaders in the oversight and governance of TJC, therefore amend and restate their Intergovernmental Agreement as follows:

## **Article I**

### **Purpose and Authority**

1. This Agreement establishes a cooperative, voluntary arrangement among the Governments, by and through the Commissioners, to develop and carry out programs designed to enhance employment opportunities for citizens of the Governments. This Agreement further authorizes cooperation between the Governments and the private sector in the planning and implementation of workforce programs. In furtherance of this purpose, the Governments authorize TJC to implement, provide, and administer workforce services, including but not limited to those previously authorized by the Job Training Partnership Act (hereinafter "JTPA") and those currently authorized under the WIA and any other federal and state workforce service legislation designed to be carried out within the jurisdiction of the Governments.

2. The Governments have previously been designated and approved as a single Service Delivery Area pursuant to the WIA and its predecessor law, the JTPA.

3. The Governments acknowledge the prior formation of TJC as a unit of local government pursuant to ORS Chapter 190.

## **Article II**

### **Governance**

1. Action by the Governments relating to TJC, either at joint or separate meetings of the Governments, shall be by a majority vote of each of the Boards of Commissioners of the Governments.

2. TJC shall be governed by a Board of Directors consisting of not less than 7 members nor more than 9 members. The Governments recognize the importance of depth



of knowledge, diversity and continuity for the Board of Directors. Members of the Board will hold office for three year staggered terms, without limitation on the number terms that a Board member may serve.

3. The Board of Directors of TJC shall consist of one Commissioner appointed from Jackson County, and one Commissioner appointed from Josephine County. The Commissioners from Jackson County shall fill a vacancy in the Board position to be filled by a member of the Jackson County Commissioners, and the Commissioners from Josephine County shall fill a vacancy in the Board position to be filled by a member of the Josephine County Commissioners. The remaining Board members shall be appointed as provided for herein. Following the execution of this Agreement, the Commissioners shall appoint the additional members of the Board of Directors from those members currently serving on the executive committee of the RWP. Thereafter, vacancies on the Board of Directors (other than County Commissioner Board Members) shall be appointed by majority vote of the Board of Directors of TJC. Appointments to the Board are subject to the removal powers set forth in Article II, paragraph 5 below.

4. Each Commissioner serving on the Board of Directors will serve as a liaison between TJC and his/her respective Government. Each Commissioner, serving on the Board of Directors, along with the Executive Director and Board of Directors Chair (if available), will meet periodically as requested with the Board of County Commissioners of their respective Government to review the business, activities, and accomplishments of TJC. These meetings may be substituted for by the meetings to be held three times per year between the Governments and the Workforce Investment Board described under Article V, Section 1 below.

5. TJC and the RWP are distinct and separate entities and, likewise, the Board of Directors of TJC and the Board of Directors of the RWP are separate and distinct. TJC and the RWP have common interests and responsibilities under the WIA and as a result of funding made available under the WIA. Therefore, until such time as it is no longer reasonable, practical or necessary, it is intended that the Boards of Directors of TJC and the RWP will be comprised of the same members.

6. A Board member may resign at any time. The Board of Directors of TJC or the Governments may, by a majority vote of Board of Directors of TJC or by both Boards of Commissioners of the Governments, remove any Board member with or without cause.

7. On an annual basis, or more frequently if requested by the Governments, the Executive Director of TJC and the Chair of TJC's Board of Directors shall make a report to a joint meeting of the Governments and provide to the Governments a financial overview of TJC for the previous year, TJC's budget and operating plan for the next fiscal year, TJC's short-term and long-term goals, and such other information as requested by the

Governments. This report and presentation shall occur at a regular annual time to be agreed upon by the Governments, the Chair of TJC's Board of Directors and the Executive Director of TJC.

### **Article III**

#### **Meetings**

1. In addition to the Annual Meeting, the Commissioners of each of the Governments will be invited to attend a combination of the meetings of the Board of Directors of The Job Council, the Board of Directors of the RWP or the RWP's Workforce Investment Board committee at least three times per year to participate in strategic alignment efforts to improve the region's workforce. Other joint meetings of the Governments relating to TJC may also be held at such time and place as the Governments may, from time to time, determine. Either of the Governments, the Board of Directors of TJC or the Executive Director of TJC may request that joint meetings of the Governments be held.

2. Either of the Governments may request a meeting with the Board of Directors of TJC. Upon request, the Executive Director will determine a convenient time and place for the meeting and give notice of the meeting to the Board of Directors and both Governments.

3. For Annual Meetings or Joint meetings of the Governments, the chair of the Board of Directors will serve as facilitator for the meeting and after input provided by one or both the Governments will suggest an agenda for the meeting.

4. The Board of Directors shall establish rules for conduct of its meetings.

5. All meetings of the Board of Directors shall conform to the Oregon Public Meetings Law (ORS 192.610-192.690).

### **Article IV**

#### **Executive Director**

1. The Board of Directors of TJC shall engage the services of an Executive Director who shall be responsible to the Board of Directors for the day to day operation of TJC. The Executive Director of TJC shall have the following authorities and responsibilities:

- a. Except as otherwise provided in this section 1.a., The Executive Director shall present to the Board of Directors for review and approval, all contracts and agreements as are necessary to maintain TJC's status as grant recipient and/or fiscal agent for all workforce services, including without limitation

contracts and agreements relating to loans or the issuance of debt. These approvals may occur either through an annual public budget approval process or through approvals for grants and contracts, as they are anticipated or needed. The Executive Director may execute or ratify without prior board approval contracts and agreements that qualify as a Class A Contract, Class B Contract, or Class C contract. The Executive Director may delegate contracting authority to an Executive Team member in his/her absence or emergency.

- i. Class A contracts have the following characteristics:
    1. The contract has a total value of two-hundred and fifty thousand dollars (\$250,000) or less;
    2. The contract does not exceed a twelve-month contract period;
    3. The contract provides that the contract may be terminated by TJC for convenience sixty (60) or fewer days following delivery of written notice to the contractor;
    4. Funds are budgeted for the purpose of the contract;
    5. All other requirements for competitive procurement have been satisfied.
  - ii. Class B Contract is a contract that is an extension of an existing approved contract with the additional funding necessary for performance during the extended time period.
  - iii. Class C Contract is a contract amendment that incorporates required contract language changes and/or a budget adjustment that does not exceed 25% of the original contract.
- b. The Executive Director shall assist the Board of Directors and Local Workforce Investment Board in developing plans, budgets, program oversight, and other activities required of them by the WIA, and all other workforce services or other funding sources as appropriate.
- c. The Executive Director, subject to the authority of the Governments and Board of Directors, subject to the limitations set under Article IV.1.a above, and subject to all applicable federal, state, and local laws, rules, and regulations, as well as rules and regulations required by other workforce training programs and other funding sources, shall have the following administrative responsibilities:
- i. Authority to sign grant and fund allocation documents, contracts and other official documents required in order to exercise authority and fulfill responsibilities under the WIA and for all other workforce services.
  - ii. Procurement of personal and professional services necessary for TJC

- operations, including the selection, hiring, and termination of staff.
- iii. The establishment and maintenance of a system of personnel rules and policies, including a compensation plan and classification system.
  - iv. Receipt and disbursement of all funds related to activities under the WIA, other workforce training programs and other funding sources and the maintenance of financial systems to account for all funds.
  - v. Procurement and maintenance of fixed assets and expendable supplies necessary for TJC operations.
  - vi. Procurement of insurance and bonding sufficient to reasonably protect the counties, Board of Directors, Local Workforce Investment Board, and TJC staff from liability arising from activities under this agreement.
  - vii. Development and operation of management and financial information systems necessary for program oversight performance evaluation and accountability.
  - viii. Procurement of audits of funds as required by the WIA, other workforce training programs, and other funding sources and resolution of any questions arising from such audits. The results of audits shall be reported to the Board of Directors, the Governments, and the Local Workforce Investment Board.
  - ix. Development and management of a system to hear and resolve grievances brought by staff and interested parties.

#### Article V

##### **Duration and Termination**

1. This Agreement took effect upon its original execution in 1993 and, as amended, shall remain in full force and effect until termination by resolutions adopted by both Boards of Commissioners of the Governments. Additionally either member Government may terminate this Agreement effective as of the last day of TJC's then current fiscal year, by delivery to TJC's Board Chair and the other member Government notice of termination not less than one hundred eighty days prior to the effective date of termination.

2. Any indebtedness or liabilities reasonably incurred by TJC on behalf of a withdrawing member Government prior to the effective date of the withdrawal shall remain an obligation of the withdrawing party.

**Article VI**  
**Amendment**

Any amendment to this Agreement must be agreed to by each member Government.

**Article VII**  
**Liabilities and Transfers**

1. Any liability which may accrue to the Governments due to TJC's acts, errors, or omissions or TJC's performance or failure to perform pursuant to the requirements of state or federal law shall be apportioned among the Governments equally. Nothing in this provision shall be interpreted as any waiver of the rights and immunities to which Jackson and Josephine County are subject due to the respective status as an Oregon Public Body. Each Governmental entity hereby expressly retains all the provisions of the Oregon Tort Claims Act found at ORS 30.260-300.

2. Upon any termination of this Agreement, TJC shall pay or make provision for payment of its creditors, including reimbursement to the federal government or other governmental agencies of amounts required to be paid to them upon termination of this Agreement and the liquidation of TJC. Thereafter, the assets remaining shall be distributed equally to the Governments.

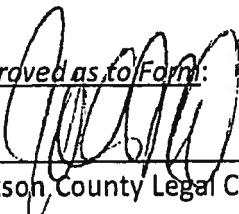
IN WITNESS WHEREOF, this Agreement is executed by the parties hereto effective on and after March 15, 2012. (Date of adoption by majority vote of both Governments)

**JACKSON COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**

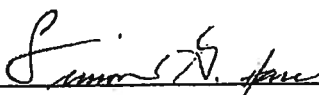
  
\_\_\_\_\_  
Don Skundrick Chair      3/15/12  
Date


  
\_\_\_\_\_  
John Rachor, Vice-Chair      3-15-12  
Date


  
\_\_\_\_\_  
Dennis C.W. Smith      3/15/12  
Date

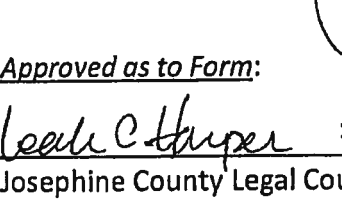
Approved as to Form:  
  
\_\_\_\_\_  
Jackson County Legal Counsel      3/15/12  
Date

**JOSEPHINE COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**

  
\_\_\_\_\_  
Simon Hare, Chair      3/26/12  
Date

  
\_\_\_\_\_  
Don Reedy, Vice-Chair      3/26/12  
Date

  
\_\_\_\_\_  
Harold Haugen      3/26/12  
Date

Approved as to Form:  
  
\_\_\_\_\_  
Josephine County Legal Counsel      3-23-12  
Date



**ROGUE WORKFORCE PARTNERSHIP  
PY 14 SOUTHERN OREGON SUCCESS (SORS)**

<b>NAME &amp; TITLE</b>	<b>ORGANIZATION/ADDRESS</b>	<b>PHONE</b>	<b>FAX</b>	<b>E-MAIL</b>	<b>REPRESENTS</b>
<b>AGOSTA, Gina Marie</b> Executive Director	Coalition for Kids 223 SE M St. Grants Pass, OR 97526	541-479-1929	541-471-9403	<a href="mailto:gina@cfk-gp.org">gina@cfk-gp.org</a>	Community Based org.; SOELS, SORS SC
<b>Alderson, Casey</b> Principal	Illinois Valley High School	541-592-2116		<a href="mailto:Casey.alderson@threerivers.k12.or.us">Casey.alderson@threerivers.k12.or.us</a> <a href="mailto:Robin.jackson@threerivers.k12.or.us">Robin.jackson@threerivers.k12.or.us</a>	S2W comm; SORS SC
<b>AMEEN, Deborah</b> Executive Director	Organizational Health & Wellness	541-944-5305		<a href="mailto:deborahameen@gmail.com">deborahameen@gmail.com</a> <a href="mailto:debpa3116@aol.com">debpa3116@aol.com</a>	
<b>AUSTIN, Shelley</b> Executive Director	Jackson County Library Foundation 205 S. Central Ave Medford, OR 97501	541-774-6572 541-944-1863 (cell)		<a href="mailto:Shelley@jcif.org">Shelley@jcif.org</a>	
<b>BAUER, Charlie -</b> ELL/Migrant Ed/Indian Educ. Coord	Southern Oregon ESD 101 N. Grape St Medford, OR 97501	541-776-8520		<a href="mailto:Charlie_bauer@soesd.k12.or.us">Charlie_bauer@soesd.k12.or.us</a>	SORS SC
<b>BAURES, Jackson</b> Division Manager	Jackson County Public Health	541-774-7829		<a href="mailto:bauresjb@jacksoncounty.org">bauresjb@jacksoncounty.org</a>	SORS SC
<b>BELL, Janet</b> Director	Commission on Children and Families 500 NW 6th Street Dept. 2 Grants Pass, OR 975256  Physical address: 700 NW. Dimmick Suite B GP OR	541-474-5234	541-474-5238	<a href="mailto:jbell@co.josephine.or.us">jbell@co.josephine.or.us</a>	Josephine County
<b>BELLA, Steve</b>	Governor's Closing the Gap Initiative	317-416-5697		<a href="mailto:sbella@public-works.org">sbella@public-works.org</a> <a href="mailto:stevebella@aol.com">stevebella@aol.com</a>	
<b>BERLIN, Alan</b>	Southern Oregon Child & Family Council- 1001 Beall Ln Central Point OR. PO Box 3697	541-734-5150		<a href="mailto:Alan.berlin@socfc.org">Alan.berlin@socfc.org</a>	
<b>BIVENS, Daniella</b> Interim Dir. Educ. Partnerships	Rogue Community College	541-245-7991		<a href="mailto:dbivens@gmail.com">dbivens@gmail.com</a>	
<b>BLOOMQUIST, Dr.</b> Todd - Director Secondary Education	Medford 549C School District 815 S. Oakdale Dr. Medford, OR 97501	541-842-3626		<a href="mailto:Todd.bloomquist@medford.k12.or.us">Todd.bloomquist@medford.k12.or.us</a>	K-12 Education
<b>BRANDON, Rene'</b> Director	The Job Council 100 E. Main St. Suite A Medford, OR 97501	541-842-2603		<a href="mailto:reneb@jobcouncil.org">reneb@jobcouncil.org</a>	Youth Serving Agencies
<b>BROOKS, Bryce</b> Director of Youth & Family Services	Community Works 201 W. Main St., Ste2B Medford, OR 97501	541-779-2393 x 266	541-779-3317	<a href="mailto:bbrooks@community-works.org">bbrooks@community-works.org</a>	Community org. serving youth & families - SORS SC

NAME & TITLE	ORGANIZATION/ADDRESS	PHONE	FAX	E-MAIL	REPRESENTS
<b>BRUBAKER, Stacy</b> Division Manager	Jackson County- MH Services 1005 E. Main St Medford, OR 04	541-774-8201		<a href="mailto:brubaksj@jacksoncounty.org">brubaksj@jacksoncounty.org</a>	
<b>BRYON, Kathy</b> Executive Director	Gordon Elwood Foundation PO Box 4189 Medford, OR 97501	541-282-0643	541-282-0644	<a href="mailto:Kathy@gordoneelwoodfoundation.org">Kathy@gordoneelwoodfoundation.org</a>	Philanthropy
<b>BUEHLER, Amy</b>	Jackson County mental Health	541-770-7721		<a href="mailto:buehlea@jacksoncounty.org">buehlea@jacksoncounty.org</a>	Social Serv./County Agency SORS SC
<b>COLE, Tom</b> Director	Kids Unlimited 821 N. Riverside Ave Medford, OR 97501	541-774-3900		<a href="mailto:tom@kidsunlimitedoforegon.org">tom@kidsunlimitedoforegon.org</a>	Community-based education supports/ Afterschool programs
<b>COLLINS, Quinn</b> Program Manager	College Dreams PO Box 1407 (2158 NE Industry Dr) Grants Pass, OR 97528	541-476-8146		<a href="mailto:qcollins@collegedreams.org">qcollins@collegedreams.org</a>	Community-based education supports
<b>DEMOE, Lisa</b>	Early Learning Division	503-947-3123		<a href="mailto:Lisa.d.demoe@state.or.us">Lisa.d.demoe@state.or.us</a>	
<b>DENTON, Elissa</b> Youth Programs Manager	Planned Parenthood of Southwestern Oregon 125 S. Central Ave. Medford, OR 97501	541-770-3331		<a href="mailto:elissa.denton@pssworegon.org">elissa.denton@pssworegon.org</a>	
<b>DRUMMOND, Tom</b> Co-Director	College Dreams PO Box 1407 Grants Pass, OR 97528	541-476-8416		<a href="mailto:tdrummond@collegedreams.org">tdrummond@collegedreams.org</a>	Community-based education supports
<b>EIDSON, Connie</b> Dir. Business Serv.	Community Works 201 W. Main St., Ste 3D Medford, OR 01	541-779-2393		<a href="mailto:ceidson@community-works.org">ceidson@community-works.org</a>	
<b>EVENS, Trish</b>	Grants Pass School District	541-474-5709		<a href="mailto:tevens@grantspass.k12.or.us">tevens@grantspass.k12.or.us</a>	
<b>EVERSON, Dee Anne</b> Executive Director	United Way of Jackson County 769 Spring Street Medford, OR 97504	541-773-5339	541-773-7042	<a href="mailto:deanne.everson@gmail.com">deanne.everson@gmail.com</a> <a href="mailto:deanne@unitedwayofjacksoncounty.org">deanne@unitedwayofjacksoncounty.org</a>	CBO
<b>FERGUSON, Delta</b> Executive Director	Mediation Works 33 N. Central, Ste 219 Medford, OR 97501	541-770-2468 X 301	541-770-6022	<a href="mailto:deltraf@mediation-works.org">deltraf@mediation-works.org</a>	SORS SC
<b>FERGUSON, Joe</b>	Jackson County Juvenile Justice 609 W. 10 <sup>th</sup> Street Medford, OR 97501	541-774-4833	541-774-4888	<a href="mailto:FergusJW@jacksoncounty.org">FergusJW@jacksoncounty.org</a>	Jackson County/Juvenile Justice
<b>FERRELL, Mary I</b> Founder/Exec. Director	Maslow Project 500 Monroe St. Medford, OR 97501	541-608-6868		<a href="mailto:mary@maslowproject.com">mary@maslowproject.com</a>	Community-based education supports/ homeless youth
<b>FIANO, Jason</b> Director TRIO/EOC & ETS	Rogue Community College Table Rock Campus 7800 Pacific Ave White City, OR 97503-1060	541-245-7865		<a href="mailto:jfiano@rogucecc.edu">jfiano@rogucecc.edu</a>	



NAME & TITLE	ORGANIZATION/ADDRESS	PHONE	FAX	E-MAIL	REPRESENTS
FISCHER, Susan, M.Ed. Health & Ed Integration Coord		541-840-5127 cell		<a href="mailto:sfischer@mripa.org">sfischer@mripa.org</a>	
*FONG, Jim Executive Director	The Job Council 100 E. Main St., Suite A Medford, 97501	541-842-2515	541-776-0458	<a href="mailto:jimf@jobcouncil.org">jimf@jobcouncil.org</a>	Workforce Systems
GIBSON, Kirk VP Instruction	Rogue Community College RVC-HEC Room 102 A 101 S. Bartlett St. Medford, OR 97501	541-245-7641		<a href="mailto:kgibson@roguecc.edu">kgibson@roguecc.edu</a>	Post secondary education
GOODWIN, James Director	Josephine Co Juvenile Justice 500 NW Sixth Street Grants Pass, OR 97526	541-474-5186 x4020		<a href="mailto:jgoodwin@co.josephine.or.us">jgoodwin@co.josephine.or.us</a>	Juvenile Justice – Jo County
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HAGEY, Kristi Deputy Director	On Track 221 W. Main St. Medford, OR 01	541-772-1777			
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JOHNS, Shae Director Mission Services	Southern Oregon Goodwill 11 W. Jackson St Medford, OR 97501	541-772-3300	541-772-6158	<a href="mailto:Shae.johns@sogoodwill.org">Shae.johns@sogoodwill.org</a>	
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MISNER, Dennis Principal	RVC-HEC 2018 101 S. Bartlett St Medford, OR 97501	541-479-3388	541-471-2462	Dennis.misner@threerivers.k12.or.us	
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MORELL, Layne	Jackson County HHS 1005 E. Main St., Suite A Medford, OR 97504			morell.layne@jobcorps.org	Job Corps
Mossberg, Emily Prevention Coord	Job Corps 897 Royal Ave, Suite D Medford, OR 97504	282-0502	282-5822		
MURPHY, Dan	Jackson County Public Health 1005 E. Main St., Medford, OR 04	541-770-7708	541-230-0098	mossbeej@jacksoncounty.org	
MYLENEK, Jennifer Director,		541-613-0654		daniel@integrityoflife.com	Community organization
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O'BRYON, Laura	Southern Oregon Child Family 1001 Beall Ln PO Box 3697 Central Point, OR 97502	541-734-5150	541-734-2279	Nancy.nordyke@socfc.org	Early intervention/education; SOESLS - SORS SC
PARRISH, Sue Independent Contractor	Community Works 201 W. Main St, Suite 2B Medford, OR 97501	541-779-2393 x 227		lobryon@community-works.org	
*PERRY, Scott Superintendent	Parrish & Associates 796 Oak Street Ashland OR 97520	541- 415-0152		sue@parrishassociates.org	N/A - Project Development support for initiative
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SHUMATE, Brian Superintendent	Medford School District 549C 815 S. Oakdale Medford, 01	541-842-5002	541-842-1087	Brian.shumate@medford.k12.or.us	
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THUREN, Amy Executive Director	Consumer Credit Counseling 820 Crater Lake Ave Suite 202 Med	541-779-2273	541-779-6412	thurena@cccso.org	
WHALEY, Jane	United Way of Jackson County 1457 E. McAndrews Med, 04	541-773-5339	541-773-7042	jan@unitedwayofjacksoncounty.org	

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YOUNG, John Career Development Coordinator	Grants Pass High School 830 NE Ninth Street Grants Pass, OR 97526	541-474-5710		<u>jyoung@grantspass.k12.or.us</u>	
YOUNGHEE, Kim PROFESSOR OF ED	Southern Oregon University	541-552-8247		<u>kimy@sou.edu</u>	SORS SC

\*RWP Member  
/tka  
Rev. 4/11/12, 7/1/12, 7/9/12, 9/27/12, 10/4/12, 11/05/12, 11/15/12, 12/11/12, 12/12/12, 12/13/12, 1/17/13, 1/18/13, 2/15/13, 3/11/13, 3/22/13, 3/27/13, 3/29/13, 4/25/13, 5/24/13, 5/30/13, 7/2/13, 9/9/13, 11/24/13, 11/25/13, 09/16/2014, 10/06/14, 10/17/2014, 10/13/14, 12/3/14, 12/10/14, 12/15/14





## Southern Oregon Success

*Thriving Children, Youth & Families = Thriving Economy*

**Location: Medford School District Education Center, room 228 (815 S. Oakdale)**

**Date / Time: Thursday, January 15, 2015 ♦ 9:30-12:00**

**SORS is:** We are a growing network of non-profits, schools, agencies, community groups and citizens committed to the success of all our children, youth and families, from prenatal-24 in Jackson and Josephine Counties, Oregon.

**SORS does:** We weave together the talent, expertise and resources of the entire community to promote the health, academic and life success of our children, youth and families.

**SORS envisions:** all of our families providing stable and nurturing homes for our children, all children being ready for kindergarten, and all youth succeeding in school, transitioning successfully to meaningful adult lives, and contributing to a thriving economy.

### Steering Committee Agenda

9:30 Welcome to Southern Oregon Success 4.0!  
Introductions, Check-In

Kathy Bryon

“One great 2014 moment you witnessed in your work with a student, family, child or community group.”

10:00 Introduce new people Dawn Elsbree; Ryan Coolley, SMILE representative;

10:15 2014 Review of Regional Accomplishments/Results/Breakthroughs and looking ahead to 2015 Next Steps.

- Early Learning-Kelly Soter
  - 2014 Results & Story
    - “P3 Projects”- Six elementary school sites pre-natal to 3<sup>rd</sup> grade in Ja/Jo
    -
  - 2015 Hub Goals
    - Celebrating “P3 Projects”- Six elementary school sites pre-natal to 3<sup>rd</sup> grade in Ja/Jo
    -
- Youth Development & School2Work Work Group- Sue Parrish
  - 2014 Results & Story
  - 2015 Goals
    - School – Community Partnerships- have been created with seven schools in the region supported by a tool developed by Oregon Solutions called Declaration of

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Cooperation (DOC.) This is in alignment to Oregon's "Prosperity Initiative" and financially supported by Northwest Area Foundation. Work ahead to integrate and sustain the relationships.

- Ffar, Texas College for All-Scott Perry, SOESD
- Science Technology Engineering Math Regional Hub- Steve Thorpe, SOU
- Regional Career Related Learning Experiences (CRLE)- Jim Fong

**11:15 Backbone Work Groups:**

- Metrics Work Group- Jim
- Governance Work Group – Bob/Mary
- Northwest Health Foundation & Governor's support

**11:30 New Business:**

1. Oregon State University Science Math Investigative Learning Experiences (SMILE) Project Expansion
2. Potential Governors Visit and Signing invitation.

**11:50 Recognition of Sue Parrish**

**Jim, Scott, Kathy**

**12:00 Adjourn**

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## **Southern Oregon Success**

*Thriving Children, Youth & Families = Thriving Economy*

**Location: Medford School District Education Center, room 228 (815 S. Oakdale)**

**Date / Time: Thursday, September 25, 2014 • 9:30-12:00**

***SORS is:*** We are a growing network of non-profits, schools, agencies, community groups and citizens committed to the success of all our children, youth and families, from prenatal-24 in Jackson and Josephine Counties, Oregon.

***SORS does:*** We weave together the talent, expertise and resources of the entire community to promote the health, academic and life success of our children, youth and families.

***SORS envisions:*** all of our families providing stable and nurturing homes for our children, all children being ready for kindergarten, and all youth succeeding in school, transitioning successfully to meaningful adult lives, and contributing to a thriving economy.

### **Steering Committee Agenda**

#### Opening

Introductions

#### Work Group Reports and Successes

Process/Planning Team: Constitutional Developments - Amy Buehler

Metrics/Governance Work Group - Jim Fong and Deltra Ferguson

Declaration of Cooperation Signing Celebration! - Sue Parrish and Susan Fischer

#### Continuum Report-Outs and Successes

Early Learning (including DoC)– Susan Fischer

Youth Development - Sue Parrish

School 2 Work - Sue Parrish

CCO Social Determinants of Health Report out on the Community Health Improvement Plan (CHIP)

Goals – Kari Swaboda

Close

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## Southern Oregon Success

*Thriving Children, Youth & Families = Thriving Economy*

**Location: Medford School District Education Center, Room 228**  
815 South Oakdale Avenue, Medford, OR

**Date / Time: Thursday, July 24, 2014 ♦ 9:00 am - 12:00 Noon**

***SORS is:*** We are a growing network of non-profits, schools, agencies, community groups and citizens committed to the success of all our children, youth and families, from prenatal-24 in Jackson and Josephine Counties, Oregon.

***SORS does:*** We weave together the talent, expertise and resources of the entire community to promote the health, academic and life success of our children, youth and families.

***SORS envisions:*** all of our families providing stable and nurturing homes for our children, all children being ready for kindergarten, and all youth succeeding in school, transitioning successfully to meaningful adult lives, and contributing to a thriving economy.

### **Steering Committee Agenda Declarations of Cooperation**

#### Opening

Introductions

Declaration of Cooperation presentation - Beverly Stein

#### Local groups

- Highlights and challenges
- What do you hope to achieve?
- How do you see it being used as a tool in to the future?

1. School to Work – Sue Parrish and Beverly Stein
2. P-3 – Susan Fischer
3. Youth Development – Sue Parrish
4. Early Learning Hub - Susan Fischer

Discussion and Questions – for Beverly Stein or local groups

#### Continuum Report Outs and Successes

Report from lead. Ask for successes from participants  
Early Learning – Susan Fischer  
Youth Development  
School to Work  
Systems Report

Close





## Competitive Solicitation for Proposal to Perform Youth Services for School-Based Career Related Learning

Dear Prospective Bidder:

You are invited to submit a proposal under this Request for Proposal (RFP) to The Rogue Workforce Partnership (RWP) for the performance of Youth Services for School-Based Career Related Learning.

To be considered, all interested individuals or firms must complete the requirements of this Request for Proposal (RFP) and submit the RFP by the date and time specified herein.

In order to be considered, the proposal must be received no later than 5:00 pm, Monday September 30, 2013 at:

Rogue Workforce Partnership  
c/o The Job Council  
100 E. Main Street, Suite A  
Medford, OR 97501

Attn: Rene' Brandon

The Rogue Workforce Partnership reserves the right to reject any and all proposals. This letter and attachments are not to be construed as a contract or commitment of any kind.

Questions regarding this solicitation, all inquiries regarding materials contained within this RFP, and all technical questions should be directed to Rene' Brandon, at 541-842-2603 or [reneb@jobcouncil.org](mailto:reneb@jobcouncil.org).

Minority, small, or women owned businesses are encouraged to participate in this solicitation. The Job Council is an equal opportunity employer and operates equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

**Nikki Jones** | Owner  
*Express Employment Professionals*  
*RWP Chair*

**Lyndell Smothers** | Director of Human Resources  
*Fire Mountain Gems & Beads*  
*RWP Vice-Chair*

**Peter Angstadt** | President  
*Rogue Community College*

**Chris Cahill** | Technical Director  
*Hunter Communications*

**Susan Channer** | Employment & Training  
Coordinator  
*Organization of the Forgotten American*

**Mike Donnelly** | Materials & Facility Manager  
*Carestream Health Inc.*

**Gregg Edwards** | Chief People Officer  
*ASANTE Health Systems*

**Jim Fong** | Executive Director  
*The Job Council*

**Ron Fox** | Executive Director  
*Southern Oregon Regional Economic Development, Inc.*

**Jessica Gomez** | Founder & Chief Executive Officer  
*Rogue Valley Microdevices*

**Tanya Haakinson** | Human Resource & Safety  
Manager - *Sierra Pine, Medite Division*

**Fred Holloway** | Principal  
*Holloway Human Resources*

**Pete Karpa** | District Manager  
*Oregon Vocational Rehabilitation Services*

**Brent Kell** | Executive Director  
*Valley Immediate Care*

**Michael Kidwell** | Supervisor  
*U.S. Department of Veterans Affairs*  
*Southern Oregon Rehabilitation Center & Clinics*

**Jim Klein** | Provost  
*Southern Oregon University*

**Michael Klem** | Labor Representative  
*Electricians Local 659*

**Scott Koch** | Vice-President Territory Manager  
*Sterling Bank*

**Tolga Latif** | President & CEO  
*Linx Technology*

**John Lee** | Chief Operations Officer  
*Folium Partners*

**Clairine Lizana** | Training Director  
*Crater Lake Electrical Joint Apprenticeship Training Center*

**Phil Long** | Superintendent  
*Medford 549C School District*

**Doug Mares** | District Manager  
*Oregon Department of Human Services*

**Suz Montemayor** | Human Resource Director  
*Erickson Air-Crane*

**Tamara Nordin** | Vice President, Human Resources  
*Pacific Retirement Services*

**Barbara Perkins** | Vice President Human Resources  
& Risk Management – *Lithia Motors*

**Scott Perry** | Superintendent  
*Southern Oregon Education Service District*

**James Pfarrer** | Area Manager  
*Oregon Employment Department*

**Michelle Robison** | Senior Human Resource  
Generalist  
*Erickson Air-Crane Incorporated*

**Brian Simmons** | Director of Operations  
*CORE Business Services*

**Betty Welden** | Director Workforce Development  
*Southern Oregon Goodwill Industries*

## Request for Proposal • Youth Services for School-Based Career Related Learning

The Rogue Workforce Partnership is seeking a qualified and experienced organization to provide career related learning and workforce readiness services to low-income and barriered youth attending high schools in Southern Oregon.

### Rogue Workforce Partnership

RWP is a private/public partnership led by business leaders. We are a 501(c)3 non-profit organization designated under federal and state statute as the Workforce Investment Board for Jackson & Josephine Counties. We are leaders from business, economic development, education, workforce and community-based organizations working across complex institutional boundaries to align resources, catalyze system change and create innovative workforce solutions. Our mission is to help foster the region's economic vitality by growing the skills and talent of workers, so that businesses and residents can prosper in the global economy.

### Our Promise to Southern Oregon

- A more highly-skilled workforce built through partnership.
- Align education, training & job placement efforts to meet the unique needs of local businesses & citizens.
- Create a demand-driven, skills-based & integrated workforce delivery system focused on skills & talent development.
- Accountability for results driven by the needs of business and the economy.
- Strategic investments to increase Southern Oregon's economic competitiveness.
- Evaluation/continuous improvement based on what works.

### Two Primary Customers

Our focus is on two primary customers:

- **Businesses** - who seek the best possible workforce
- **Job Seekers/Working Learners** - which includes the:
  - "Emerging" workers – young adults entering the job market from high school, or post-secondary training/education.
  - "Transitional" workers - transitioning to employment from unemployment, dislocation, public assistance or other life changes.
  - Current workers - employed workers who need to keep expanding their skills; including training to keep pace with workplace/technological advances, and training for career advancement.

We strive to create a strong bridge between these two customers. We want to build skills, build the workforce and help companies to grow.

### Southern Oregon Success

Southern Oregon Success (SORS) is a vibrant network of schools, higher education, non-profits, government agencies, and community/business leaders who are committed to improving the lives of children, youth and families from the ages of prenatal to 24 years old. Serving Jackson and Josephine Counties, this **Collective Impact**<sup>1</sup> initiative is committed to breaking down silos, converging individual organizational agendas, and creating a unified system that is integrated, measureable and accountable. RWP is proud to be an active partner in the SORS initiative.

### Education & Workforce System Transformation

Oregon has embarked on an ambitious, nation leading effort to transform its education, workforce and healthcare systems. SORS is our region's effort to help lead the state in this work. Within this SORS and system transformation framework, RWP is seeking a qualified organization with experience working in high schools and alternative schools, to serve as a catalytic leader. Organizations are encouraged to submit a joint proposal.

Our investments are targeted to support career exploration, career readiness, work experience, post-secondary transition and support, retention and advancement support, and the case management needed to guide youth on a planned progression through these activities and experiences toward achievement of their career goal.

We want to prepare young people for successful careers through development of academic and life skills, provision of rich work-based learning experiences and success in employment and college/technical training. The goal is for all youth to have a career pathway job or be on a path to complete post-secondary education with the life skills necessary to stay on course.

This RFP is a vehicle for aligning our investments with those of business leaders, school districts, higher education, community/social service, healthcare, philanthropic, and government agencies to create an integrated services model and holistic approach. We want all youth to gain the credentials, academic and foundational work readiness skills to enter college, technical training or career pathway employment. Through this RFP, we wish to create greater

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<sup>1</sup> See Stanford Social Innovation Review  
[http://www.ssireview.org/articles/entry/collective\\_impact](http://www.ssireview.org/articles/entry/collective_impact)

collaborative capacity to significantly improve the academic and work readiness success for at-risk and all youth in the public education system.

#### A. Available Funds

Funds available are through the Workforce Investment Act provided by the U.S. Department of Labor, through the Oregon Department of Community Colleges and Workforce Development. Total funding is estimated to be \$150,000 for the period October 1, 2013 through June 30, 2014. Additional years' funding will be contracted for up to four one-year extensions (through June 30, 2017) at a funding level to be determined each year based on available funds and contractor performance. This is a multiple phase process and multi-year transformation; contract extensions will be considered for full year services.

#### B. Contractor Eligibility, Performance & Reporting Requirements

##### **Eligibility**

Eligible applicants include non-profit organizations, private sector entities, public school districts, community colleges, and faith-based organizations. We are seeking a lead organization with significant capacity and demonstrable youth workforce development experience and outcomes with low-income and barriered youth. A group of two or more eligible applicants may submit a consortium proposal. For awarded consortium proposals, RWP will contract with one lead organization.

##### **Qualification Requirements**

- Demonstrated history of workforce development and/or related services with low-income and barriered youth.
- Demonstrated ability to create collaborative career related learning and workforce readiness activities for low-income and barriered youth.
- Demonstrated organizational and administrative capacity to manage a large scale career related learning and workforce readiness program.
- History of strong relationships with employers in the community and demonstrated ability to recruit business to support career related learning and workforce readiness activities.
- Ability to reach the target population and deliver services close to areas of high need.
- Leveraged secondary educational programming and resources dedicated to developing academic skills of participants.
- Pass Administrative Capacity Requirements

##### **Performance Requirements**

Contractor performance will be evaluated with the Progress and Success Indicators (below). These indicators are designed to demonstrate likely success in achieving the goal of completion of post-secondary education or entry into a career pathway job. The focus of youth programs should be providing high-quality career planning and support to help youth meet the end goal. Quarterly monitoring and progress measurement will be required.. Success Indicators will be measured at the end of the year and documented in a final report. ***Not all indicators will apply to every youth.*** Applicable indicators will be based on each youth's Individual Career Plan and education and basic skills level on entry into the program.

##### Progress Indicators:

- Work readiness skills attainment
- Attainment of secondary credential (GED or High School Diploma)
- Literacy and numeracy skills gains
- Attainment of basic skills sufficiency
- Attainment of National Career Readiness Certificate
- Career Related Learning Experience (Early CRLE & CRLE) participation and completion rate
- Employer satisfaction upon graduation and to be reported in subsequent years.
- Placement in career pathway job based on Individual Career Plan

- Placement in post-secondary education or training

Success Indicators:

In School Indicators for first year of pilot programs

- Improved school attendance rate of participants
- Increased Career Events participation
- Improved behavior as measured by decreased behavior infractions
- Improved GPA of participants
- Increased graduation rates of school participants

Post- Graduation Indicators and to be reported in subsequent years

- Employment for 6 months or more in a Career Pathway job based on Individual Career Plan
- Advancement in Employment as demonstrated by gain in earnings, hours, or benefits
- Attainment of 18 College Credits
- Attainment of an Industry-recognized Occupational Certificate

**Reporting Requirements**

Contractor will be required to enter youth services and outcomes into the I-Trac Information Management System. All contractor staff and partners will be required to complete the I-Trac user training provided by The Job Council. Contractors will also be required to submit a program narrative on a quarterly basis documenting performance, challenges and program improvement recommendations and a final year report on progress, success indicators overall program improvement recommendations. (See **Attachment A** for schedule of monitoring and reporting due dates.)

**C. Program Design Requirements**

**Target Population**

The target population is low-income, at-risk youth ages 16-21, attending high school or alternative high school, who face barriers to successful completion of high school and transition to post-secondary training or career.

We intend to serve a broad spectrum of youth that reflects the demographic diversity of our community. Specifically we seek to serve youth who have few or no supports or resources to assist them in pursuing a career plan that involves post-secondary education or career pathway employment and youth who are working in connection with public systems on complementary plans for overcoming barriers to self-sufficiency.

Low-income is defined as the poverty line or seventy percent (70%) of the Lower Standard Income Level, whichever is higher. (See Attachment B “Youth Workforce System Definitions”) Youth who are homeless or living in foster care and youth who are receiving public assistance payments or food stamps or in families receiving this assistance are considered low-income for the purpose of determining eligibility.

**Geographic Area**

An award will be made to an organization or consortium with demonstrated capacity to serve both Jackson and Josephine Counties.

**Program Description**

Figures 1 and 2 below depict the collaborative program model we are seeking to create. Partnering with high schools and other key partners, we seek proposals that incorporate the key components within this model. The first year’s proposal will demonstrate an initial pilot serving two schools in the two-county region. In subsequent years, more schools will be added, expanding the Career Related Learning Experiences in both counties.



**Figure 1.**  
**Career Exploration & Career Related Learning Experiences**

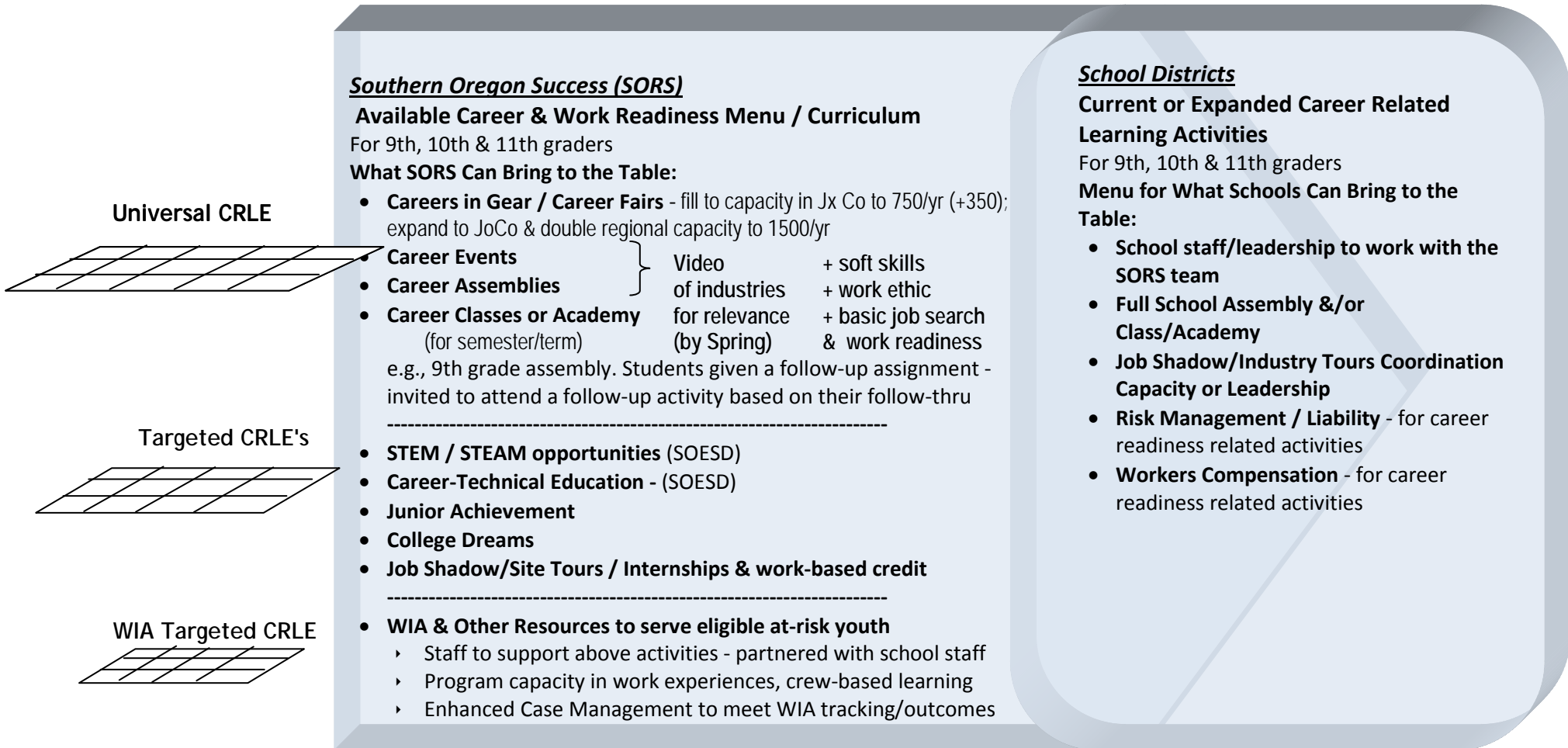
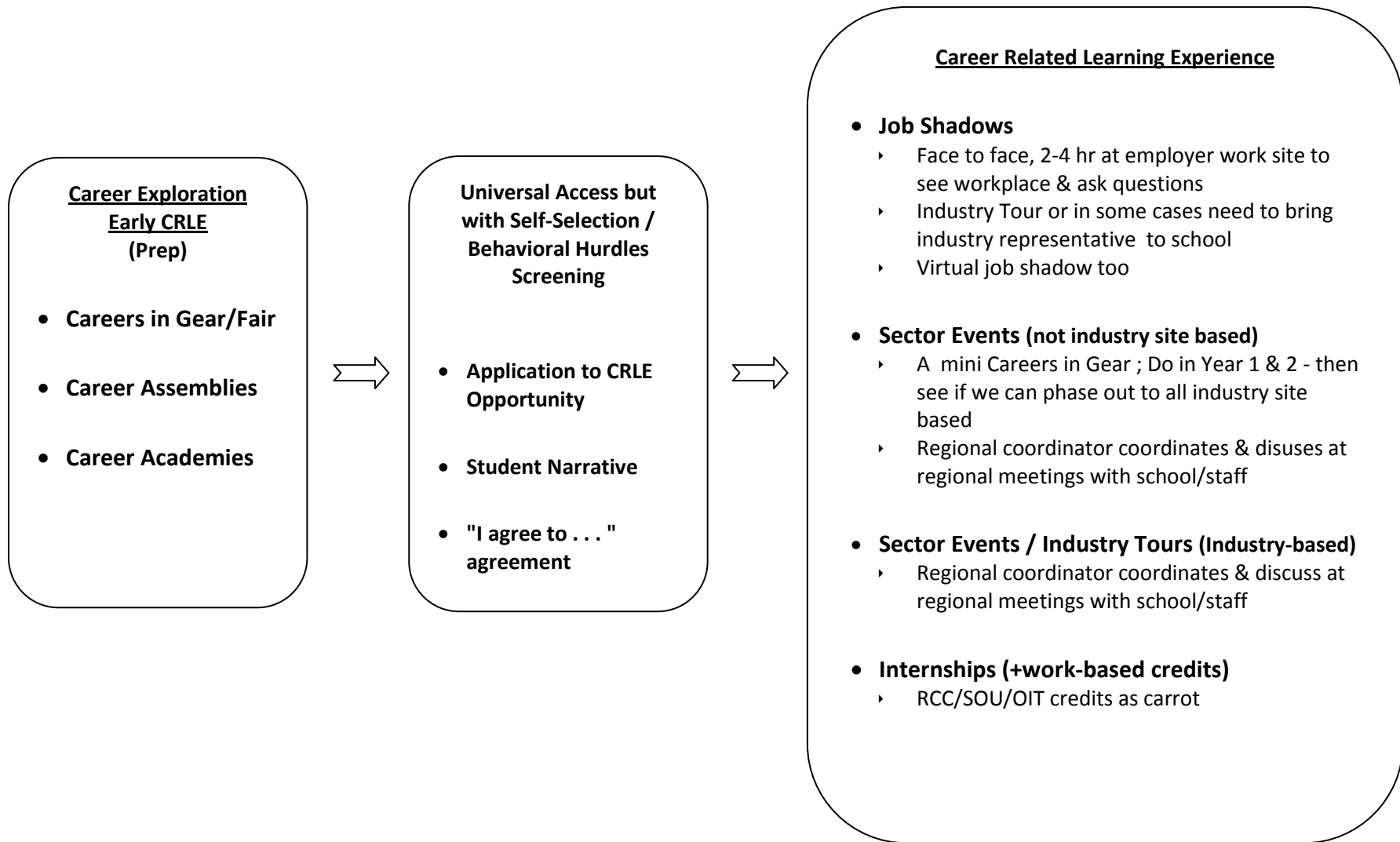


Figure 2.

Career Exploration & Career Related Learning Experience - Flow Chart



## Key Components to be Included in Proposals

- **Career Exploration / Early CRLE's**
  - › Careers in Gear / Career Fair - partnership and connection with this RWP sponsored event
  - › Career Events - conducted in partnerships with high schools
  - › Career Assemblies - conducted in partnerships with high schools
  - › Career Classes or Academy - conducted in partnerships with high schools
- **Career Related Learning Experiences**
  - › Job Shadows
  - › Sector Events (not industry site based)
  - › Sector Events / Industry Tours (Industry-based)
  - › Internships
- **Additional WIA services for eligible at-risk youth**
  - › Staff to support above Early CRLE / CRLE activities - partnered with school staff
  - › Enhanced Case Management - supportive and individually tailored case management should accompany delivery of these components for targeted and WIA enrolled youth.
  - › Individual Career Plans - An Individual Career Plan must be developed for each youth that documents career interests, educational needs, short- and long-term goals and steps to meet these goals. Contractor should be prepared to adopt and use a common I-Trac-based Individual Career Plan template that incorporates the Work and College Readiness Competencies.
  - › Work experience, crew-based learning - for selected youth in need of such services.
- **Leveraged Educational Services:** The program must be integrated with secondary educational services provided through public school district-funded program that leads to a high school diploma or GED. This component of the proposal is to be leveraged as part of a comprehensive strategy for serving youth.
- **Post-Secondary Placement, Navigation and Support:** For youth pursuing post-secondary education, we expect programs to provide services that support and prepare youth for successful transition from completion of High School Diploma or GED into post-secondary education or training.
- **Job Search Assistance and Placement:** For youth pursuing career pathway employment, we expect programs to provide job search and placement assistance, financial planning assistance, and continued career preparation support.
- **Retention and Advancement Supports:** We expect all programs to provide robust retention and advancement supports for youth once they have entered college or gained employment.

**Duration of Services:** Awarded programs will offer services year-round. Youth can receive services for a maximum period of three years. Programs should tailor services to the individual needs and goals of each youth. Not all youth will progress through the program or achieve outcomes at the same rate.

## D. Proposal Narrative Content and Evaluation Criteria

Proposal should address each of the sections below. We encourage proposals be no more than 5 to 7 pages in length.

### **Section A: Executive Summary (0 points)**

Provide a brief summary of your proposal no longer than one-page that includes:

- Target population
- Funding requested
- Short description of key services and activities
- Partners, if this is a consortium application

### **Section B: Organizational Capacity and Demonstrated Success (20 points)**

- Briefly summarize your organization's mission, history, and organizational structure. Indicate on an attached organizational chart where the proposed program fits.
- Describe your experience operating educational, workforce development and case management programs for low-income and barriered youth. Provide brief summary of recent efforts and outcomes.

### **Section C: Target Population and Geographic Range/School Districts Currently Served (5 points)**

- Describe the youth population you propose to serve. Provide brief examples of their strengths, needs, and barriers.
- Describe the high schools your organization and/or consortium currently serve and the student populations you serve.

### **Section D: Program Design and Components (45 points)**

In this section, describe a typical youth experience from outreach and enrollment through program completion. Discuss how and when youth will access services from the key components that are included in your proposal. Supportive and individually tailored case management should accompany delivery of each of the components. Demonstrate how the 10 elements required by Workforce Investment Act will be incorporated and/or leveraged using a collaborative process and resiliency framework. (See Attachment C: Ten Elements of a WIA Youth Program; Resiliency website: <http://www.resiliency.com/free-articles-resources/the-foundations-of-the-resiliency-framework/>).

#### **Development of Individual Career Plans (10 points)**

- Describe your process for ensuring that the plan is a "living" document that will guide youth participation in program services and mark progress toward their goals.
- Describe how you will integrate career planning in intensive services for this first program year. Retention and advancement in their chosen career goals is a primary focus after graduation and will be further addressed in subsequent years.

#### **Leveraged Services (5 points)**

- Describe how you anticipate educational services and investments will be leveraged to create seamless, integrated and holistic program that will serve at-risk and all high school youth.
- Describe the collaboration with other youth-serving providers to increase resources for youth served in your program.

- **Career Exploration, Work and College Readiness Training, and Work Experience (15 points)**
  - Describe the career exploration activities you intend to provide. Include a discussion of curricula, tools, resources and how they are appropriate for low-income, barriered youth.
  - Describe the activities that you will deploy to prepare youth for post-secondary training and/or career pathway job.
  - Describe your plans to integrate work experience into program design.
- **Post-secondary Preparation, Navigation and Support; Job Search Assistance and Placement; Retention and Advancement Support (15 points)**
  - Discuss the supports you provide for college exploration, college entry, and financial planning.
  - Describe how you will assist youth in finding career pathway employment.
  - Describe services to be provided to youth to assist in retention and advancement of their goals.
  - Briefly describe how the program will lead to or demonstrate progress toward the goal for all youth to have a career pathway job or be on a path to complete post-secondary education with the life skills necessary to stay on course.

**Section E: Management and Staffing: (20 points)**

- Describe the roles of staff on your team who will be implementing the proposal. Include FTE you anticipate and key duties for each position. Include staffing for leveraged components of the program that will not be funded by this award.
- Indicate staff to youth participant ratios in all key aspects of your program, including leveraged components (e.g. case management, alternative school).
- Discuss your organization's overall staffing and management structure and the extent to which this adequately supports program operations and goal attainment.

**Section F: Budget Narrative Workbook (10 points)**

The budget workbook is a detailed narrative for use in the proposal process and must be included in the application. Please note that the budget narrative workbook contains several worksheets (each with a separate tab at the bottom of the open file). Successful respondents may be asked for supporting cost documents at the time of contract negotiation. Consortium applicants see further instruction below.

**Eligible costs include:** Personnel, operating, administrative and support for youth participation in the program. Youth participant costs may include support services, incentives, post-secondary education tuition, occupational skills training leading to an industry certification, and related fees and materials. Funds cannot be used to pay for the cost of personnel delivering a GED or High School Diploma program. Pre-enrollment activities other than orientation that are designed to screen youth for fit with the program may be provided if they are not funded by the WIA grant.

The Job Council will provide training and guidance on the use of and specific limitations for the WIA funds in this RFP.

## **Section G: Consortium Applications (0 points)**

Consortium applications must include responses to this section.

- Describe the consortium and identify each member's roles and responsibilities – attach an executed Partnership Agreement and identify the lead partner/fiscal agent by January 15, 2014.
- Describe your past experience working with the identified partner(s).
- Describe why these partnerships support your ability to meet the desired outcomes.
- Describe how you will evaluate the overall effectiveness of the partnership.

Budget workbooks must be completed and submitted by all partners. The lead partner/fiscal agent workbook should reflect the entire program budget including all partner subcontracts. Each subcontracting partner must complete a workbook for their share of the costs reflected in the subcontract line of the lead partner/fiscal agent budget workbook. The review and evaluation will be based on all submitted budgets.

### **Administrative Capacity**

Respondents must submit one set of the Administrative Capacity documentation requirements. Only the lead partner/fiscal agent for a Consortium proposal need submit the documentation.

RWP cannot enter into contract negotiations with an organization that is not legally established to conduct business within the State of Oregon or debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Organizations meeting this minimum standard will be evaluated for Administrative Capacity.

A determination will be made as to the organization's administrative capacity for managing contracted Federal funds. A set of documents must be submitted to RWP along with the program service delivery proposals. Only one set of administrative capacity documents need be submitted.

Successful respondents will be required to provide additional administrative documentation or assurances in line with Federal requirements prior to completion of contract negotiations. The list of required contracting documentation will be provided upon request.

### **The administrative requirement documentation includes:**

- Copy of documentation proving legal entity (for example, certificate of incorporation, 501(c)(3) letter, etc.)
- One reference that can attest to the organization's ability to administer State, Federal, Local (public) or foundation funds through a contractual arrangement
- Organization's most recent audited financial statements and management letter
- Current cost allocation plans for direct and indirect costs and, if applicable, a copy of the most current approved Federal indirect cost rate
- Organization's current insurance coverage for: General Liability, Worker's Compensation, Motor Vehicle, Property and Equipment, and Employee Dishonesty
- Current job description(s) and resume(s) for staff in financial management or oversight position(s) with responsibility for performing key grant accounting and financial reporting functions
- A copy of the organization's current Financial Administration policies and procedures, or fiscal guidelines

- Timekeeping policies and procedures that address allocation of employee time by activity and funding source
- Assurance of ability to track and report leveraged funds and contributed services in compliance with Federal reporting requirements

**Timelines for this proposal:**

All proposals must be completed by September 30, 2013, 5:00 pm. Submit two copies to:

Rogue Workforce Partnership  
Attention: Rene Brandon  
100 E. Main, Suite A  
Medford, OR 97501

Please direct all inquiries via email to René Brandon at [ReneB@jobcouncil.org](mailto:ReneB@jobcouncil.org)

Review process will be conducted and decisions will be announced by October 14, 2013. Program implementation will be upon award of funds.



**Youth Services for School-Based Career Related Learning  
 Schedule of Monitoring and Report Deadlines  
 Contract Year: 2013 – 2014**

<b>Document &amp; Expectations</b>	<b>Date</b>
1 <sup>st</sup> Quarterly Report October 1, 2013 – December 31, 2013	January 21, 2014
Desk Monitoring	By January 30, 2014
2 <sup>nd</sup> Quarterly Report January 1, 2014 – March 31, 2014	April 21, 2014
On-Site Monitoring	By April 30, 2014
3 <sup>rd</sup> Quarterly Report April 1, 2014 – June 30, 2014	July 21, 2014
Final Report: Full Year	August 1, 2014



## **Report Information and Monitoring Expectations Definitions**

### **Quarterly Reports will include:**


- Progress Indicators
- Challenges
- Improvements
- Testimonials if possible

**Desk Monitoring:** phone conference with The Job Council Program Director to discuss report, results thus far, suggestions, recommendations, lessons learned

**On-site Monitoring:** visit from The Job Council and RWP representatives to discuss results thus far, interview youth served as appropriate, observe program activity, interview collaborative partners

### **Final Report will include:**

- Numbers served
- Success Indicators
- Lessons Learned
- Suggestions for improvement
- Collaboration successes, improvements, testimonials

<b>Department of Community College and Workforce Development</b>	Number: 589-30.7
	Updated: 04/10/13
	Page 1 of 2
SUBJECT: Workforce Investment Act Title IB Lower Living Standard Income Level and Poverty Guidelines	Approved: 

Purpose: To publish updated tables that determine “low income individual” status.

Background: Under Title IB of the Workforce Investment Act of 1998 (WIA (Public Law 105-220)), the Secretary of Labor determines annually the Lower Living Standard Income Level (LLSIL) for uses described in the law. WIA defines the term “Low Income Individual” as one who qualifies under various criteria, including an individual who received income for a six-month period that does not exceed the higher of the poverty guidelines or 70 percent of the LLSIL.

References: WIA Sections 101(24), 127(b)(2)(C)  
CCWD Policy 589-30.1, Youth Participant Eligibility and File Content Standards

Definitions: Lower Living Standard Income Level: The income level based on the most recent lower living family budget (adjusted for regional, metropolitan, urban, and rural differences and family size) as determined and issued annually by the Secretary of the U.S. Department of Labor.

Poverty Guidelines: Guidelines required by the Omnibus Budget Reconciliation Act of 1981 for use as an eligibility criterion for the Community Services Block Grant program. The guidelines are established by the U.S. Department of Health and Human Services. The Workforce Investment Act requires the use of the Poverty Guidelines together with the 70% LLSILs (whichever is higher) as income eligibility criteria.

Low Income Individual: An individual who:

1. receives, or is a member of a family that receives, cash payments under a Federal, State or local income-based public assistance program;
2. received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, Federal, State or local cash public assistance, and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)), that in relation to family size, does not exceed the higher of:
  - a. the poverty line, for an equivalent period; or
  - b. 70% of the LLSIL for an equivalent period;
3. is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

4. qualifies as a homeless individual as defined in subsections (a) and (c) of Section 103 of the Steward B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or
5. is a foster child on behalf of whom state or local government payments are made.

Policy: This policy provides the current:

1. U.S. Department of Labor's LLSIL; and
2. U.S. Department of Health and Human Service's "Poverty Guidelines."

Procedures: Grantee (CCWD) Responsibility

1. Notify all Sub-recipients (LWIAs) of the changes to the LLSIL and/or poverty guidelines in this policy.
2. Update Attachment A when the latest Poverty Guidelines and LLSILS are published in the Federal Register.

Sub-recipient (LWIA) Responsibility

1. Select the appropriate table (metropolitan or non-metropolitan) for use by your LWIA from the table on Attachment A in determining low-income status.

## Attachment A

### 2013 – Oregon Workforce Investment Act Income Eligibility Table

(Combined 70% LLSIL and HHS Poverty Income Guidelines)

**Metropolitan Areas:** Includes Multnomah, Washington, Clackamas, Marion, Polk, Yamhill, Lane, Jackson, and Josephine counties.

Family Size	1	2	3	4	5	6
Annual Income	\$11,490	\$16,357	\$22,458	\$27,724	\$32,715	\$38,265
Six Month Income	\$5,745	\$8,179	\$11,229	\$13,862	\$16,358	\$19,133

Families larger than 6 people: Add \$5,550 (annual) or \$2,775(six-month) to the family of six income for each additional person in the family.

**Non-Metropolitan Areas:** Includes Baker, Benton, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Lincoln, Linn, Malheur, Morrow, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, and Wheeler counties.

Family Size	1	2	3	4	5	6
Annual Income	\$11,490	\$15,859	\$21,774	\$26,875	\$31,718	\$37,096
Six Month Income	\$5,745	\$7,930	\$10,887	\$13,438	\$15,859	\$18,548

Families larger than 6 people: Add \$5,378 (annual) or \$2,689 (six-month) to the family of six income for each additional person in the family.

**Effective Dates:** LLSIL: Federal Register, Volume 78, Number 53, LLSIL: March 19, 2013  
[Webapps.doi.gov/Federalregister/PdfDisplay.aspx?DocId=26725](http://www.federalregister.gov/?page=1&format=pdf&res=2013-03-19)

**Poverty Guidelines:** Federal Register Volume 78, Number 16, Annual Update of the HHS Poverty Guidelines: January 24, 2013.  
<http://www.gpo.gov/fdsys/pkg/FR-2013-01-24/pdf/2013-01422.pdf>

This attachment updated on April 10, 2013.

# Elements of a WIA Youth Program

by Judith O. Wagner,  
 Cheryl R. Sturko Grossman,  
 Michael E. Wonacott,  
 and Diana Jackson

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# What Is Elements of a WIA Youth Program?

## **Successful Workforce Investment Act (WIA) youth programs:**

- Make available high-quality programs and services in all program elements to all youth served by WIA youth programs.
- Fund programs and activities that meet the needs of individual youth and contribute to meeting local needs and goals.
- Demonstrate success through positive performance.

## **This module of Focused Futures: Youth Development System Builder provides information and tools on each of the 10 required WIA youth program elements to help local youth councils, administrators, and service providers:**

- Understand the connection between WIA youth program elements and youth development.
- Meet the requirements of federal and state legislation, regulations, and policy.
- Understand the roles of the youth council, the administrative entity, and the service provider in the WIA youth system.

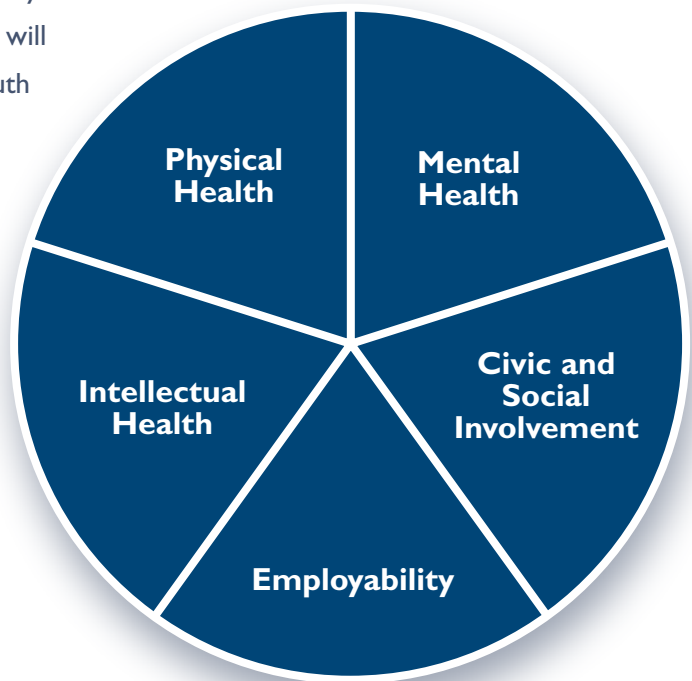
## **Elements of a WIA Youth Program includes:**

- A complete discussion of each program element
- Practical tools to help youth councils, administrators, and service providers fulfill their roles within the WIA youth system

## WIA YOUTH SERVICES PROVIDE COMPREHENSIVE YOUTH DEVELOPMENT

Youth development is the process by which youth make the transition from childhood to adulthood. Preparing a youth to enter employment is important, but it is not enough to assure that he or she will make a successful transition to adulthood; nor will a youth be successful at getting and keeping a job if the other needs in his or her life are not met. This is why the Workforce Investment Act of 1998 requires local workforce development systems to recognize the full spectrum of youth needs and to make available programs and services to meet these needs.

The essential needs of youth can be grouped into five categories: physical health, mental health, civic and social involvement, employability, and intellectual health. WIA youth program elements are specific activities that meet the essential needs of youth.



### ***Four Principles of Youth Development***

Value the individual strengths of youth rather than focusing exclusively on their problems.

Give youth authentic opportunities to make meaningful contributions to their communities.

Provide all youth with caring adults who provide structure, accountability, and high expectations.

Address the needs of the whole youth.

## WIA YOUTH PROGRAMS: AN OVERVIEW

### What the Law Requires

The Workforce Investment Act requires that 10 program elements be made available to all youth who are served by the WIA youth system. These program elements are designed to fill the gaps in the lives of youth who lack the family, educational, and social frameworks to meet their essential needs.

The required program elements are

- Tutoring, study skills, and dropout prevention strategies
- Alternative secondary school offerings
- Summer employment opportunities linked to academic and occupational learning
- Paid and unpaid work experience
- Occupational skill training
- Leadership development
- Supportive services
- Adult mentoring for at least 12 months
- Comprehensive guidance and counseling
- Follow-up activities for no less than 12 months after completion of participation

Activities funded with WIA funds must fall under the 10 program elements, pre-enrollment activities, framework activities, or case management.

### What Does “Make Available” Mean?

Local programs must make all of these program elements available to youth participants. This does not mean, however, that every youth participant must receive services from all program elements.

Local programs have the discretion to determine what specific program services will be provided to a youth participant, based on each participant’s objective assessment and individual service strategy (20 CFR 664.410(b)). (See Part VI for a discussion of how local programs make services available.)

### The Importance of Program Design

The goal of the WIA youth system is to assist youth in making a successful transition to employment and further education. However, WIA recognizes that simply providing training is not enough to enter a specific occupation. A wide range of activities and services must be available to assist youth, especially at-risk youth, in making a successful transition to adulthood.

The 10 WIA youth program elements provide those activities and services. Programs should be designed using effective practices, should be held accountable for success, and should make a clear contribution to the overall goal of the WIA youth system. In order for local programs to meet the needs of youth and the intent of WIA, local areas should fund and operate programs that are specifically designed to address local needs and goals.



*Elements of a WIA Youth Program* provides detailed information to help local areas conduct activities under each of the 10 required program elements that meet the design criteria in federal and state legislation, regulations, and policy. Information on research-based principles and practices to maximize the effectiveness of those activities is provided in Program Design for Performance in Focused Futures: Youth Development System Builder.

### Program Funding

Sometimes a WIA program element can be provided without using WIA funds. A common example is summer employment opportunities linked to academic and occupational learning. Many communities use other sources of funding, such as Temporary Assistance for Needy Families (TANF), to support their summer employment programs.

Even though that summer employment program uses TANF money and not WIA money, the summer employment program must meet WIA requirements and regulations to be considered as providing that program element. In other words, the summer employment program must be linked to academic and occupational learning.

Parts II through XI include descriptions of the features that must be present to fulfill the requirement for each WIA program element. Many activities are valuable to youth but do not qualify as WIA program elements.

### Measures of Success

Measuring the success of an individual program is critical but can sometimes be challenging. How are providers and administrators to know if a program is effective?

First, administrators should consider the overall goal of the program. In order to receive WIA funding, a youth program should produce at least one of the following broad outcomes.

- Provide younger youth with the knowledge, skills, and abilities to get and keep their first job
- Provide youth who have job experience with knowledge and skills needed to advance in a job
- Provide youth with occupational skills that allow them to enter a specific occupation
- Provide youth with literacy and numeracy skills needed to enter and advance in the workforce

**Interim Measures**

Programs should be able to demonstrate that funded activities lead to outcomes that contribute to these goals. Contracts with providers should specify interim measures that help track the program’s progress toward its goals.

Interim measures are measurable objectives that illustrate progress toward a goal. They can also be used as indicators of the likelihood of longer-term program success.

When measuring program success, two factors should be considered: *outcomes* and *outputs*.

**Outcomes** measure changes that occur in the participant as a result of program activities. Attaining a particular skill is an example of such a change. Programs usually specify a benchmark of the number or percentage of participants who achieve a particular outcome.

**Outcome:**  
A measurable change, including attainment of a skill.

**Output:**  
An activity that shows a service was provided.

**Examples of outcomes include**

- 70% of youth will increase one educational functioning level in literacy or numeracy in one year.
- 80% of youth will demonstrate work readiness competencies including being on time, dressing appropriately, and understanding procedures for missing work (e.g., calling in sick, scheduling days off).

**Outputs** are evidence that service has been provided. Outputs help administrators track the number of participants and the kinds of activities being provided.

**Examples of outputs include**

- 25 youth will participate in leadership development course.
- 15 youth will meet with tutors for 20 minutes a day, 3 days a week, for 15 weeks.

Participation by itself is an output. “Sixty percent of youth will be engaged in community service projects” does not measure a change in the youth who participated. It is an activity, an indication that the program provided services. If youth demonstrate a measurable change in attitude toward their community, however, that is an outcome.

Outputs alone do not demonstrate the success of a program. Administrators must monitor both outputs and outcomes to evaluate whether a program is effective.

Parts II through XI list examples of outcomes and outputs for each program element that can be used to track program success.

For more information on outcomes, see *Procurement for Performance 1: Requests for Proposals* and *Procurement for Performance 2: Contracting in Focused Futures: Youth Development System Builder*.

### WIA Youth Performance Measures and Youth Programs

Under waiver authority, Ohio replaced the statutory performance measures with Common Measures. Two Common Measures, Placement in Employment or Education and Attainment of a Degree or Certificate, are post-exit measures. That is, data is not collected until after the youth is no longer a WIA participant. Therefore, those two measures should not be used to judge the effectiveness of a single program.

However, the Literacy/Numeracy measure is not a post-exit measure. Since data for this measure are collected during participation, it is an appropriate program measure if a program provides basic skills instruction. Also, if a program provides occupational skills training or is a dropout prevention/dropout recovery program, the Certificate measure may be appropriate to measure individual program success.

### What's Ahead in *Elements of a WIA Youth Program*?

**Parts II-XI** each discuss one of the 10 required youth program elements.

These questions are answered for each program element.

- What is the program element?
- What qualifies as the program element?
- What are the purpose and benefits of the program element?
- Who should receive services under the program element?
- How should the program element be documented?
- How should success be measured for the program element?

**Part XII** discusses the roles of the local youth council, the administrative entity, and service providers in delivering and monitoring WIA youth services.

**Part XIII** includes tools to help administrative entities and service providers fulfill their roles.

# Tutoring, Study Skills, and Dropout Prevention Strategies

Tutoring, study skills, and dropout prevention strategies are different activities with different goals:

- Tutoring is designed to improve the academic knowledge and skills of youth in specific areas.
- Study skills are designed to improve youths' ability to learn by studying on their own.
- Dropout prevention strategies are designed to keep youth in school until graduation from high school.

## TUTORING

Tutoring is a teaching relationship that focuses on specific academic areas; tutoring is an effective practice for addressing specific needs. Tutoring helps youth succeed in school by offering the individualized instruction that youth need in structured sessions held regularly by a qualified tutor who monitors and reinforces the youth's progress. Tutoring may be provided one-on-one or in a group setting, such as General Educational Development (GED) preparation.

### What Qualifies as Tutoring?

An activity qualifies as tutoring if the answer to this Key Question is, "Yes."

#### Key Question

#### *Is instruction taking place?*

Tutoring involves a tutor and a youth. The tutor helps the youth acquire knowledge and skills in a specific area – math, reading, chemistry, for example. The tutor provides instruction and the youth practices knowledge and skills being taught while the tutor observes. The tutor provides feedback on the youth's performance, allowing the youth to learn from his or her mistakes.

### Qualifying Tutoring Activities

- Actual instruction
- Regular, structured sessions in which individualized instruction occurs
- Scheduled sessions during which youth may drop in for tutoring
- Instruction based on goals derived from the youth's individual service strategy (ISS)
- Qualified instructor
- Assessment to determine if youth is making progress

### Non-Qualifying Tutoring Activities

- Meetings with teachers or tutors to discuss youth's progress (this qualifies as case management)
- Supplying books, school supplies (this qualifies as supportive services)
- Paying school fees (this qualifies as supportive services)
- Self-study
- No stated outcomes
- No assessment
- Unqualified instructor

### Purpose and Benefits

The purpose of tutoring is to help youth make needed improvements in academic knowledge and skills.

### Benefits of Tutoring

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Improve academic skills</li> <li>• Decrease dropout rates</li> <li>• Improve youths' confidence and self-esteem</li> </ul> | <ul style="list-style-type: none"> <li>• Improve youths' attitudes toward school</li> <li>• Provide positive feedback</li> </ul> |
|---|--|

### Who Should Receive Tutoring?

Tutoring should be provided to those who are basic skills deficient, who need additional help with school subjects, or who have fallen behind academically. Those transitioning from secondary to postsecondary education may also benefit from tutoring. Do not assume that only those who need help passing a subject need tutoring. Many WIA youth have learning disabilities or have a learning style that requires additional instructional assistance.

**Documenting Tutoring**

Participation in tutoring should be captured in Sharing Career Opportunities and Training Information (SCOTI) and documented in individual case files.

**SCOTI**

- Participation in tutoring should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

**Case Files**

- Include appropriate case notes, for example
  - Improvement in test scores
  - Improvement in class grades
- Include other documentation as appropriate in paper case file, for example
  - Copy of certificate of completion from tutoring program
  - Attendance sheets and performance records

**Measuring Success**

**Examples of Outputs**

- Number of youth served
- Number of sessions held
- Length of sessions
- Frequency of sessions
- Average number of attendees at each session
- Average number of sessions attended by each youth
- Pupil-tutor ratio

**Examples of Outcomes**

- Attainment of academic goals stated in youth's ISS
- Increase in grade level or educational functioning level (EFL) in a specific academic skill area
- Attainment of a high school credit
- Attainment of a diploma or GED
- Improvement in school grades

## STUDY SKILLS TRAINING

Study skills are a set of abilities that allow youth to learn effectively and efficiently on their own. Good study skills allow a youth to do well in all phases of education and to make all phases of life an opportunity for learning. To become a life-long learner, youth must know how to learn.

### What Qualifies as Study Skills Training?

An activity qualifies as study skills training if the answer to each of these Key Questions is, “Yes.”

#### Key Questions

*Is instruction taking place?*

*Do youth practice the skills being taught?*

A study skills program includes instruction and practice activities on a range of strategies from planning and organizing study time to reading comprehension, increasing concentration, and test taking. If youth are to be accountable for their achievement, they must be given the opportunities to meet the expectations set out for them. Instruction may be one-on-one or a group activity. Youth may work alone in some practice activities and in groups for others.

#### Qualifying Study Skills Activities

- Training in a specific study skills model such as SQ3R or other test-taking or note-taking strategies
- Teaching the importance of organizing study time
- Instruction in how to organize study time
- Instruction with practice
- Feedback after practice

#### Non-Qualifying Study Skills Activities

- Providing calendars and notebooks (this qualifies as supportive services)
- Lecture without practice
- Practice without feedback

**Purpose and Benefits**

The purpose of a study skills program is to help youth improve the skills needed to learn and understand information.

**Benefits of a Study Skills Program**

- Improve writing skills
- Improve reading comprehension
- Increase organizational skills
- Improve memory
- Increase learning potential
- Increase student retention

**What Are Typical Study Skills?**

- Principles of clear writing
- Organization
  - Time management
  - Avoiding procrastination
  - Using an organizational planner or assignment book
  - Studying similar subjects at separate times to avoid confusion
  - Reviewing after lectures
  - Keeping lists of commonly used facts, tables, charts
- Reading comprehension
  - Basic understanding of content
  - Extracting important details
  - Critical reading
  - Taking notes
  - Improving reading speed
  - Active reading
- Increasing concentration
  - Using memory effectively
  - Avoiding distractions
  - Paying attention in class
- Working on group projects
- Studying with friends
- Drill and memorization
- Increasing vocabulary
- Website evaluation
- Test-taking strategies
  - Reviewing notes
  - Reviewing study guide
  - Making up possible questions
  - Testing yourself
  - Reading the directions
  - Reading through entire test
  - Answering easy questions first
  - Answering questions directly
- Thinking skill development
  - Effective listening
  - Comprehension
  - Application
- Problem solving
  - Understanding the problem
  - Devising a plan
  - Carrying out the plan
  - Looking back
- Asking questions as you read or listen



## Who Should Receive Study Skills Training?

Study skills are designed for youth whose lack of ability to learn on their own hampers academic achievement. Youth in need of remediation or skill improvement will benefit from programs that provide training in a range of study skills.

## Documenting Study Skills Training

Participation in study skills should be captured in SCOTI and documented in individual case files.

### SCOTI

- Participation in study skills should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

### Case Files

- Include appropriate case notes, for example
  - Improvement in test scores
  - Improvement in note-taking, outlining, summarizing
- Include other documentation as appropriate in paper case file, for example
  - Copy of certificate of completion from study skills program
  - Attendance sheets and performance records

## Measuring Success

### Examples of Outputs

- Number of youth served
- Number of sessions held
- Number of hours of services provided
- Average number of hours of instruction per participant
- Number of techniques taught

### Examples of Outcomes

- Increase in test scores
- Increase in class grades
- Increase in number of assignments completed
- Increased knowledge of study skill and organizational techniques
- Increased ability to apply study skill and organizational techniques
- Increased ability to use reference material and other resources

## DROPOUT PREVENTION STRATEGIES

Dropout prevention strategies are interventions that address causes of youth dropping out of school – disengagement, lack of successful experiences in school, or learning styles not suited to traditional academic instruction. Dropout prevention strategies can help ensure that youth stay in school to get their high school diploma and continue with some postsecondary education, both of which are vital to their long-term chances for successful employment.

### What Qualifies as a Dropout Prevention Strategy?

An activity qualifies as dropout prevention if the answer to each of these Key Questions is, “Yes.”

#### Key Questions

***Do the strategies address causes for each individual youth dropping out of school?***

***Do the strategies actively engage youth in learning and school?***

There is no single recipe for a successful dropout prevention program. Although potential dropouts may have common problems, their individual needs must be met when planning strategies. For example, some youth may function best in an alternative secondary school services program; others need a youth-centered environment that caters to their individual learning style; still others need a combination of academic instruction and experiential learning. The needs of each youth must be considered when developing strategies.

#### Qualifying Dropout Prevention Activities

- Participation in a program that has evidence that it reduces dropouts, such as Jobs for Ohio’s Graduates (JOG), Upward Bound, or the Coca-Cola Valued Youth Program
- Placement in an alternative secondary school services setting
- Involvement of families and community
- Individualized approach based on youth’s individual needs
- Placement in an alternative program for youth who are at risk of suspension or expulsion

#### Non-Qualifying Dropout Prevention Activities

- Early intervention with no follow-up
- Single-strategy, “one size fits all” programs
- Ability grouping
- Setting low expectations for achievement, attendance, and behavior
- Teaching basic skills alone (may increase skill level, but is not an effective dropout prevention strategy)
- Work experience without mentoring or involvement of individual case worker
- Adding classes or extending school day

## Purpose and Benefits

The purpose of dropout prevention strategies is to keep youth in high school until they graduate.

### Benefits of Dropout Prevention Strategies

- Improve chances of getting a job
- Increase earning potential
- Decrease chances for unemployment
- Gain ability to enter postsecondary education
- Increase career opportunities

## Who Should Participate in Dropout Prevention Programs?

There are certain patterns of behavior – warning signs – that indicate an increased likelihood that a youth may drop out. All youth who are in danger of dropping out should participate in a dropout prevention program.

### Dropout Warning Signs

- Youth frequently changes schools
- Youth is held back a grade
- Youth has high truancy rates
- Youth is involved in juvenile justice system
- Youth is suspended
- Youth is a runaway

**Documenting Dropout Prevention**

Participation in dropout prevention programs should be captured in SCOTI and documented in individual case files.

**SCOTI**

- Participation in dropout prevention programs should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

**Case Files**

- Include appropriate case notes, for example
  - Increased school attendance
  - Graduation from high school
- Include other documentation as appropriate in paper case file, for example
  - School attendance record

**Measuring Success**

**Examples of Outputs**

- Number of youth served
- Youth-to-case worker ratio
- Youth-to-instructor ratio
- Evidence of program policies (attendance; behavior, including anti-harassment; dress, etc.)
- Evidence of ongoing staff development

**Examples of Outcomes**

- Reduced dropout rates/increased retention of youth who are at high risk of dropping out
- Increased school attendance
- Decreased truancy rates
- Decrease in suspensions and expulsions
- Increase in number of youth meeting short-term, retention-related goals (attending school for three weeks with no absences or suspensions, for example)
- Increased participation in extra-curricular activities

# Alternative Secondary School Services

Alternative schools offer specialized, structured curriculum inside or outside of the public school system which may provide work/study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at-risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of the Ohio Department of Youth Services (DYS) and are residing in an institution.

To be classified as an alternative school or alternative course of study for WIA purposes, a specialized structured curriculum is required that is clearly distinguishable from the regular curriculum offered to students in corresponding grades or classes. Additionally, for WIA purposes, an alternative school must be approved by the local education agency (LEA) before students may be reported as attending an alternative school. The term *alternative school* should not be confused with *magnet schools* for specialized study or for accelerated studies (Workforce 411 Workforce Development Glossary).

## What Qualifies as Alternative Secondary School Services?

An activity qualifies as alternative secondary school services if the answer to each of these Key Questions is, "Yes."

### Key Questions

- Does the program have a specialized, structured curriculum clearly distinguishable from the regular curriculum offered to students in corresponding grades or classes?
- Is the alternative school approved by the LEA?
- Does the program adhere to state academic content standards?
- Does the program ultimately lead to a diploma or GED?

**Qualifying Alternative Secondary School Services**

- Second-chance programs for dropouts and out-of-school youth
- Programs that use small learning communities
- Technology-based alternative secondary school services

**Non-Qualifying Alternative Secondary School Services**

- Programs that do not ultimately lead to a diploma or GED
- Programs that do not meet the academic content standards required by No Child Left Behind (NCLB)

**Purpose and Benefits**

The purpose of alternative secondary school services is to provide education and instruction that meet the needs of youth who have not been successful in traditional education programs.

**Benefits of Alternative Secondary School Services**

- Keep youth in school
- Re-engage disenfranchised youth
- Provide a sense of community for youth
- Increase school safety

**Who Should Receive Alternative Secondary School Services?**

Alternative secondary school services should be provided to students with behavior problems, physical/mental disabilities, who are at risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of DYS and are residing in an institution.

## Documenting Alternative Secondary School Services

Participation in alternative secondary school services should be captured in SCOTI and documented in individual case files.

### SCOTI

- Participation in alternative secondary school services should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

### Case Files

- Include appropriate case notes, for example
  - Enrollment in local alternative school
  - Improvement in test scores, attendance, class grades
- Include other documentation as appropriate in paper case file, for example
  - Copy of high school diploma
  - Attendance sheets and performance records

## Measuring Success

### Examples of Outputs

- Number of youth served
- Student-teacher ratio
- Number of teachers licensed in the subject area they teach
- Number of contact hours with each student
- Evidence of policies (attendance, behavior, dress, etc.)
- Evidence of continuous staff development

### Examples of Outcomes

- Increased attendance
- Improved course grades
- Increased assignment completion
- Successful course completion
- Increased academic skill attainment
- Decrease in disciplinary referrals
- Attainment of diploma or GED
- Decrease in dropout rate among students at risk for dropping out

# PART IV

## Summer Employment Opportunities Linked to Academic and Occupational Learning

Summer employment opportunities linked to academic and occupational learning (SEO) is a single program element that must be made available to WIA youth participants. However, it is not “the WIA summer youth program.” Many program elements may take place during the summer, of which SEO is only one.

While all WIA youth should be engaged in WIA activities during the summer, other program elements may be more appropriate, depending on the needs and goals of each youth. SEO may not be an appropriate activity for every youth.

*SEO should have a start date no earlier than May 15 and an end date no later than September 30.*

### What Qualifies as SEO?

An activity qualifies as SEO if the answer to each of these Key Questions is, “Yes.”

#### Key Questions

##### ***Are participants paid a wage?***

Youth must be paid a wage, not stipends or incentives, for the employment component of SEO. Unpaid work experience – however valuable – is not summer employment. Work experience for which youth receive a stipend or that is not connected to their career goals does not qualify as SEO. Youth may be paid a stipend or a wage for the learning component of SEO.

##### ***Is the employment subsidized?***

Employment under SEO is subsidized. If the employment is unsubsidized, it is a positive youth outcome, but does not meet the criteria for participation in a program element.

***continued >***



## Key Questions

### *Is the employment experience related to the career or employment goal stated in the youth's ISS?*

Employment must, to the extent possible, be linked to the career and employment goal as stated in the youth's ISS. Employment in the same broad career field is an acceptable placement.

### *Does the academic and occupational learning component directly link to the career field of the work experience?*

The academic and occupational learning component must be directly linked to the employment experience. This component should help youth practice academic skills as they are used in the workplace and to gain basic occupational skills needed for employment in the career field of the employment placement. (WIA §129(c)(2)(C); ODJFS WIATL 18)

SEO is one of the 10 required youth program elements. Not all summer employment or work experience or academic activity should be counted as SEO.

Because academic and occupational learning itself does not constitute a work experience, youth who **only** participate in academic activities (such as credit recovery, GED preparation, or summer academic enrichment programs) or occupational skill activities during the summer should not be documented as participating in SEO. Academic activities should be captured as tutoring, study skills, and dropout prevention; occupational skill activities should be captured as occupational skill training.

## What Is an Employment Goal?

The participant's ISS must include "service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment)" (WIA §129(c)(1)(B)).

An employment goal:

- Is a long-term career goal
- Is not the same as a skill attainment goal
- May change over time as the youth's interests change
- Should drive training and when possible, work experience and employment placements
- Should focus on a specific career field, based on the youth's objective assessment

### **Acceptable Employment Goals**

- To secure employment in the health-care field
- To get a job as an electrician
- To become a day-care worker
- To work in the travel industry

### **Unacceptable Employment Goals**

- To get a great job in a dynamic industry
- To get a diploma or GED
- To increase one grade level in math
- To work part time until I finish high school

Youth who are in short-term, subsidized work experiences that are not related to their career goals should be documented as participating in paid or unpaid work experience.

### Qualifying SEO Activities

- Employment for which youth are paid a wage
- Employment that is linked to the career or employment goal as stated in the youth's ISS
- Academic and occupational skill training provided in conjunction with employment

### Non-Qualifying SEO Activities

- Stand-alone summer employment programs that are not linked to year-round programs
- Work experience for which youth receive a stipend or incentives instead of a wage
- Employment that is not in the career field reflected in the youth's ISS
- Tutoring activities that focus on graduation test preparation, GED preparation, or other academic support that is not directly related to the employment placement
- Unpaid work experience

### Legal Requirements for Employment of Minors

- Minors 14-15 years of age must have a work permit.
- Minors 16-17 years of age must have
  - A work permit if employed before the last day of school in the spring or after the first day of school in the fall
  - Proof of age and parental consent if employed outside the school year
- Employers must have a minor wage agreement, prepared in duplicate, as to the wages or compensation the minor shall receive for each day, week, month, year, or per piece.
- Employers must comply with state and federal labor laws relating to minors.
  - Restrictions on working hours for minors ages 14-15 and ages 16-17
  - Prohibited occupations for minors under 16 and for minors ages 14-17
  - Break requirements
  - List of minors employed
  - Time sheets, attendance sheets, and performance records
- In addition, employers must meet other requirements that apply to all employment.
  - For each employee, employers must have on file
    - A completed I-9, Employment Eligibility Verification Form
    - A completed W-4, Employee's Withholding Allowance Certificate
  - Employers must withhold payroll taxes.
  - Youth must receive
    - The higher of local, state, or federal minimum wage unless specific exceptions apply
    - Related benefits available to all other employees
- Minor labor laws and Equal Employment Opportunities (EEO) laws must be posted at the worksite.

## MINIMUM WAGE REQUIREMENTS AND EXCEPTIONS FOR WIA YOUTH PROGRAM PARTICIPANTS

WIA regulations (20 CFR 667.272(a)) require that participants be compensated at the same rate as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Ohio's minimum wage law will not exempt employers from this rule. There may be instances when WIA youth participants may receive wages less than the new Ohio minimum wage rate, provided that these lower wages do not violate the similarity provision in 667.272(a). These instances include:

### 1. Employees under 16:

- WIA participants under 16 are to be paid a rate that is specified under the Fair Labor Standards Act (FLSA), or \$5.15 per hour. However, once they turn 16, they must be paid the rate under the Ohio law, which is \$6.85 at this time.
- WIA youth participants under 16 years may be paid the USDOL “Youth Minimum Wage” which is currently \$4.25 as specified by FLSA, for the first 90 consecutive calendar days after initial employment. When the 90-day period is over and the participant has not turned 16, the wage must be increased to the FLSA rate (\$5.15) per hour. However, once a participant turns 16, she/he must be paid the new Ohio minimum wage rate (\$6.85 at this time) even if the 90-day period is not over yet.

### 2. Employees of business whose previous year's gross revenue was \$250,000 or under:

In this case, participants must be paid no less than the rate specified in FLSA. The revenue figure will be adjusted annually in the same manner as the required annual adjustments of the state minimum wage.

- WIA participants who are under 20 years of age and employed in businesses whose previous year's gross receipts were \$250,000 or under, may be paid the “Youth Minimum Wage” which is currently \$4.25, for the first 90 consecutive calendar days after initial employment. When the 90-day period is over, or they reach their 20th birthday, they must be paid no less than the rate specified in FLSA (\$5.15). Participants over 20 years of age and employed in businesses whose previous year's gross receipts were \$250,000 or under, must be paid the rate specified in FLSA (\$5.15).

### 3. Individuals with mental and physical disabilities:

The exceptions apply only if the employer has received a license from the Ohio Department of Commerce that authorizes lower wage payments.

(Bureau of Workforce Services, Office of Workforce Development, Ohio Department of Job and Family Services. *Minimum Wage Requirements for WIA Program Participants*. Memo, 27 February, 2007)

There should be a Worksite Agreement between each worksite and the service provider for all summer employment opportunities. In addition, there should be a Summer Employment Agreement and a Minor Wage Agreement for each youth participating in a summer employment opportunity. A sample Worksite Agreement, Summer Employment/Work Experience Agreement, and Minor Wage Agreement are provided in Part XIII, Tools.

### **WHAT IS A MINOR WAGE AGREEMENT?**

A minor wage agreement is a written document between the youth participant, the site employer and the local Workforce Investment Board that describes the terms and conditions for a paid or unpaid work experience. The agreement should include, at a minimum, the duration, remuneration, tasks, duties, supervision, health and safety standards, and other conditions of the work experience such as consequences for not adhering to the agreement and termination clause. The agreement must be available for audit and monitoring purposes and each party to it should have a copy.

(ORC §4109.10; ODJFS WIATL 18)

### **Purpose and Benefits**

The purpose of SEO is to give youth experience in the career field in which they are interested and to assist them in developing academic and occupational skills that will transfer to employment in that field. Offering this element in the summer allows youth the opportunity for an in-depth career experience.

### **Benefits of SEO**

- Provide exposure to the workforce, career professionals, and work practices and expectations
- Clarify career interests
- Improve higher-level academic skills
- Enhance occupational skills
- Demonstrate how academic and occupational skills relate to the world of work
- Prevent learning loss over the summer
- Provide experience with job searching skills
- Earn income
- Provide opportunities for full-time employment after high school
- Develop a sense of pride
- Develop social skills

## Who Should Receive SEO?

WIA is a year-round program, so all active WIA youth should participate in at least one program element during the summer. Lack of participation during the summer could result in a 90-day gap in service, which will trigger an exit.

Individual youth should be assigned to SEO based on an objective assessment and ISS (ODJFS WIATL 18).

### *SEO is an appropriate activity for youth who*

- Wish to explore employment in their employment goal
- Have a general career field of interest but have not identified a more specific employment goal
- Are willing to participate in academic and occupational learning activities connected to their employment experience

### *SEO may not be an appropriate activity for youth who*

- Need to receive academic tutoring to recover high school credits, prepare for the Ohio Graduation Test, or earn a GED
- Are already working in unsubsidized employment
- Need additional work-readiness preparation

## Documenting SEO

Participation in SEO should be captured in SCOTI and documented in individual case files.

### SCOTI

- Participation in SEO should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

### Case Files

- Include appropriate case notes, for example
  - Youth's ISS career or employment goal to which SEO is related
  - Description of the academic and occupational learning component of the SEO
- Include other documentation as appropriate in paper case file, for example
  - Copy of the Minor Wage Agreement between the participant, worksite or host site, and the local workforce investment board (WIB)
  - Copy of the Worksite Agreement; Summer Employment/Work Experience Agreement; I-9, Employment Eligibility Verification Form; W-4, Employee's Withholding Allowance Certificate; and work permits and/or proof of age and parental consent as appropriate
  - Time sheets, attendance sheets, and performance records
  - Locally developed forms

### Measuring Success

#### Examples of Outputs

- Number of youth served
- Number of hours in employment opportunities
- Number of hours in academic and occupational learning instruction
- Average wages earned

#### Examples of Outcomes

- Increase in career knowledge
- Increase in employability skills
- Increase in occupational skills
- Increase in academic skills

# PART V Paid and Unpaid Work Experience

**Work experiences are short-term, planned, structured learning experiences that occur in a workplace and are focused on career exploration and the development of work readiness skills (20 CFR 664.460):**

- Work experiences may be paid or unpaid.
- Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector.
- Work experiences may include:
  - Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS)
  - Exposure to various aspects of an industry
  - Progressively more complex tasks
  - Internships and job shadowing
  - The integration of basic academic skills into work activities
  - Supported work, work adjustment, and other transition activities
  - Entrepreneurship
  - Service learning ..... (only if an O\*NET code can be assigned).....
  - Community service
  - Other elements designed to achieve the goals of work experiences

## What Is Service Learning?

Service learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

## What is O\*NET?

O\*NET, the Occupational Information Network, is a comprehensive database of occupational information – both job characteristics and worker attributes. It provides a common language for defining and describing occupations. The O\*NET database contains information about knowledge, skills, abilities, interests, general work activities, and work context. O\*NET data and structure also link related occupational, educational, and labor market information databases to the system.

Work experiences should enable youth to gain exposure to the working world and its requirements. They should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. All work experiences should expose youth to realistic working conditions and tasks as much as possible (ODJFS WIATL 18).

Work experience must be based on identified needs of the individual youth but does not have to be tied to the youth’s individual career or employment goal. Use of work experience situations should be based on an objective assessment and service strategy identified in the youth’s ISS; youth exploring careers may have briefer experiences than youth who need to learn good work habits (ODJFS WIATL 18).

If the work experience is unpaid or if the youth receives a stipend, the work experience is not employment. However, if the youth receives a wage, the work experience is employment and

- Is subject to all legal requirements for employment of minors
- Must be subsidized

The employer must be either the service provider or the administrative entity – not the worksite.

**What Qualifies as Work Experience?**

An activity qualifies as work experience if the answer to each of these Key Questions is, “Yes.”

**Key Questions**

***Is the activity structured to provide the youth with exposure to the working world and its requirements?***

The primary purpose of work experience is to expose youth to the requirements of work and to employers’ expectations. Additional benefits, such as increased motivation to continue in school or improved academic skills, may result from participation in work experience, but they are not the primary purpose.

***Does this activity primarily – or exclusively – benefit the youth rather than the employer?***

An employer may receive some benefit from the work done by a youth, but the primary benefit must be to the youth (20 CFR 664.460).

***Can you identify an O\*NET code for the work experience?***

O\*NET codes are entered into the Ohio information management system and provide a consistent method of indicating occupations. An activity that does not match an O\*NET code is unlikely to be an actual occupation.



### Qualifying Work Experience Activities

- Paid or unpaid work in the private, for-profit, non-profit, or public sectors with a planned start and end date
- Developing work readiness or employability skills, such as dressing appropriately or answering phones, in a real workplace setting
- Developing personal attributes, knowledge and skills, such as working on a team, in a workplace setting
- Career exploration in a workplace setting
- Developing academic or occupational skills as they relate to a workplace
- On-the-job training for older youth when based on needs identified in objective assessment
- Subsidized employment

### Non-Qualifying Work Experience Activities

- Classroom-based activities that talk about work abstractly but do not provide realistic experiences in the workplace
- An open-ended, self-generated job at a fast food restaurant or other business
- Work that displaces a regular employee
- Regular employment with no planned start and end date
- Unsubsidized employment

Public service employment is permitted for WIA youth participants.

## PUBLIC SERVICE EMPLOYMENT

Public service employment is work normally provided by governments, and includes, but is not limited to work (including part-time work) in fields of: human betterment and community improvement often including environmental quality; child care; health care; education; crime prevention and control; prisoner rehabilitation; public transportation; creation and maintenance of public facilities, streets and parks; solid waste removal; pollution control; housing and neighborhood improvement; rural development; conservation and beautification; and alternative energy and technology development. Disaster relief employment is specifically authorized under WIA national emergency grants as an example of public service employment.

(ODJFS WIATL 16)

### Legal Requirements for Employment of Minors

- Minors 14-15 years of age must have a work permit.
- Minors 16-17 years of age must have
  - A work permit if employed before the last day of school in the spring or after the first day of school in the fall
  - Proof of age and parental consent if employed outside the school year
- Employers must have a minor wage agreement, prepared in duplicate, as to the wages or compensation the minor shall receive for each day, week, month, year, or per piece.
- Employers must comply with state and federal labor laws relating to minors.
  - Restrictions on working hours for minors ages 14-15 and ages 16-17
  - Prohibited occupations for minors under 16 and for minors ages 14-17
  - Break requirements
  - List of minors employed
  - Time sheets, attendance sheets, and performance records
- In addition, employers must meet other requirements that apply to all employment.
  - For each employee, employers must have on file
    - A completed I-9, Employment Eligibility Verification Form
    - A completed W-4, Employee's Withholding Allowance Certificate
  - Employers must withhold payroll taxes.
  - Youth must receive
    - The higher of local, state, or federal minimum wage unless specific exceptions apply
    - Related benefits available to all other employees
- Minor labor laws and Equal Employment Opportunities (EEO) laws must be posted at the worksite.

## MINIMUM WAGE REQUIREMENTS AND EXCEPTIONS FOR WIA YOUTH PROGRAM PARTICIPANTS

WIA regulations (20 CFR 667.272(a)) require that participants be compensated at the same rate as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Ohio's minimum wage law will not exempt employers from this rule. There may be instances when WIA youth participants may receive wages less than the new Ohio minimum wage rate, provided that these lower wages do not violate the similarity provision in 667.272(a). These instances include:

### 1. Employees under 16:

- WIA participants under 16 are to be paid a rate that is specified under the Fair Labor Standards Act (FLSA), or \$5.15 per hour. However, once they turn 16, they must be paid the rate under the Ohio law, which is \$6.85 at this time.
- WIA youth participants under 16 years may be paid the USDOL “Youth Minimum Wage” which is currently \$4.25 as specified by FLSA, for the first 90 consecutive calendar days after initial employment. When the 90-day period is over and the participant has not turned 16, the wage must be increased to the FLSA rate (\$5.15) per hour. However, once a participant turns 16, she/he must be paid the new Ohio minimum wage rate (\$6.85 at this time) even if the 90-day period is not over yet.

### 2. Employees of business whose previous year's gross revenue was \$250,000 or under:

In this case, participants must be paid no less than the rate specified in FLSA. The revenue figure will be adjusted annually in the same manner as the required annual adjustments of the state minimum wage.

- WIA participants who are under 20 years of age and employed in businesses whose previous year's gross receipts were \$250,000 or under, may be paid the “Youth Minimum Wage” which is currently \$4.25, for the first 90 consecutive calendar days after initial employment. When the 90-day period is over, or they reach their 20th birthday, they must be paid no less than the rate specified in FLSA (\$5.15). Participants over 20 years of age and employed in businesses whose previous year's gross receipts were \$250,000 or under, must be paid the rate specified in FLSA (\$5.15).

### 3. Individuals with mental and physical disabilities:

The exceptions apply only if the employer has received a license from the Ohio Department of Commerce that authorizes lower wage payments.

(Bureau of Workforce Services, Office of Workforce Development, Ohio Department of Job and Family Services. *Minimum Wage Requirements for WIA Program Participants*. Memo, 27 February, 2007)

There must be a Worksite Agreement between each worksite and the service provider for all paid and unpaid work experiences. In addition, there should be a Work Experience Agreement and a Minor Wage Agreement for each youth participating in paid and unpaid work experience. A sample Worksite Agreement, Summer Employment/Work Experience Agreement, and Minor Wage Agreement are provided in Part XIII, Tools.

### **WHAT IS A MINOR WAGE AGREEMENT?**

A minor wage agreement is a written document between the youth participant, the site employer and the local Workforce Investment Board that describes the terms and conditions for a paid or unpaid work experience. The agreement should include, at a minimum, the duration, remuneration, tasks, duties, supervision, health and safety standards, and other conditions of the work experience such as consequences for not adhering to the agreement and termination clause. The agreement must be available for audit and monitoring purposes and each party to it should have a copy.

(ORC §4109.10; ODJFS WIATL 18)

### **STIPENDS AND INCENTIVES**

For paid work experience, WIA funds may be used for incentives and/or a stipend for youth. Incentives and stipends encouraging successful completion are beneficial to youth.

Paid work experience participants may receive cash or non-cash incentives. An incentive is awarded to participants for successful participation and achievement and may include plaques, a certificate, gift certificates, and recognition banquets for participants, cap and gowns, class pictures, class rings, school supplies, calculators, or a check.

A stipend is a fixed and regular small payment such as an allowance. Reasonable stipends are allowable expenditures for paid work experience for youth when the provision of stipend is included in the participant's individual service strategy.

The incentives or stipend are determined by the WIB and funded by the WIA administrative entity. Stipends should be issued through a uniform payment system. Such incentives or stipend are not considered income for WIA eligibility purposes, not required to meet minimum wage requirements, are not to be dispersed as payroll, and income tax is not to be withheld. If a family receives public assistance, a stipend does not affect the family's eligibility.

(ODJFS WIATL 18)

#### **Stipend as a Lump Sum**

Since a stipend is not a wage, stipends are not taxable and not subject to IRS requirements for documentation and tax withholding.

However, if a stipend appears in records as an hourly or weekly amount, it may be mistaken as an hourly or weekly wage.

So, it is best to enter a stipend for paid work experience as a lump sum in ISSs, Requests for Proposals (RFPs), and case notes – for example, \$500 for a Paid Work Experience.

A stipend may still be disbursed weekly or monthly even though it is entered as a lump sum.

## Purpose and Benefits

The purpose of paid and unpaid work experience is to help youth explore the world of work and its requirements and to help youth develop work readiness skills.

### Benefits of Paid and Unpaid Work Experience

- Explore a career or industry
- Learn and practice work readiness skills
- Demonstrate how academic and occupational skills relate to the world of work
- Improve higher-level academic skills
- Develop a working relationship with a mentor
- Develop a network of contacts

## Who Should Participate in Work Experience Programs?

Any eligible youth can participate in work experience programs. However, work experience especially benefits youth who

- Lack working adults as role models in their lives
- Are aware of few work options
- Do not have previous work experience
- Have only informal work experience (e.g., lawn mowing, babysitting)
- Do not have previous successful work experience (have quit after short periods or without giving notice, or who have been fired, for example)

Paid and unpaid work experience gives youth the benefit of close supervision and coaching on employers' expectations and appropriate workplace behaviors.

## Documenting Paid and Unpaid Work Experience

Participation in paid and unpaid work experience should be captured in SCOTI and documented in individual case files.

### SCOTI

- Participation in paid and unpaid work experience should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

### Case Files

- Include appropriate case notes, for example
  - Objective assessment and ISS indicating need for the work experience
  - Justification for incentive or stipend and description of type of payment method and amount, if applicable
- Include other documentation as appropriate in paper case file, for example
  - Worksite Agreement
  - Summer Employment/Work Experience Agreement
  - Time sheets, attendance sheets, and performance records
  - Locally developed forms
- For youth who receive a wage (**not** a stipend), include copies of
  - Minor Wage Agreement between the participant, worksite or host site, and the local WIB
  - I-9, Employment Eligibility Verification Form
  - W-4, Employee's Withholding Allowance Certificate
  - Work permits and/or proof of age and parental consent as appropriate

**Measuring Success****Examples of Outputs**

- Number of youth placed in work experiences
- Number of youth who complete work experiences (reach planned end date without a change in placement)
- Average number of hours spent in work experience (there is no minimum number required by law or regulation)
- Number of hours of supervision provided to each youth

**Examples of Outcomes**

- Increase in work readiness skills and knowledge
- Increase in career awareness
- Demonstration of appropriate work behaviors
  - Arriving on time
  - Appropriate dress
  - Maintaining positive relationships with co-workers
  - Appropriate behavior with customers
  - Following workplace policies and procedures

# PART VI Occupational Skill Training

**Occupational skill training constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should:**

- Be outcome-oriented and focused on a long-term goal as specified in the youth's ISS, and
- Result in attainment of a certificate as defined below. (TEGL 17-05, Attachment B)

## **A certificate is**

- Awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation
- Based on standards developed or endorsed by employers
- Awarded in recognition of an individual's attainment of technical or occupational skills

**Certificates awarded by local WIBs or workforce readiness certificates are not included in this definition.**

## **Certificates are awarded by**

- A state educational agency or a state agency responsible for administering vocational and technical education
- An institution of higher education
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence, National Institute for Metalworking Skills, Inc.) or a product manufacturer or developer (e.g., Microsoft, Novell, Sun)
- A registered apprenticeship program
- A public regulatory agency
- A program approved by the Department of Veterans Affairs
- Job Corps centers
- Institutions of higher education that are formally controlled, sanctioned, or chartered by the governing body of an Indian tribe or tribes (TEGL 17-05, Attachment B)



### Training activities may include

- Institutional skills training/upgrading/retraining
- Job-specific competency training
- On-site industry specific training
- Customized training designed for specific employer(s) with a commitment to hire upon successful program completion
- Entrepreneurial training
- Internships in public or private sector
- Pre-apprenticeship training to prepare for longer term on-the-job apprenticeship programs and apprenticeship training (*Workforce 411 Workforce Development Glossary*)

**Individual Training Accounts (ITAs).** In Ohio, under waiver authority, out-of-school youth participants ages 16-21 may receive an ITA without co-enrolling in the adult and dislocated workers program (ODJFS WIATL 19). Youth ages 14-15 cannot receive an ITA and must receive occupational skill training through the local youth program provider.

### What Qualifies as Occupational Skill Training?

An activity qualifies as occupational skill training if the answer to each of these Key Questions is, “Yes.”

#### Key Questions

*Does the training lead to skills needed to obtain a specific job or enter or advance in a specific occupation?*

*Does the training focus on the career or employment goal stated in the youth’s ISS?*

*Does the training lead to a certificate?*

**Qualifying Occupational Skill Training Activities**

- Training programs that lead to the attainment of a certificate
- Participation in programs such as Job Corps
- Apprenticeship programs
- Training programs that provide skills necessary to enter or advance in a specific occupation

**Non-Qualifying Occupational Skill Training Activities**

- Work readiness training
- Training not tied to long-term goals in the youth's ISS
- Training or education (e.g., high school or GED preparation) that does not lead to entry or advancement in a specific field
- Training or education (e.g., high school or GED preparation) that does not result in an occupational certificate

**Purpose and Benefits**

The purpose of occupational skill training is to prepare youth to enter a specific occupation.

**Benefits of Occupational Skill Training**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Increase employment opportunities</li><li>• Increase earnings</li><li>• Improve access to jobs with employer-paid benefits</li></ul> | <ul style="list-style-type: none"><li>• Increase chances of job advancement</li><li>• Increase self-sufficiency</li><li>• Decrease chances of unemployment</li></ul> |
|--|--|

**Who Should Receive Occupational Skill Training?**

Youth should receive occupational skill training if it is required to enter or advance in the occupation reflected in the individual youth's career or employment goal.

Occupational skill training may be provided during secondary school or as postsecondary training. For youth who received occupational training during secondary school, advanced training may be provided through a youth ITA, or by co-enrolling the youth in the WIA adult program.

## Documenting Occupational Skill Training

Participation in occupational skill training should be captured in SCOTI and documented in individual case files.

### SCOTI

- Participation in occupational skill training should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

### Case Files

- Include appropriate case notes, for example
  - Objective assessment and ISS indicating need for occupational skill training
  - Enrollment in occupational skill training program
  - Improvement in test scores, attendance, class grades
- Include other documentation as appropriate in paper case file, for example
  - Copy of high school diploma
  - Attendance sheets and performance records
  - Copy of industry-standard certificate, portfolio, competency profile

## Measuring Success

### Examples of Outputs

- Number of youth placed in occupational skill training
- Number of youth who complete occupational skill training

### Examples of Outcomes

- Attainment of certificate
- Employment in occupation
- Wage increase

# Leadership Development Opportunities

**Leadership development is a broad set of activities that encourage responsibility, employability, and other positive social behaviors. Types of leadership development opportunities include**

- Exposure to postsecondary educational opportunities
- Community and service learning projects
- Peer-centered activities, including peer mentoring and tutoring
- Organizational and team work training, including team leadership training
- Training in decision-making, including determining priorities
- Citizenship training, including life-skills training such as parenting, work-behavior training, and budgeting of resources (20 CFR 664.420)

**Positive social behaviors are outcomes of leadership opportunities, often referred to as soft skills, which are incorporated by many local programs as part of their menu of services. Positive social behaviors focus on areas that may include**

- Positive attitudinal development
- Self-esteem building
- Openness to working with individuals from diverse racial and ethnic backgrounds
- Maintaining healthy lifestyles, including being alcohol and drug free
- Maintaining positive relationships with responsible adults and peers, and contributing to the well being of one's community, including voting
- Maintaining a commitment to learning and academic success
- Avoiding delinquency
- Postponed and responsible parenting
- Positive job attitudes and work skills (20 CFR 664.430)

**Leadership development opportunities (along with supportive services and case management activities) do not extend exit or participation; they may be provided to youth both during participation and after program exit (ODJFS WIATL 15).**

## What Qualifies as Leadership Development Opportunities?

An activity qualifies as leadership development if the answer to this Key Question is, “Yes.”

### Key Question

*Does the activity encourage responsibility, employability, and positive social behaviors?*

Leadership training programs should result in measurable gains in responsibility, employability, and positive social behaviors. Programs should demonstrate their effectiveness through evidence-based research.

#### Qualifying Leadership Development Activities

- Community volunteering
- Service learning
- Peer mentoring or tutoring
- Character education
- Citizenship education, including how and why to vote
- Serving on youth council, community or advocacy organization boards, etc.
- Leadership training, such as how to work in a team, how to run meetings, diversity training
- Life-skills training, such as parent education, financial education, goal setting, conflict resolution

#### Non-Qualifying Leadership Development Activities

- Activities that do not encourage responsibility, employability, or positive social behaviors

**Other Possible Leadership Development Opportunities for Youth**

- Serving as a voting member on boards of directors or adult advisory boards
- Serving on task forces, policy boards, or ad hoc committees
- Helping to make hiring decisions at an agency
- Serving as staff to an agency
- Serving as peer mentors, conflict mediators, and educators
- Participating in peer courts
- Serving as advocates or community organizers
- Serving as youth researchers
- Serving as grant makers (youth philanthropy)
- Providing training
- Facilitating meetings or making presentations on behalf of an organization

**Purpose and Benefits**

The purpose of leadership development activities is to develop skills and attitudes that are important in all areas of life – education, employment, family, and community. Many youth do not have those skills and attitudes; others don't believe they have them. Leadership development provides encouragement and support to youth, developing skills and instilling confidence as they transition into adulthood.

**Benefits of Leadership Development**

- Gaining skills needed to become successful adults
- Creating relationships with adults and peers
- Developing connections to their community and enlarging their support network
- Learning more about the community and its diversity
- Improving the status of youth in the community
- Appreciating the variety of adult roles
- Developing a better self-image
- Beginning to positively view the world and their ability to effect change
- Feeling needed and useful
- Feeling enhanced power, autonomy, and self-esteem

### What Are Leadership Characteristics and Skills?

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Friendliness</li> <li>• Intelligence</li> <li>• Physical energy</li> <li>• Creativity and originality</li> <li>• Independence</li> <li>• Courage</li> <li>• Decisiveness</li> <li>• Emotional balance and control</li> <li>• Ethical conduct and personal integrity</li> <li>• Maturity</li> </ul> | <ul style="list-style-type: none"> <li>• Willingness to assume responsibility</li> <li>• Persistence</li> <li>• Desire for excellence</li> <li>• Self-confidence</li> <li>• Sense of humor</li> <li>• Judgment</li> <li>• Alertness</li> <li>• Cooperativeness</li> <li>• Initiative</li> <li>• Assertiveness</li> <li>• Administrative skills</li> </ul> | <ul style="list-style-type: none"> <li>• Technical skills</li> <li>• Communication skills</li> <li>• Dependability</li> <li>• Social and interpersonal skills</li> <li>• Coordination and teamwork</li> <li>• Helpfulness</li> <li>• Maintenance of standards</li> <li>• Scholarship</li> <li>• Know-how in getting things done</li> <li>• Negotiation skills</li> </ul> |
|---|---|--|

### Who Should Receive Leadership Development Opportunities?

All youth should be given opportunities to develop their potential and become leaders. The specific activities in which a youth participates should be determined by individual goals and needs.

**Documenting Leadership Development Opportunities**

Participation in leadership development opportunities should be captured in SCOTI and documented in individual case files.

**SCOTI**

- Participation in leadership development opportunities should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

**Case Files**

- Include appropriate case notes, for example
  - Objective assessment and ISS indicating need for leadership development
  - Justification for incentives, stipends, or supportive services, if applicable
  - Attendance at youth conferences, making presentations
  - Activities outside of WIA that encourage or demonstrate leadership, even if no WIA program or service provider is involved, for instance
    - Develops mock legislation
    - Participates in a mock trial
    - Is a class or organization officer
- Include other documentation as appropriate in paper case file, for example
  - Copy of leadership awards or certificates, meeting agenda reflecting presentation

**Reminder on Stipends**

Since a stipend is not a wage, stipends are not taxable and not subject to IRS requirements for documentation and tax withholding.

*See Stipend as a Lump Sum, page 32.*



## Measuring Success

Because the desired outcomes of leadership development activities are often attitudes or behaviors, they may be more difficult to assess. Possible assessments may include attitude inventories, surveys, behavior observation checklists, self-assessments, or journaling to show growth in attitudes.

### Examples of Outputs

- Number of leadership development opportunities offered
- Number of youth who participate in each opportunity
- Total number of youth who participate in leadership development opportunities

### Examples of Outcomes

- Increased self-awareness
- Increased tolerance
- Improved teamwork skills
- Improved parenting skills
- Increased citizenship knowledge

# PART VIII

## Supportive Services

**Supportive services include assistance such as transportation, child care, dependent care, and housing that is necessary to enable an individual to participate in WIA youth program activities (WIA §101(46)).**

**Supportive services for youth may include but are not limited to (20 CFR 664.440)**

- Linkages to community services
- Assistance with transportation
- Assistance with child care and dependent care
- Assistance with housing
- Referrals to medical services
- Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eye glasses and protective eye gear

**Supportive services (along with leadership development opportunities and case management activities) do not extend exit or participation. They may be provided to youth both during participation and after program exit (ODJFS WIATL 15).**

### What Qualifies as Supportive Services?

An activity qualifies as supportive services if the answer to this Key Question is, “Yes.”

#### Key Question

*Is the service necessary for the youth to participate in WIA youth program activities?*

### Qualifying Supportive Services

If necessary for the youth to participate in WIA youth program activities:

- Child care
- Transportation
- Work attire or uniforms
- Tools
- Housing
- Referrals to other community services
- Referrals to medical services

### Non-Qualifying Supportive Services

- Payments for activities that are not needed in order for the youth to participate in WIA youth program activities
- Purchase of items that are not necessary for the youth to participate in WIA youth services

### Purpose and Benefits

The purpose of supportive services is to remove or reduce barriers that prevent youth from participating in WIA youth programs.

### Benefits of Supportive Services

- Allow youth to participate in WIA youth programs
- Assist youth in improving educational and employment outcomes

### Who Should Receive Supportive Services?

All youth who have needs that either could prevent them from participating or limit their participation in WIA youth programs should receive supportive services. The extent of supportive services provided to individual youth will vary based on personal need.

**Documenting Supportive Services**

Supportive services should be captured in SCOTI and documented in individual case files.

**SCOTI**

- Supportive services should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

**Case Files**

- Include appropriate case notes, for example
  - Objective assessment and ISS indicating need for supportive services
  - Justification of the need for purchased services or items for youth’s participation in WIA youth program activities, description of type of payment method and amount, if applicable
  - Supportive services from other funding sources
- Include other documentation as appropriate in paper case file, for example
  - Copy of the supportive services plan

**Measuring Success**

Measuring the success of supportive services is somewhat different from measuring the success of other program elements. Supportive services have an indirect impact on program outcomes or performance measures, although they may have a direct impact on participation.

**Examples of Outputs**

- Dollars spent on each youth
- Number of linkages with other agencies or services to meet youth’s needs

**Examples of Outcomes**

- Increase in youth participation in WIA activities

# Adult Mentoring

Adult mentoring is a one-to-one supportive relationship between an adult and a youth that is based on trust. High-quality adult mentoring programs include an adult role model who builds a working relationship with a youth and who fosters the development of positive life skills in youth.

Youth should receive adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months (WIA §129(c)(2)(H)).

## What Qualifies as Adult Mentoring?

An activity qualifies as adult mentoring if the answer to each of these Key Questions is, “Yes.”

### Key Questions

***Does the adult mentoring program last at least 12 months?***

Adult mentoring programs must be long enough for mentors and youth to form a supportive relationship.

***Does the adult mentoring foster the development of positive life skills in youth?***

***Does the program foster the development of positive life skills in youth?***

**Qualifying Adult Mentoring Activities**

- Participation in mentoring programs such as Big Brothers Big Sisters
- Virtual adult mentoring via e-mail, teleconferencing, or other electronic communication
- Long-term, structured programs that provide training and support to mentors as well as to youth
- Adult mentoring programs that foster career awareness or positive social behaviors
- Supplementing adult mentoring activities with additional materials and resources

**Non-Qualifying Adult Mentoring Activities**

- Programs designed to last fewer than 12 months
- Activities provided by case managers or service providers unless they meet the definition of adult mentoring
- Only supplying self-help materials on positive life skills
- Any activity that does not include a working relationship and rapport between a youth and an adult
- Case management activities
- Inconsistent or sporadic contact with youth

**Purpose and Benefits**

The purpose of adult mentoring is to build positive, supportive relationships between youth and adults and to provide positive adult role models for youth.

**Benefits of Adult Mentoring**

- Improve self-confidence and self-esteem
- Increase motivation
- Enhance achievements and aspiration
- Ease transition to adulthood
- Enhance engagement in school
- Increase acceptance of adult roles and responsibilities

**Who Should Receive Adult Mentoring?**

All youth who need the support of a positive adult role model in attaining academic, career, social, or personal goals should receive adult mentoring.

## Documenting Adult Mentoring

Participation in adult mentoring should be captured in SCOTI and documented in individual case files.

### SCOTI

- Participation in adult mentoring should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

### Case Files

- Include appropriate case notes, for example
  - Objective assessment and ISS indicating need for adult mentoring
- Include other documentation as appropriate in paper case file, for example
  - Schedule and description of mentoring activities

## Measuring Success

The impact of adult mentoring on WIA performance outcomes such as attainment of a diploma or certificate or placement in employment is indirect. However, a positive relationship with a supportive adult may have a direct impact on a youth staying engaged in WIA activities and remaining connected to education and work.

Outputs and outcomes should measure the effectiveness of the mentoring program itself rather than the youth's achievement in other areas of the WIA program.

### Examples of Outputs

- Number of youth with mentors
- Average number of contact hours between individual youth and mentors
- Total number of contact hours
- Total hours of mentor training
- Total hours of mentor support

### Examples of Outcomes

- Increased communication skills with adults
- Increased positive attitude toward school or work
- Increased knowledge about career field (for career mentorships)
- Increased positive attitude toward adults

# Comprehensive Guidance and Counseling

Comprehensive guidance and counseling is a process of helping youth make and implement informed educational, occupational, and life choices. Comprehensive guidance and counseling programs impart skills through counselor-directed learning opportunities that help youth achieve success through academic, career, personal, and social development. An effective comprehensive guidance and counseling program develops a youth's competencies in self-knowledge, educational and occupational exploration, and career planning.

Many at-risk youth need such assistance in making informed decisions and choices. In addition, some at-risk youth need assistance in changing serious problem behaviors – for example, alcohol and drug use; anti-social behaviors like violence, bullying, or self-mutilation; or involvement with the juvenile justice system. Comprehensive guidance and counseling is appropriate for youth with such problems, and it may include drug and alcohol counseling, as appropriate; it should always be designed to meet the needs of individual youth (WIA §129(c)(2)(J); 20 CFR 664.410(a)(10)).

## What Qualifies as Comprehensive Guidance and Counseling?

An activity qualifies as comprehensive guidance and counseling if the answer to each of these Key Questions is, "Yes."

### Key Questions

*Is the youth receiving guidance and counseling on a personal basis?*

*Is the comprehensive guidance and counseling provided by an appropriately trained staff member or licensed counselor or social worker?*



### Qualifying Comprehensive Guidance and Counseling Activities

- Drug and alcohol counseling
- Mental health counseling/therapy
- Career counseling
- Educational counseling
- Supplementing guidance and counseling activities with additional materials and resources

### Non-Qualifying Comprehensive Guidance and Counseling Activities

- Informal guidance and counseling from well-meaning but inexperienced individuals
- Conferences with youths' teachers without youth being present
- Initial assessment
- Post-test for literacy/numeracy gains
- Supplying self-help resources or materials without personal counseling

### Purpose and Benefits

The purpose of comprehensive guidance and counseling is to promote growth in each youth's educational, personal and social, and employability skills.

### Benefits of Comprehensive Guidance and Counseling

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Increase self-awareness, self-esteem, and motivation</li> <li>• Improve decision-making, communication, and interpersonal skills</li> <li>• Promote lifelong learning</li> <li>• Prepare youth to be productive, contributing citizens</li> </ul> | <ul style="list-style-type: none"> <li>• Promote positive attitudes toward school and work</li> <li>• Help youth meet educational, personal, and career goals</li> <li>• Reduce truancy, delinquency, and dropout rates</li> <li>• Support academic achievement</li> <li>• Support career planning</li> </ul> |
|--|---|

### Who Should Receive Comprehensive Guidance and Counseling?

All youth can benefit from a comprehensive guidance and counseling program. At-risk youth are in particular need of the educational, personal and social, and employability growth offered by comprehensive guidance and counseling. Whether youth plan to attend 2-year or 4-year colleges, join the military, work in apprenticeships, or go directly to work, they should do so based on information about themselves and knowledge about careers and the job market.

**Documenting Comprehensive Guidance and Counseling**

Participation in comprehensive guidance and counseling should be captured in SCOTI and documented in individual case files.

**SCOTI**

- Participation in comprehensive guidance and counseling should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

**Case Files**

- Include appropriate case notes, for example
  - Objective assessment and ISS indicating need for comprehensive guidance and counseling
- Include other documentation as appropriate in paper case file.

**Measuring Success**

As with leadership development, the impact of comprehensive guidance and counseling on school or work success is likely to be indirect. Program success should be assessed by measuring changes in behaviors targeted by the individual counseling program. Counselors' case notes are often the prime source of documentation for outcomes. To protect confidentiality, outcome data should be compiled for the group of youth being served rather than reported on an individual level.

**Examples of Outputs**

- Number of counseling sessions per youth
- Length of counseling sessions
- Duration of counseling

**Examples of Outcomes**

- Decrease in risky behaviors such as alcohol consumption or drug use
- Improvement in mental health

# Follow-Up Services

**Follow-up services are activities after completion of participation to monitor youths' success during their transition to employment and further education and to provide assistance as needed for a successful transition. Follow-up services can include (20 CFR 664.450(a))**

- Leadership development and supportive service activities
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise
- Assistance in securing better paying jobs, career development, and further education
- Work-related peer support groups
- Adult mentoring
- Tracking the progress of youth in employment after training

**Follow-up services must be provided for not less than 12 months after the completion of participation (WIA §129(c)(2)(I); 20 CFR 664.450(a)). However, local areas may choose to provide follow-up services for a longer period. The types of services provided and the duration of services must be determined based on the needs of the individual. The scope of these follow-up services may be less intensive for youth who have only participated in summer youth employment opportunities (20 CFR 664.450(b)).**

## When Does Follow-Up Begin?

- Follow-up formally begins upon completion of participation.
- Completion of participation is determined retroactively; after 90 days without provision of a WIA youth service or partner service, the date of the last service becomes the exit date.
- Supportive services and case management activities do **not** extend participation, if they are the only services provided.

Even though a participant has gotten a job or started postsecondary education or advanced training, the participant may not be ready for exit and follow-up services. Ideally, each youth should remain a program participant long enough to be stable in the job or postsecondary education. A good rule of thumb is that youth can be considered stable if they continue to be successful after

- 6-8 weeks on the job
- The second quarter or semester in postsecondary education or advanced training

In the meantime, during participation, case managers should provide career counseling services to ensure that the youth stays on the job or in school. Those career counseling services may include personal career counseling and workshops or other activities on

- Job retention
- Career advancement or promotion
- How to get along with bosses and co-workers
- Managing change for themselves and family members
- The importance of getting to work on time
- How to budget money

Those same career counseling services can and should also continue as follow-up services after exit.

### What Are Case Management Activities?

Case management activities are administrative activities involving regular contact to obtain information on

- Employment status
- Educational progress
- Need for additional services
- Problems and challenges occurring and assistance needed to address them

### What Qualifies as Follow-Up Services?

An activity qualifies as follow-up services if the answer to this Key Question is, “Yes.”

#### Key Question

*Are consistent, on-going activities maintained to ensure that the youth has a successful transition to work or further education?*

The youth is not the only source of information about “how things are going” – the youth’s employer or postsecondary academic advisor are also critical sources. In addition, if a problem is identified, specific assistance should also be provided to help the youth address the problem. However, contact with a youth’s employer or advisor should **only** be made with the youth’s express knowledge and permission.

### Effective Follow-Up Services

- Regular contact with appropriate frequency with
  - The youth
  - The youth’s employer
  - The youth’s postsecondary academic advisor
- Leadership development activities provided after completion of participation
- Supportive services provided after completion of participation
- Case management activities

### Ineffective Follow-Up Services

Follow-up activities that consist solely of occasional, ineffective contacts

- Quarterly phone calls to see if the youth is still working or still in school
- Mail surveys to check if the youth is still working or still in school
- Letters to inquire about status

### Allowable Expenses

- Any expenses allowable under supportive services or leadership development opportunities
- Incentives tied to a goal in the youth’s ISS

**DOL interpretation:** Any expense allowable during participation is also allowable during follow-up.

### Purpose and Benefits

The purpose of follow-up is to provide continued assistance to youth as needed, after completion of participation, in their transition to employment or further education.

### Benefits of Follow-Up Services

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Help youth keep their job</li> <li>• Help youth get a promotion</li> <li>• Help youth find a new job appropriately</li> </ul> | <ul style="list-style-type: none"> <li>• Help youth stay in school</li> <li>• Help youth locate resources to stay in school</li> </ul> |
|--|--|

### Who Should Receive Follow-Up Services?

Every youth participant must receive follow-up services for at least 12 months or longer, if determined by local area policy.

**Documenting Follow-Up Services**

Follow-up services should be captured in SCOTI and documented in individual case files.

**SCOTI**

- Follow-up services should be noted in SCOTI only if the activities meet the design criteria for the program element.
- Include start dates and end dates in SCOTI.

**Case Files**

- Include appropriate case notes, for example
  - Describe specific services and activities planned or provided.
  - Identify supportive services provided during follow-up.
  - Identify leadership development opportunities provided during follow-up.
  - Justify incentives or stipends and describe type of payment method and amount, if applicable.
  - Record interactions and meetings with youth, youth’s employer, youth’s academic advisor.
- Include other documentation as appropriate in paper case file, for example
  - Copy of all follow-up plans

**Reminder on Stipends**

Since a stipend is not a wage, stipends are not taxable and not subject to IRS requirements for documentation and tax withholding.

*See Stipend as a Lump Sum, page 32.*

**Measuring Success**

**Examples of Outputs**

- Number of contacts per youth
- Number of follow-up activities offered
- Number of youth participating in follow-up activities

**Examples of Outcomes**

- Increase in length of time youth remain employed
- Increase in length of time youth remain in education or training
- See outcomes for other program elements such as leadership development or supportive services; outcomes that can measure success during participation can also be used to measure success after exit

# Responsibilities of Local WIA Youth System Stakeholders

Designing, delivering, and monitoring the local WIA youth program is a shared responsibility. The local WIB, the youth council, the administrative entity, and service providers all play a role in maintaining the integrity of the local WIA youth system.

## LOCAL YOUTH COUNCILS

Coordination and oversight of the WIA youth program in a local area is the responsibility of the local youth council. Legislation and regulations require that the youth council

- Ensure fiscal and programmatic accountability of the youth system
- Develop the portions of the local WIA plan that relate to eligible youth
- Recommend youth service providers to the local WIB
- Conduct oversight of youth providers (subject to approval of the local WIB)
- Assist the local WIB in developing policy for youth employment and training
- Use a youth development approach to designing and delivering the system
- Establish linkages with other youth serving organizations in the local area
- Establish connections between the youth system and the local One-Stop system

(WIA §117(h); WIA §123; 20 CFR 661.335; 20 CFR 661.340; 20 CFR 664.100; 20 CFR 664.110)

The WIB's main function is to provide strategic planning, policy development, and oversight for the local workforce investment system. The youth council performs these functions for the local WIA youth program. The council may choose to extend its scope beyond WIA, but not at the expense of its statutory and regulatory functions.

At a minimum, youth councils should

- Establish by-laws (separate from the WIB) for council governance, including provisions for conflict of interest
- Develop local goals for youth employment and training programs
- Develop a local plan for the delivery of youth services, including connections with the local One-Stop system
- Write or review all RFPs for local WIA youth services
- Participate in review of proposals for delivery of WIA youth services
- Select programs that contribute to the attainment of local goals and priorities
- Conduct a fiscal and programmatic review of all youth providers at least once per quarter
- Monitor spending of all area youth funds on a no less than quarterly basis
- Review local youth and employment and training policy and suggest revisions or additions to the WIB
- Meet no less than once per quarter to review the performance of the local youth system

In addition, local areas can make services available in several ways.

- Local areas may competitively procure all 10 program elements, all pre-enrollment activities, all framework activities, and case management from outside service providers.
- The local area may have the administrative entity provide pre-enrollment activities, framework activities, and case management and competitively procure all 10 program elements from outside service providers.
- Local areas may competitively procure some program elements and have no-cost agreements with service providers for the remaining program elements. For example, a local WIB may enter into an agreement with a local county educational service center (ESC) that has an alternative secondary school program. The WIB may refer eligible youth to the alternative school but the ESC uses funds from other sources to operate the program. Thus, the program element is available to WIA youth participants but is not funded by WIA.
- If there are no eligible service providers in the local area, the local area may ask for a 1-year waiver from the Ohio Department of Job and Family Services (ODJFS) to provide direct services. This is considered a last resort.

Most program elements must be contracted out to a service provider selected by competitive bidding.

However, there are exceptions for 4 of the 10 program elements.

- Under waiver authority in Ohio, 3 program elements may be provided by the administrative entity at the discretion of the local WIB (ODJFS WIATL 20).
  - Paid and unpaid work experience
  - Supportive services
  - Follow-up services
- Under federal regulations, summer employment opportunities linked to academic and occupational learning may be provided by the administrative entity at the discretion of the local WIB (20 CFR 664.410).

For more information on youth councils, see *Youth Councils* in *Focused Futures: Youth Development System Builder*.



## ADMINISTRATIVE ENTITIES

The local WIA administrative entity, or fiscal agent, oversees the general administrative and financial operations of the local WIA youth program. Typical functions of the administrative entity include

- Acting as fiscal agent for the local WIB, including the youth council
- Disbursing WIA funds as directed by the local WIB
- Contracting with service providers
- Maintaining participant files
- Regularly reviewing local program and performance data

The administrative entity may also

- Conduct pre-enrollment activities (recruitment, intake, initial assessment, eligibility determination and referral)
- Conduct framework activities (objective assessment and development of ISSs)
- Provide case management (WIA §661.350(a)(9); 20 CFR 664.405)

Because the administrative entity is closely involved in the day-to-day operations of the local youth program, a key responsibility should be to provide timely, accurate information to the local youth council to enable the council to fulfill its functions.

This information should include

- Information regarding WIA requirements in law and regulation
- Updates on federal and state policy
- Timely fiscal information, including the percentage of youth funds expended
- Local area youth performance data
- Number of youth enrolled as participants, specifying older/younger and in-school/out-of-school
- Results of reviews of individual service providers
- Information that would assist the youth council in setting goals and priorities, such as local youth employment statistics, local graduation rates, skills and abilities needed by youth to enter high-growth, high-demand industries and any gaps in training opportunities to provide those skills

The administrative entity may also

- Assist the youth council in writing RFPs to procure youth services
- Assist the youth council in reviewing proposals for youth services
- Enter participant data into SCOTI

The administrative entity also has responsibilities to service providers.

- Provide service providers with regular training in WIA youth system requirements and best practices in youth development activities.
- Set appropriate performance measures for each service provider (for more information on setting appropriate program goals, see *Procurement for Performance 1: Requests for Proposals* and *Procurement for Performance 2: Contracting* in *Focused Futures: Youth Development System Builder*).
- Ensure that training on SCOTI is provided, whether or not the service provider is required to enter participant data. If the service provider does not enter the data directly, this training may include
  - Review of the need for accurate and complete data
  - Review of the process for providing data to the administrative entity
  - Explanation of how the data is used at the local, state, and federal level

In addition, the administrative entity must

- Monitor service provider progress at regular intervals and provide feedback to the service provider, including intervention for low-performing service providers
- Ensure that participant data is entered into SCOTI

## **SERVICE PROVIDERS**

The primary responsibility of service providers is to provide eligible youth with high-quality, effective services that are consistent with the intent of the WIA youth program.

When designing and delivering services, service providers should implement programs that address the goals and priorities of the local WIA youth system as established by the youth council. This may include

- Implementing a completely new program based on WIA requirements and goals
- Modifying an existing program to meet the intent of the WIA youth program

It is unlikely that a program developed outside the WIA youth system will meet the requirements and intent of WIA without some modification. The goal of the WIA youth system is to help youth make a successful transition to the workforce, higher education, or advanced training. All WIA-funded youth programs must make a clear contribution to that goal.

Other responsibilities of service providers include

- Becoming familiar with the entire WIA youth system, including law, regulations, and policy
- Using WIA youth money appropriately
- Expending WIA youth funds only on allowable WIA activities
- Providing youth with services that are derived from their ISSs
- Keeping complete and accurate case files that document all services provided
- Providing complete and accurate participant data to the administrative entity or entering that data directly into SCOTI
- Referring youth who are not eligible for WIA youth services to other programs or services
- Referring WIA-eligible youth to other programs or services if WIA youth services are not appropriate
- Introducing youth to One-Stop services and connecting them with those services as appropriate
- Demonstrating evidence of success

The first responsibility of service providers must always be to the needs of youth, but the requirements and goals of the WIA youth system must not be forgotten or ignored. By accepting WIA youth funds, service providers accept the responsibility of providing services and activities that adhere to legislation, regulation, and policy and are consistent with the intent of the WIA youth system.

### What Does “Using WIA Youth Money Appropriately” Mean?

WIA youth funds *may be used* to provide the following pre-enrollment activities to **any youth**.

- Recruitment
- Intake
- Initial assessment
- Eligibility determination
- Referral

WIA youth funds *may be used* to provide these activities to **any WIA youth participant**.

- Objective assessment
- ISS development
- Case management
- Activities provided under the 10 WIA program elements

WIA youth funds *may not be used* to provide these activities to **youth who are not WIA youth participants**.

- Objective assessment
- ISS development
- Case management
- Activities provided under the 10 WIA program elements

(Source: ODJFS WIATL 33)

## SAMPLE WORKSITE AGREEMENT

### SAMPLE WORKSITE AGREEMENT

This agreement is made between SERVICE PROVIDER and the \_\_\_\_\_ (the WORKSITE) to provide SUMMER EMPLOYMENT/WORK EXPERIENCE (select one) to youth participating in the youth program authorized under the Workforce Investment Act (WIA) of 1998. Under this agreement, youth will be provided useful SUMMER EMPLOYMENT/WORK EXPERIENCE (select one) which will be consistent with each youth's capabilities and career interests and goals and which will assist the youth in obtaining future unsubsidized employment.

The terms contained in SUMMER EMPLOYMENT/WORK EXPERIENCE (select one) Agreements between SERVICE PROVIDER and WORKSITE will also apply to each SUMMER EMPLOYMENT/WORK EXPERIENCE (select one).

This agreement will take effect on \_\_\_\_\_ and terminate no later than \_\_\_\_\_.

It is agreed that such SUMMER EMPLOYMENT/WORK EXPERIENCE (select one) will be conducted in a safe and sanitary work environment and that there will be adequate supervision by qualified WORKSITE supervisors; adequate accountability for each youth's time and attendance; and adherence by all parties to all laws, rules, and regulations governing employment and Minor Labor Laws of the State of Ohio, including occupations prohibited to minors.

SERVICE PROVIDER will be the employer of all youth involved in SUMMER EMPLOYMENT/WORK EXPERIENCE (select one) and will provide Worker's Compensation for all participating youth for the duration of the SUMMER EMPLOYMENT/WORK EXPERIENCE (select one). Youth will be paid by SERVICE PROVIDER. SERVICE PROVIDER will ensure that all youth have necessary work permits, proof of age, and parental consent forms.

The WORKSITE supervisor ratio will be at least one supervisor to every five youth. All WORKSITE supervisors must be experienced in the work to be performed. It is the responsibility of SERVICE PROVIDER to train the WORKSITE supervisor(s) in SERVICE PROVIDER's procedures, to provide an orientation prior to the starting date of the program, and to provide the WORKSITE supervisor with appropriate written materials necessary to perform his or her duties. WORKSITE supervisors will evaluate each youth on at least a bi-weekly basis.

The WORKSITE will provide a job description to each youth and will inform all youth of WORKSITE rules, policies, and disciplinary actions. Accurate attendance records will be kept by the WORKSITE supervisor on each

youth and will reflect the time actually worked by the youth. Youth will sign in when reporting to work and sign out at the completion of the specified number of hours, using SERVICE PROVIDER's time sheets. In no case will a youth be allowed to sign in and out simultaneously. No youth will work more than 20 hours per week unless other arrangements have been made. If a youth works more than 5 hours per day, a 30-minute uninterrupted break will be provided.

Attendance records will be signed at the end of each two-week period. The youth's and the WORKSITE supervisor's signatures will certify the attendance record's accuracy. These records will be turned in to the SERVICE PROVIDER office in accordance with SERVICE PROVIDER policy.

Youth will not be assigned to SUMMER EMPLOYMENT/WORK EXPERIENCE (select one) in any WORKSITE where there is an individual on layoff from the same or equivalent job. No currently employed worker will be displaced by any youth, nor will any currently employed worker's hours be reduced by any youth SUMMER EMPLOYMENT/WORK EXPERIENCE (select one). Youth will not be involved in partisan political or sectarian activities. No youth will be employed on the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place of religious worship.

Youth will not be assigned to a WORKSITE that employs immediate relatives of the youth. Where there is a union, union concurrence must be obtained on the agreement.

It is understood the WORKSITE will be monitored by SERVICE PROVIDER, SERVICE PROVIDER's designees, and other Federal, State, and local personnel at SERVICE PROVIDER's discretion. All WORKSITE supervisors will cooperate fully to provide all monitors with WORKSITE information as required in a timely manner.

This agreement may be terminated by either SERVICE PROVIDER or the WORKSITE by written notification 30 calendar days before the effective date of such termination. In addition, SERVICE PROVIDER may terminate this agreement if SERVICE PROVIDER determines that there is substantial violation of specific provisions of this agreement or the WORKSITE has failed to provide services specified by this agreement. The SERVICE PROVIDER will notify the WORKSITE of such unsatisfactory performance in writing, and the WORKSITE will have 15 working days in which to respond with a plan agreeable to SERVICE PROVIDER for correction of the deficiencies. If the WORKSITE does not respond within the appointed time or respond with appropriate plans, SERVICE PROVIDER will serve a termination notice on the WORKSITE which will become effective within 30 days after receipt.

All parties must be knowledgeable regarding the content of this agreement and any questions regarding the content should be addressed to SERVICE PROVIDER.

**SAMPLE WORKSITE AGREEMENT (continued)**

**Worksite**

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Print Authorized Representative's Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Union (if applicable)**

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Print Authorized Representative's Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Service Provider**

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Print Authorized Representative's Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## SAMPLE SUMMER EMPLOYMENT/WORK EXPERIENCE AGREEMENT

There should be a SUMMER EMPLOYMENT/WORK EXPERIENCE Agreement between the worksite and the service provider for each youth involved in either summer employment opportunities or paid and unpaid work experience.

### SAMPLE SUMMER EMPLOYMENT/~~WORK EXPERIENCE~~ (SELECT ONE) AGREEMENT

This agreement is made between SERVICE PROVIDER and \_\_\_\_\_ (the WORKSITE) to design a SUMMER EMPLOYMENT/WORK EXPERIENCE (select one) for \_\_\_\_\_, a WIA youth program participant. The terms contained in the Worksite Agreement dated \_\_\_\_\_ between SERVICE PROVIDER and WORKSITE will apply to this youth SUMMER EMPLOYMENT/WORK EXPERIENCE (select one).

Name of youth *Chris Green*

Age of youth *17*

Youth's long-term employment goals *Become a radiology technician*

Youth's short-term employment goals *Become a health care aide*

Purpose of SUMMER EMPLOYMENT/~~WORK EXPERIENCE~~ (select one)

*Become more familiar with the health care field, especially radiology, and improve academic skills*

Objectives of SUMMER EMPLOYMENT/~~WORK EXPERIENCE~~ (select one)

*Work at a health care facility.*

*See how math and English are used on the job. Use classroom biology and anatomy on the job.*

Job title *Assistant health care orderly*

Duties and tasks of job *Refill water carafes  
Deliver meals and feed patients  
Read to patients  
Transport patients  
Change bed linens  
Empty bed pans*

Start date *June 12, 2007*

End date *August 23, 2007*

Number of hours per week *15*

Schedule *8am – 11am Mon-Fri*

Job supervisor *Mary Smith, RN*

Scheduled date of orientation to worksite *June 12, 2007*

**SAMPLE SUMMER EMPLOYMENT/WORK EXPERIENCE AGREEMENT (continued)**

**Worksite**

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Print Authorized Representative's Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Union (if applicable)**

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Print Authorized Representative's Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Service Provider**

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Print Authorized Representative's Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**SAMPLE SUMMER EMPLOYMENT/WORK EXPERIENCE AGREEMENT**

There should be a SUMMER EMPLOYMENT/WORK EXPERIENCE Agreement between the worksite and the service provider for each youth involved in either summer employment opportunities or paid and unpaid work experience.

<b>SAMPLE SUMMER EMPLOYMENT/WORK EXPERIENCE (SELECT ONE) AGREEMENT</b>	
This agreement is made between SERVICE PROVIDER and _____ (the WORKSITE) to design a SUMMER EMPLOYMENT/WORK EXPERIENCE (select one) for _____, a WIA youth program participant. The terms contained in the Worksite Agreement dated _____ between SERVICE PROVIDER and WORKSITE will apply to this youth SUMMER EMPLOYMENT/WORK EXPERIENCE (select one).	
Name of youth	Age of youth
Youth's long-term employment goals	
Youth's short-term employment goals	
Purpose of SUMMER EMPLOYMENT/WORK EXPERIENCE (select one)	
Objectives of SUMMER EMPLOYMENT/WORK EXPERIENCE (select one)	
Job title	
Duties and tasks of job	
Start date	End date
Number of hours per week	
Schedule	
Job supervisor	
Scheduled date of orientation to worksite	

**Worksite**

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Print Authorized Representative's Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Union (if applicable)**

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Print Authorized Representative's Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Service Provider**

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_

Print Authorized Representative's Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

SAMPLE MINOR WAGE AGREEMENT

SAMPLE MINOR WAGE AGREEMENT

Employer \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ has employed

\_\_\_\_\_,  
a minor who is under 18 years of age and agree that minor shall be paid at the rate of

\$ \_\_\_\_\_ per hour. We also have on file a working certificate for said minor,  
unless otherwise exempt under Chapter 4109.

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Minor's Signature \_\_\_\_\_

Owner or Official Signature \_\_\_\_\_

(Source: ORC §4109.10)

**PROGRAM ELEMENT QUALITY WORKSHEET**

Local administrative entities, youth councils, and others can customize this worksheet to assess the quality of activities under each program element.

PROGRAM ELEMENT QUALITY WORKSHEET	
<p><b>Program Element</b>     <i>Adult mentoring</i></p>	
<p>1. Who provides the program element?</p> <p><i>Big Brothers Big Sisters</i></p>	
<p>2. Give a brief description of each program element activity.</p> <p><i>Youth participate in weekly activities with their mentors. Activities may be social, such as attending a ball game. Youth also participate in monthly group meetings with other youth and mentors.</i></p>	
<p>3. How does your local area ensure that activities qualify as the program element?</p> <p><i>Mentors sign 12-month commitment; interest and values inventories are used to match mentors with youth.</i></p>	
<p>4. How are program element activities documented?</p> <p><i>Activities entered in SCOTI as adult mentoring with start and end dates. Document need in case notes based on objective assessment and ISS. Include schedule, description of activities in case file.</i></p>	
<p>5. What outputs and outcomes are used to measure success?</p>	
<p><b>Outputs</b></p> <p><i>Number of youth with mentors Youth/mentor contact hours (total/average) Hours of mentor training</i></p>	<p><b>Outcomes</b></p> <p><i>Increased positive attitudes toward school, work, adults</i></p>

**PROGRAM ELEMENT QUALITY WORKSHEET**

**Program Element**

1. Who provides the program element?

2. Give a brief description of each program element activity.

3. How does your local area ensure that activities qualify as the program element?

4. How are program element activities documented?

5. What outputs and outcomes are used to measure success?

**Outputs**

**Outcomes**

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# Rogue Workforce Partnership

## MINUTES

ROGUE WORKFORCE PARTNERSHIP • BOARD OF DIRECTORS • SPECIAL MEETING

OCTOBER 9, 2013

The Job Council Board Room

100 E. Main St., Suite A Medford, OR 97501

### MEMBERS PRESENT (\* via phone)

Nikki Jones\*  
Lyndell Smothers\*  
Tamara Nordin\*  
Suz Montemayor\*  
Gregg Edwards  
Michael Donnelly\*

### MEMBERS ABSENT

Don Skundrick  
Cherryl Walker  
Ron Fox

### OTHERS PRESENT

Tom Drummond, College Dreams  
Jim Fong, Executive Director, The Job Council  
Sherri Emitte, The Job Council  
Sherri Stratton, The Job Council  
Rene' Brandon  
Margie McNabb, The Job Council  
Tami Allison, The Job Council

### Quorum Present: Yes

*All meetings of the RWP Board of Directors are recorded. Should reference be desired in addition to the minutes, backup materials are available in the Office of the Executive Director of The Job Council.*

### 1) CALL TO ORDER & INTRODUCTIONS

The meeting was called to order by Chair Nikki Jones at 1:04 pm. Introductions were deferred.

### 2) SOUTHERN OREGON SUCCESS

- WIA Youth Program  
Youth Program Strategic Changes

Chair Nikki Jones asked if everyone had a chance to read through the proposal and response from College Dreams and its partners to provide WIA In-School Youth services.

Jim Fong framed an abbreviated version of the proposal for the group and stated that a conversation has already taken place with Community College's and Workforce Development and they feel that this is a very innovative way to support an In-School Youth Program. "We will need to pay particular attention to cost allocation and WIA eligibility issues", state Jim.

Jim added that we felt we needed to partner with someone who has already built relationships with the high schools.

The meeting was opened for discussion on the proposal.

Michael Donnelly inquired as to payment terms under the contract. Jim Fong indicated that it is based on cost reimbursement and that negotiations are currently taking place to arrive at a final contract. Jim added that the contract will include performance metrics and reporting.

Gregg Edwards asked if College Dreams is a single organization referring to the Dream Savers and TRIO logos on College Dreams letterhead. Tom Drummond indicated that College Dreams is a singular organization and that the additional logos are those of their largest funding streams. Tom added that College Dreams is a grant funded organization.

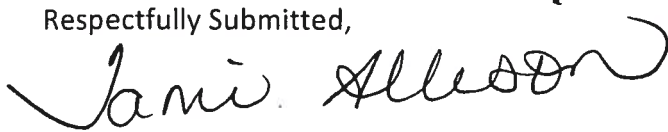
**TAMARA NORDIN MOVED TO APPROVE THE SELECTION OF COLLEGE DREAMS AND ITS PARTNERS AS THE WIA IN-SCHOOL YOUTH SERVICE PROVIDER. THE MOTION WAS SECONDED BY LYNDELL SMOTHERS. ROLL WAS CALLED FOR THE VOTE: NIKKI JONES: YES; LYNDELL SMOTHERS: YES; TAMARA NORDIN: YES; SUZ MONTEMAYOR: YES; GREGG EDWARDS: YES; MICHAEL DONNELLY: YES. THE MOTION WAS APPROVED UNANIMOUSLY.**

Jim stated that this action will also be taken to the next meeting of the full WIB for their approval.

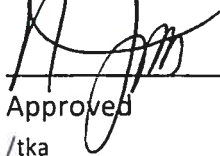
3) **ADJOURN:**

With no further business, the RWP Board of Director's meeting was adjourned at 1:32 pm.

Respectfully Submitted,



Tami Allison  
Executive Team Coordinator



Approved  
/tka

12/14/13  
Date



# Rogue Workforce Partnership

To: Rogue Workforce Partnership  
 From: Nikki Jones, Chair  
 Date: January 13, 2014  
 Subject: Rogue Workforce Partnership Workforce Investment Board Meeting Agenda

Monday, January 13, 2014 7:30-9:00 am  
 RCC/SOU Higher Education Center, Rooms 127/129 (first floor) | 101 S Bartlett, Medford

Video/Phone Conference access available at: <https://global.gotomeeting.com/meeting/join/740316949> Use your microphone and speakers (VoIP) – a headset is recommended. Or, call in using your telephone. United States: +1(510)443-0605 Access Code: 740-316-949 Audio PIN: Shown after joining the meeting. Meeting ID: 740-316-949 Please note: normal long distance charges by each caller's carrier will apply

## AGENDA

- Call to Order** (5m) Nikki Jones
  - Welcome & Introductions
- Consent Agenda - Action Item** (5m) Nikki Jones  
*[Consent agenda items are voted on as a block unless a member wishes to pull an agenda item(s) out for discussion]*
  - a. Approval of Minutes – May 13, 2013
  - b. Approval of Minutes - July 8, 2013
  - c. Approval of Minutes - September 9, 2013
  - d. Approval of Minutes – October 7, 2013
  - e. Approval of Minutes – November 18, 2013
  - f. WIA Youth Program Strategic Changes
  - g. Region 8 Local Plan Modifications
    - PY 13 Title 1B WIA Allocations
    - PY 11/FY12 Additional WIA Dislocated Worker Funds
    - PY 11 Title 1B WIA Incentive Funds and Continuous Performance Improvement Funds
- Election of Chair & Vice-Chair - Action Item** (2m) Nikki Jones
- RWP Meetings: Purpose, Priorities & Focus** (5m) Jim Fong
- Oversee, Guide & Support Strategic Plan Implementation/ Workforce & Education System Transformation**
  - 1. **Sector Strategies** - No agenda items this month
  - 2. **Systems Innovation**
    - **WorkSource Oregon One-Stop Center Services**
      - Lay-Off Assistance Support Service Policy - Action Item (3m) Sherri Stratton

- **Back to Work Oregon/OJT** - policy option discussion (5m) Sherri Stratton
- **Foundational Skills** - new service offerings update & feedback (10m) Aurora King
- **Southern Oregon Success** (10m) Jim Fong | Scott Perry
  - Career Related Learning/Post-Secondary Convocation
  - Governor's Upcoming Oregon Prosperity Initiative Designation
  - STEM Coordination & Grants
  - CIS Connections or Alternative platform

## ❑ Guide, Inform & Lead Strategic Partnership Efforts

### State Coordination

- **Workforce System Transformation - Update & Coordination**  
(see background information at: <http://www.oregon.gov/COO/Pages/WorkforceSystemTransformation.aspx>)
  - **Oregon Workforce Investment Board - January 3rd Meeting (15m)** & Meeting with Governor Kitzhaber January 6th Jessica Gomez | Jim Fong | Nikki Jones
  - **Impact on Governor's Executive Order & State CCWD Policy Direction (2m)** Jim Fong
  - **Oregon Workforce Investment Board Recruitment (2m)** Jessica Gomez | Jim Fong
  - **Oregon Workforce Partnership - January 14th Event (5m)** Jim Fong  
- statewide meeting for private-sector leaders & local elected officials in Salem
  - **Regional WorkSource Calibration Forums (20m)** Patricia Scruggs | Jim Fong
  - **Oregon Department of Human Services - One Stop Regional Pilot (5m)** Jim | Doug Mares | Pete Karpa
  - **Legislative Engagement (2m)** Jim Fong

### Regional Coordination (5m)

- **Southern Oregon University Retrenchment** Jim Fong | Jim Klein  
- Request for Industry/Business Input
- **Oregon Business Plan - Regional Forum** Jim Fong
- **Website & Logo Development** Jim Fong  
- packet preferences

❑ **Other Business** Jessica Gomez

❑ **Adjourn** Jessica Gomez

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Tami Allison at 776-5100 (Voice/TDD) at least 48 hours in advance of the meeting to allow sufficient time to arrange for auxiliary aid.



MINUTES

**ROGUE WORKFORCE PARTNERSHIP**

January 13, 2014

SOU/RCC Higher Education Center, Rooms 127/129  
101 S Bartlett, Medford Oregon

MEMBERS PRESENT:

Michael Donnelly, Gregg Edwards, Ron Fox, Tanya Haakinson, Nikki Jones, Pete Karpa, Brent Kell, Michael Kidwell, James Klein, Scott Koch, Tolga Latif\*, Phil Long, Doug Mares, Tamara Nordin, Barbara Perkins, Scott Perry, Jim Pfarrer, Michelle Robison, Lyndell Smothers, Don Skundrick

\*= via phone

QUORUM PRESENT: Yes

OTHERS ATTENDING:

*Scruggs & Associates:* Patricia Scruggs (Guest speaker – via phone/video conference)

*Oregon Employment Department:* Gail Gasso, Guy Tauer

*Rogue Community College:* Bill Jiron

*Medford Fabrication:* Bill Thorndike

*City of Eagle Point:* Jonathan Bilden

*Southern Oregon ESD:* Gwyn Lema

*Department of Human Services:* Melissa Wolff

*Abdill Career College:* Ki

*The Job Council:* Jim Fong, Tami Allison, Ken Heindsmann, Aurora King, Sherri Stratton, Sherri Emitte\*

*All meetings of the Rogue Workforce Partnership are recorded should reference be desired in addition to the minutes.*

1) **CALL TO ORDER:**

The RWP meeting was called to order by Chair, Nikki Jones at 7:35 am. Introductions were made.

2) **CONSENT AGENDA :**

**SCOTT KOCH MOVED TO ACCEPT THE CONSENT AGENDA AS PRESENTED. THE MOTION WAS SECONDED BY LYNDELL SMOTHERS AND WAS UNANIMOUSLY APPROVED.**

3) **ELECTION OF CHAIR AND VICE-CHAIR:**

**COMMISSIONER SKUNDRICK MOVED TO NOMINATE AND ELECT JESSICA GOMEZ AS CHAIR AND GREGG EDWARDS AS VICE-CHAIR OF THE ROGUE WORKFORCE PARTNERSHIP EFFECTED JANUARY 2014 THROUGH DECEMBER 2014. THE MOTION WAS SECONDED BY MICHAEL KIDWELL AND WAS APPROVED UNANIMOUSLY.**

**Note: Outgoing Chair Nikki Jones was asked to and chaired today's meeting in Jessica's absence.**

#### 4) OVERSEE, GUIDE & SUPPORT STRATEGIC PLAN IMPLEMENTATION/WORKFORCE & EDUCATION SYSTEM TRANSFORMATION

Jim reviewed the purpose, priorities and focus document with the group.

- a. Sector Strategies – No agenda items this month
- b. Systems Innovation –
  - i. WorkSource Oregon One-Stop Center Services
    1. Lay-off Assistance Support Service Policy –

***PHIL LONG MOVED TO ACCEPT THE LAY-OFF ASSISTANCE SUPPORT SERVICE POLICY. THE MOTION WAS SECONDED BY RON FOX AND APPROVED UNANIMOUSLY.***

- c. Back to Work Oregon/OJT – Sherri Stratton presented Oregon OJT information
- d. Foundational Skills – Aurora King presented Foundational Skills information to the group.
  - Series of workshops
  - Objectives, learning goals, and core competencies
  - Peer-to-peer evaluations as well as facilitator to participant evaluations
  - Created with the goal of having work ready participants
  - Anticipate 26 graduates every two weeks

Jim added that this program offering has been done in direct response to what we heard from employers – “get more people ready and directed into the pipeline.”

Nikki inquired as to whether a tracking piece is connected to this. Aurora indicated that a group is meeting each week and that we do have something in place to track the success of these individuals.

#### e. Southern Oregon Success

Scott reported that the SORS group has been very focused on career related learning and last year interviews were conducted at every high school in the region to identify what the schools had in place; and did not have in place around career related learning. The group was able to lead high schools through a process of developing an action plan and identified some regional advocacy. All the school convened in December and Oregon’s First Lady, Cylvia Hayes, attended.

The STEM grant will be submitted at the end of the month. Jim referred to the handout in the packet looking for letters of support. Jim will send out a draft letter of support to everyone later today.

Meetings are being scheduled to follow up on CIS connections.

## 5) GUIDE, INFORM & LEAD STRATEGIC PARTNERSHIP EFFORTS

### State Coordination

Jim reported that Jessica Gomez was recently voted in as the Vice-Chair of the Oregon Workforce Investment Board (OWIB).

Workforce system transformation recommendations have gone to the OWIB group and they are dialing back a bit due to concerns from community colleges. Jim indicated that a two-step process is being proposed; "however, in the mean time we are moving forward with systems integration and transformation", stated Jim.

Nikki Jones, Jessica Gomez, and Jim Fong attended the OWIB's meeting with the Governor on January 6, 2014. With 25-30 people attending, the Governor asked the question, "what can we do better?" "The fact that the question was posed is very important to the work we are doing", stated Jim.

Jim directed the group to the copy of the email from Agnes Balassa in today's packet looking for recruits for OWIB. If anyone is interested, please contact Jim Fong.

Gregg Edwards and Jim Fong will be attending the Oregon Workforce Partnership (OWP) statewide meeting on January 14, 2014 and will report back to the RWP in March.

### Regional WorkSource Calibration Forums

Jim introduced Patricia Scruggs of Scruggs and Associates and the Center for Public Service at Portland State University. Jim opened by saying that this is the start of living into a more effective workforce system. Forums will be convened in each region to obtain employer feedback. The forums will be held in March and April and will be two to two and a half hours for employers and 4-6 hours for providers. Jim indicated that we will be scheduling one of these forums for Region 8 in the very near future.

Patricia presented a power point presentation to the group.

### Oregon Department of Human Services – One-Stop Regional Pilot

Jim reported on the meetings taking place around a One-Stop Regional Pilot in Region 8. Pete Karpa added, "this is an opportunity to replicate our relationships in other parts of the state." Work will continue to put together a data gathering plan to show efficacy.

### Legislative Engagement

Jim announced that a legislative meeting is taking place at The Job Council on January 22, 2014. Members are invited to attend.

**Regional Coordination**

Jim shared information on the SOU restructure/retrenchment priorities. Google “state of the university” for the comment period

**Oregon Business Plan Regional Forum**

Discussions are taking place about having the regional forum sometime in March after the legislative session.

**Website & Logo Development**

Jim reported that work continues on updating and getting a real website up and functioning.

Jim directed the group to the back page of the RWP meeting focus document (Improving our understanding of the Region’s Labor Market and its Dynamics) and indicated that he is looking for guidance from this group. Nikki indicated that she feels it would be good to carve out time on a regular basis (twice per year) to improve our understanding.

**6) AJOURN**

With no further discussion, the meeting was adjourned at 9:08 am.

Respectfully Submitted,

Tami Allison  
Executive Team Coordinator

/tka  
APPROVED:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



THE JOB COUNCIL  
DISCLOSURE OF INFORMATION,  
CONFIDENTIALITY  
AND FEES

Adopted July 31, 1984  
Revised October 16, 1984  
Revised July 7, 1988  
Revised May 1, 1990  
Revised April 29, 2005

I. General

A. Public Records Law

As the Local Service Area grant recipient, The Job Council will abide by Oregon's Public Records Law, ORS 192.410 through 192.505, regarding the inspection of public records.

Confidentiality of WIA participant records will be maintained as required by OAR 151-020-0075(1) and OAR 151-020-0090.

The records of Job Council participants who are not WIA participants will be treated the same as WIA participant records unless a different standard of confidentiality is specifically required by the funding source.

B. "Public Record" Defined

A "public record" includes any writing containing information relating to the conduct of the public's business, prepared, owned, used or retained by a public body regardless of physical form or characteristics. [ORS 192.410(4)].

C. Right to Inspect Public Records

Every public record is subject to inspection except as expressly provided by ORS 192.420 (Oregon Public Records Law), or under a statutory exemption outside of the Public Records Law, created since its enactment\*. [ORS 192.420]

Public records which are exempt from disclosure under ORS 192.501-505 will not be released to the public by The Job Council. These records are listed in Section IV.

\*WIA participant records maintained by The Job Council and its subcontractors shall be confidential per application federal Workforce Investment Act regulations and shall be open for inspection only in accordance with the rules adopted by the State Office of Community Colleges and Workforce Development as outlined in OAR 151-020-0075 through OAR 151-151-090.

D. Procedures and Fees

The Public Records Law allows public agencies to make reasonable rules and regulations necessary for the protection of records and to prevent interference with the regular discharge of the agency's business. The agency may establish fees reasonably calculated for the actual cost in making such records available, including fees for copies provided. [ORS 192.430 and 192.440]

E. Right to Inspect Own File

Every individual, participant or employee, has the right to inspect his or her own file. If a participant is less than 18 years of age, his or her parent or legal guardian is also allowed to inspect the participant file. Participant behavioral records shall be released only in the presence of an individual qualified to explain or interpret the records. [OAR 151-020-0075]

F. Release of Information Authorized by Individual

Information may be released to a specified third party upon written authorization of the individual to whom the record pertains. If such individual is a minor, the individual's parent, guardian, or surrogate\* must sign the authorization to release information. [OAR 151-020-0075]

\*"Surrogate" is defined as a responsible adult who acts in the place of a parent or guardian in safeguarding a participant's rights when the parent or guardian is unknown (cannot be identified or ascertained by diligent inquiry), unavailable (after reasonable effort, the whereabouts of the parents cannot be ascertained), or the participant is a ward of the State. A "surrogate" may also be the designated legal guardian or advocate for a disabled adult.

G. Job Council Subcontractors

Job Council subcontractors are required to maintain standards of confidentiality consistent with this policy.

The Job Council, the State of Oregon, the Department of Labor, and their agents (as applicable based upon funding sources) will have access to all subcontractor records and reports pertaining to the subcontract.

II. Exempt Records

All Job Council records are public information subject to disclosure except for those listed below. With the exception of participant records, those listed are exempt from disclosure "unless the public interest requires disclosure in the particular instance"; The Job Council will not disclose these records unless the requesting party provides convincing evidence that the public interest requires disclosure. WIA participant records may only be disclosed as allowed by OAR 151-020-0060 through 151-020-0090.

- A) WIA participant records maintained by The Job Council and its subcontractors, including any applicant or participant document which contains personally identifiable information (i.e., includes name, or name(s) of parents or other family members; address; personal identifier such as Social Security number or phone number; list of personal or physical characteristics which would make the individual's identity easily traceable; or other information which would make the participant's identity easily traceable).

WIA applicant and participant records may only be released in accordance with OAR 151-020-0075.

The records of Job Council participants who are not WIA participants will be treated the same as WIA participant records unless a different standard of confidentiality is specifically required by the funding source.

- B) Records relating to litigation in which The Job Council is a party, until the litigation is concluded (this does not include Job Council or state level grievance procedures). [ORS 192.501 (1)]
- C) Records relating to a civil rights investigation, until the complaint is resolved. [ORS 192.501 (8)]
- D) Investigatory information related to an alleged incident of fraud, abuse, or other criminal activity, except that the record of an arrest or report of a crime shall not be confidential unless and only so long as there is a clear need in a particular case to delay disclosure in the course of a specific investigation. [ORS 192.501(3)]

- E) Personnel discipline action, or materials or documents supporting that action. [ORS 192-501(12)]
- F) Internal advisory communications within The Job Council or between The Job Council and other agencies, to the extent that they cover other than purely factual materials and are preliminary to any final determination of policy or action (exemption does not apply unless, in the particular instance, the public interest in frank and open communication between officials and employees of the agency clearly outweighs the public interest in disclosure, i.e., release of such information would reduce the agency's efficiency by inhibiting the free exchange of information and ideas). [ORS 192.502(1)]
- G) Personal information, if the public disclosure thereof would constitute an unreasonable invasion of privacy, unless the public interest, by clear and convincing evidence, requires disclosure in the particular instance. (The party seeking disclosure shall have the burden of showing that public disclosure would not constitute an unreasonable invasion of privacy.)

"Personal information" is considered as information which "normally would not be shared with strangers," such as, but not limited to, that kept in a personal, medical, or similar file. Staff telephone numbers and medical information are examples of information that may fall within this exempt category. Names and addresses are not considered to be in this category, and are subject to disclosure. [ORS 192.502(2)]

Personal information about WIA participants is confidential as per subsection (1) above.

- H) Minutes of executive sessions authorized under ORS 192.660, if the disclosure of the material is inconsistent with the purpose for which the meeting was held. Such records are authorized to be examined privately by a court in any legal action, and the court shall determine their admissibility. [ORS 192.650(2)]
- I) Information submitted to a public body in confidence and not otherwise required by law to be released, where such information should reasonably be considered confidential, the public body has obliged itself in good faith not to disclose the information, and when the public interest would suffer by the disclosure. This exemption applies only to information that is submitted voluntarily and with the understanding that it would be kept confidential by the agency. [ORS 192.502(4)]
- J) Computer programs developed or purchased by or for any public body for its own use. [ORS 192.501(15)]

III. Release of Participant Records

OAR 123-70-210 through 123-70-240 restricts the release of WIA participant records as described in this section. The term "participant records" includes applicant records as well. The records of Job Council participants who are not WIA participants will be treated the same as WIA participant records unless a different standard of confidentiality is specifically required by the funding source.

No participant records shall be released without the express consent of the participant, or, in the case of an unemancipated minor, the participant's parent, legal guardian or surrogate, except as permitted by this section and Section II.

A. Participant's Written Consent

- 1) A participant may provide written consent for the examination or release of his/her records. A participant who is under the age of 18 and not legally emancipated shall not authorize the release of any records pertaining to him/herself without the written consent of the participant's parent, legal guardian or surrogate. Custodial and noncustodial parents share equal access to participant records unless a court order is presented to the contrary.

Note: The minor's records may be released without his/her consent, provided the parent/legal guardian/surrogate consents in writing to the release.

- 2) Records of participants who are at least 18 years of age shall not be released to anyone, including the participant's parent, legal guardian or surrogate, without the participant's written consent.

B. Participant Behavioral Records

Participant behavioral records, include, but are not limited to: psychometric testing, personality evaluation, written transcripts of incidents relating to participant behavior, grades, conduct, personal and academic evaluations, counseling, alcohol or substance abuse evaluation and/or treatment, disciplinary actions, and other personal evaluations.

Participant behavioral records shall be examined or released only in the presence of an individual qualified to explain or interpret the records.

- 1) Staff whose job descriptions or positions require the ability to understand and interpret behavioral material shall be considered qualified to explain or interpret behavioral records.

- 2) Specialized third party reports such as personality testing/interpretations, alcohol and substance abuse evaluations, and behavioral analysis reports shall only be interpreted by individuals who have the specialized training and expertise in those areas.
- 3) A person qualified to interpret psychometric and vocational tests shall be able to show evidence or proper training to make such interpretations. Evidence of proper training consists of the approval of the test publishing company, usually through a test user's qualifications statement.

C. Information from Another Agency

Information in the participant's records which came from another agency shall be released only with the written permission of: (a) the originating agency (if the records are behavioral records) and (b) the participant, or in the case of an unemancipated minor, the parent/legal guardian/surrogate.

D. Information from Conversations, Conferences or Staff Meetings

Information gained as a result of conversations, conferences or staff meetings regarding participant problems shall be considered part of a participant's records and must be kept confidential.

E. Oral Release of Participant Records

Oral release of participant records is prohibited except:

- 1) as required to meet emergency medical or other unusual circumstances, but only if the release of such information is necessary to protect the health and safety of the participant or other individuals; and
- 2) among Job Council staff, or Job Council and contractor staff, when necessary for the provision of effective and efficient services.

F. Record of Disclosure

A record of each release for which a participant or parent/legal guardian/surrogate's written consent is required shall be maintained with, but not released or examined as a part of, the participant's record.

G. Release of Records to Comply with Judicial Order/Subpoena

Participant records may be disclosed without the participant's written consent in order to comply with a judicial order, or pursuant to any lawfully issued subpoena.

However, a reasonable effort – including documented attempts to contact by phone, or if unsuccessful, by certified letter – must be made to notify the participant and, and in the case of an unemancipated minor, the parent/legal guardian/surrogate, of any such order or subpoena in advance of the release to permit a proper challenge to the court order or subpoena.

Unless the subpoena specifically requires the personal attendance of the custodian of records, copies of the records described in the subpoena may be mailed to the court. If the subpoena specifically requires the submission of original records, the originals shall be provided and copies substituted for the originals as soon as the court allows.

H. Disclosure of Records in Emergencies

Personally identifiable information about a participant may be disclosed to appropriate parties without the participant's or his/her parent/legal guardian/surrogate's consent in connection with a medical emergency or where a participant poses a clear and immediate danger to him- or herself or others, i.e., if knowledge of the information is necessary to protect the health or safety of the participant or other individuals.

- 1) A medical emergency exists if the person is injured or, because of some other physical condition, the person is unconscious, delirious or otherwise unable to convey consent. Only information necessary to treat the emergency shall be released.
- 2) If the participant poses a clear and immediate danger to him- or herself, to others or to society, the information which indicates why a clear and immediate danger exists may be released to an appropriate authority, i.e., that person having the authority to deal with the danger.

IV. Release of Information to Other Agencies

Participant records may be released by The Job Council or a subcontractor to another public or private institution or agency without the participant's written authorization only as provided in this section.



A. Access to Records for Audit, Monitoring, Reporting or Evaluation

Access to participant records and other exempt records will be provided to authorized federal, State and Job Council staff or their designees, including private auditing firms employed by The Job Council, to whom such information is specifically required by law to be accessible for the purpose of auditing, monitoring, reporting or evaluation. Such officials shall have access to participant and other records maintained by subcontractors pertaining to the subcontract.

The records of non-WIA participants shall be made available to authorized officials of the funding agency, or their designees, as required by the funding source.

B. Child Welfare and Unemployment Insurance Agencies

Participant records may be released without the participant's written consent to State and local agencies administering ORS chapter 418 (Child Welfare Services) and 657 (Unemployment Insurance).

C. Providing Information About Mutual Clients to Other Public Agencies

Participant records may be released without the participant's written consent to public institutions or agencies when the participant has applied to the institution or agency for assistance or service or is receiving such assistance or service, and the purpose of the institution or agency (if this can be clearly ascertained) is to protect or advance the welfare of the participant, but only if:

- 1) the confidential nature of the information will be preserved; and
- 2) the information will be used only for purposes for which it is made available; and
- 3) the information, when provided, shall be for the exclusive use of the institution or agency to which it is submitted, and the institution or agency has written standards for safeguarding the confidential nature of the information, including not releasing the information to any other party without The Job Council's authorization.

D. Organizations Conducting Studies

Participant information may be released without the participant's written consent to organizations conducting studies or research, provided that:

- 1) the information will be used only for the purposes for which it is made available; and
- 2) personally identifiable information contained in the participant records has been transformed by a staff member of the agency releasing the records to a form usable by the organization conducting the study which does not contain personally identifiable data or information.

E. Organizations Providing Test Scoring or Data Analysis Services

Participant information may be released without the participant's written consent to organizations which provide test scoring and/or data analysis provided that the organizations:

- 1) have established written practices to preserve the confidentiality of records; and
- 2) will not send reports containing personally identifiable information to anyone other than the organization requesting the service.

V. Release of Information for Purposes of Placement

Participant records and other exempt records may be released by The Job Council or a subcontractor to potential employers **only when the client gives written authorization for such release.** It is the Employment Counselor's responsibility to make sure that the client understands exactly what information he or she is authorizing The Job Council to release to potential employers.

When release of information is authorized by a participant, information may be disclosed to the extent necessary for the efficient performance of recruitment, placement and employment counseling, provided such disclosure does not constitute an unreasonable invasion of privacy. In this situation, the employer will be provided with only such factual information as is specifically and legally applicable to a position to which a referral is being made, e.g., information about related work experience and skills. If there is relevant information about an applicant that would be damaging to his/her changes of employment if revealed to the employer, it may be appropriate to not make a referral in the first place. When in doubt, the employer representative is to be informed that she or he should request the specific information directly from the applicant when he or she is referred for the position.

KS/lkr

4/7/05

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Confidentiality – Definitions

As used in rules 151-020-0050 through 151-020-0090, the following definitions apply:

- (1) "Exiter" means a participant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner services within the quarter (hard exit); or a participant who does not receive any WIA-funded or non-WIA funded partner service for 90 days and is not scheduled for future services except follow-up services (soft exit).
- (2) "Participant" means a person applying for or receiving training in programs conducted under Title IB of the Act.
- (3) "Participant behavioral records" are records which include, but are not limited to, psychometric testing, personality evaluations, written transcripts of incidents relating to participant behavior, grades, conduct, personal and academic evaluations, counseling, alcohol or substance abuse evaluation and/or treatment, disciplinary actions, if any, and other personal evaluations.
- (4) "Participant records" include all participant records, participant behavioral records and documents which contain personally identifiable information maintained by the recipient and its subrecipients.
- (5) "Personally identifiable" means that the participant records include:
  - (a) The name of the participant, the participant's parents;
  - (b) Other family members;
  - (c) The address of the participant;
  - (d) A personal identifier, such as the participant's Social Security number or phone number;
  - (e) A list of personal or physical characteristics which would make the participant's identity easily traceable; or
  - (f) Other information which would make the participant's identity easily traceable.
- (6) "Program staff" means Recipient and Subrecipient staff.
- (7) "Recipient" means the Governor and the Department.
- (8) "Release" means to make participant records available to individuals, agencies or businesses for inspection in original or duplicate form.
- (9) "Surrogate" means an individual who acts in the place of a parent or guardian in safeguarding a participant's rights when the parent or guardian is unknown (the parent cannot be identified or ascertained by diligent inquiry), unavailable (after reasonable effort, the whereabouts of the parents cannot be ascertained) or the participant is a ward of the State. "Surrogate" may also apply to disabled adults who have a designated legal guardian or advocate.

Stat. Auth.: ORS 285A.455

Stats. Implemented: ORS 285A.455

Hist.: EWP 1-2000(Temp), f. 6-30-00, cert. ef. 7-1-00 thru 12-27-00

### Authority to Request Social Security Numbers

(1) The purpose of this rule is to establish legal authority, policy and procedures for obtaining and using Social Security numbers from participants to comply with record-keeping and performance measurement requirements for services provided under Title IB of the federal Workforce Investment Act of 1998 (P.L. 105-220)(WIA).

(2) It is the policy of Department of Community Colleges and Workforce Development (Department) and providers of WIA Title IB services to request participants registering for or participating in services provided in relation to WIA Title IB services or activities to voluntarily provide and authorize the use of their Social Security numbers. Participants are requested to release their Social Security numbers for purposes of record keeping related to referral and service delivery, and for performance measurement, research, planning and program evaluation. The request shall notify the participant that:

(a) Release of the Social Security number is voluntary;

(b) Request for release is made under authority of this rule; ORS 285A.455 and 285A.461; and WIA sections 136, 185 and 188, 29 USC 2871, 2935 and 2938; and

(c) The specific uses that will be made of the Social Security number. Those specific uses must be described in the notification.

(3) Procedures: The request to a participant to release his or her Social Security number shall conform to forms and/or procedures developed by the Department. Any alteration in the wording or procedure must be approved by the Department. When an individual registers or applies for WIA Title IB services, the individual will be provided with a notice about the request to obtain and use the Social Security number. Individuals will be requested to voluntarily agree to the use of Social Security numbers for the uses described in that notice.

(a) Refusal to voluntarily disclose or permit the use of his/her Social Security number by the individual will not be used as a basis to deny the individual any right, benefit or privilege provided solely under Title IB of the Workforce Investment Act.

(b) Any specific program that requests or requires disclosure of a Social Security number in relation to or as a condition of eligibility to participate in that specific program (such as unemployment compensation, Temporary Assistance for Needy Families, food stamps or Oregon Health Plan) will separately advise applicants about those specific eligibility requirements. If an individual refuses to voluntarily consent to disclosure of his or her Social Security number for WIA Title IB purposes, but releases the Social Security number as a mandatory condition for participating in a specific program, the mandatory program will mask the Social Security number or take any other appropriate action to ensure it is used only for purposes allowed under the mandatory disclosure requirement.

(c) A completed form that authorizes the use of Social Security numbers and related records for WIA Title IB purposes will remain valid unless or until revoked, and the Department and providers in the WIA Title IB service delivery system may utilize the Social Security numbers for authorized purposes.

(d) If an individual refuses to authorize the use or disclosure of his or her Social Security number, the Department or WIA IB provider may assign an alternative individual identification number. Such number is personally identifiable information and is governed by disclosure requirements under the Public Records Law, ORS 192.410 to 192.505.

(e) Participants receiving services funded by WIA Title IB who enter work-based programs such as on-the-job training or work experience activities will be required to disclose their Social Security numbers for employment or payroll purposes. All other provisions of this rule will apply to the use of the Social Security number.

(f) Social Security numbers will not be disclosed to the general public.

Stat. Auth.: ORS 285A.455

Stats. Implemented: ORS 285A.455

Hist.: EWP 2-2000, f. 7-7-00, cert. ef. 7-7-00 thru 12-27-00; EWP 3-2000, f. & cert. ef. 12-22-00

### Confidentiality

(1) This Oregon Administrative Rule (OAR) provides information to the recipient and subrecipients when making decisions concerning the disclosure of information from applicant and participant records. The purpose of the OAR is:

- (a) To protect applicants and participants from unreasonable invasions into their privacy;
- (b) To give applicants and participants access to their records; and
- (c) To inform applicants and participants about the reasonable uses of their records for purposes of administering the WIA.

(2) As used in 151-020-0075 the following definitions apply:

(a) "Applicant" means a person applying or registering for services in programs conducted under Title IB of the Act.

(b) "Participant" means a person applying for or receiving services in programs conducted under Title IB of the Act.

(b) "Personally identifiable" means that the applicant or participant records include:

(A) The name of the applicant or participant, their parents; or

(B) Other family members;

(C) The address of the applicant or participant;

(D) A personal identifier, such as the applicant's or participant's Social Security number or phone number;

(E) A list of personal or physical characteristics which would make the applicant's or participant's identity easily traceable, or

(F) Other information which would make the applicant's or participant's identity easily traceable.

(c) "Surrogate" means an individual who acts in the place of a parent or guardian in safeguarding an applicant's or participant's rights when the parent or guardian is unknown (the parent cannot be identified or ascertained by diligent inquiry), unavailable (after reasonable effort, the whereabouts of the parents cannot be ascertained) or the applicant or participant is a ward of the State. "Surrogate" may also apply to disabled adults who have a designated legal guardian or advocate.

(3) No applicant or participant records shall be released without the express consent of the applicant or participant, their parent or legal guardian or surrogate, except as noted in this rule.

(a) An applicant or participant may provide written consent for the examination or release of his/her records.

(b) An applicant or participant who is under the age of 18 and is not legally emancipated shall not authorize the release of any records pertaining to him/herself without the written consent of their parent, legal guardian or surrogate unless otherwise provided for herein or in OAR 151-020-0080.

(c) Custodial and non-custodial parents share equal access to applicant or participant records unless a court order is presented to the contrary.

(4) Records of applicants or participants, who are at least 18 years of age, shall not be released to anyone, including their parent, legal guardian or surrogate, without the written consent of the applicant or participant unless otherwise provided pursuant to applicable state or federal law.

(5) To the extent otherwise authorized by applicable state or federal law, release of applicant or participant records is authorized for purposes of:

(a) As required to meet emergency medical or other unusual circumstances, but only if the release of such information is necessary to protect the health and safety of the applicant or participant or other individuals;

(b) Among subrecipient staff, and subrecipients and their contractors when necessary for the provision of effective and efficient services or as necessary with other one-stop programs for which the clients may be eligible and only with a properly executed release of information form;

(c) Pursuant to a court order or lawfully issued subpoena;

(d) To authorized federal, state or local staff, or designee, to determine compliance with nondiscrimination and equal employment opportunity requirements under 29 CFR Part 37;

(e) To public agencies when the applicant or participant has applied to the agency for assistance or service or is receiving such assistance or service only with a properly executed release of information form;

(f) To private auditing firms employed by the subrecipient to carry out monitoring of its programs for internal purposes only with a properly executed release of information form;

(g) To organizations who provide test scoring and/or data analysis provided that the organization has established written policies to preserve the confidentiality of the records, will not send reports containing applicant or participant personally identifiable information to anyone other than the organization requesting the service; and applicant or participant record information will not be disclosed when disclosure would constitute a clearly unwarranted invasion of personal privacy only with a properly executed release of information form;

(g) To organizations, including state and federal workforce development, educational agencies and community colleges and their local boards, conducting studies for or on behalf of employment and training agencies, educational agencies, the State of Oregon Workforce Investment Board for purposes which may include developing, validating, or administering predictive tests, program enhancement or in order to develop statistical and demographic data to facilitate the creation of strategies to improve the education, training and quality of Oregon's workforce provided that:

(A) The information shall be used only for the purposes for which it is made available; and

(B) Personally identifiable information contained in the applicant or participant records has been transformed or otherwise encoded by a staff member from the agency releasing the records to a form usable by the organization conducting the study or, if applicable, to those standards required by the Shared Information System, in order to safeguard the identity of the applicant or participant.

(6) The subrecipients shall establish policies for protecting the confidentiality of applicant or participant records and procedures for releasing or examining such records which will include all of the following:

- (a) Hours during which record release or examination may occur;
- (b) That a written request for such release or examination must be made;
- (c) That the request specifically identify the applicant or participant record to be examined;
- (d) That the requestor provide his or her name and address;
- (e) The person to whom such requests should be directed (normally the custodian of records);
- (f) That the fee schedule for record production not exceed the actual cost of production, including staff time, in locating, reviewing and copying the records; and
- (g) A record of each release, for which an applicant or participant, parent, legal guardian or surrogate's written consent is required, shall be maintained. Such record shall include the name of the party seeking access, the date access was granted, and the purpose for which the party requested or was authorized to use the records. The records of disclosure should be kept with, but not released or examined as a part of, the applicant's or participant's records. If participant behavioral records are released, the record of disclosure shall include the name of the individual who explained the behavioral portion of the records.

Stat. Auth.: ORS 285A.455

Stats. Implemented: ORS 285A.455

Hist.: EWP 3-2000, f. & cert. ef. 12-22-00



Confidentiality -- Applicant, Participant and Employee Records.

(1) In compliance with 29 CFR Part 37, Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, subrecipients must collect such data and maintain such records, necessary to determine whether the recipient has complied or is complying with nondiscrimination and equal opportunity provisions of the Workforce Investment Act. Subrecipients shall record the race/ethnicity, sex, age, and where known, disability status of every applicant, registrant, eligible applicant/registant, participant, exiter, applicant for employment and employee.

(2) Such data/information shall be stored in such a manner as to ensure confidentiality and shall be used only for the purposes of:

(a) Recordkeeping and reporting;

(b) Determining eligibility, where appropriate, for WIA Title IB funded programs or activities;

(c) Determining the extent to which the subrecipient is operating its WIA IB funded program or activity in a nondiscriminatory manner; or

(d) Other use authorized by the nondiscrimination and equal opportunity provisions of the WIA Title IB or its implementing regulations.

[Publications: The publication(s) referred to or incorporated by reference in this rule are available from the agency.]

Stat. Auth.: ORS 285A.455

Stats. Implemented: ORS 285A.455

Hist.: EWP 1-2000(Temp), f. 6-30-00, cert. ef. 7-1-00 thru 12-27-00; EWP 3-2000, f. & cert. ef. 12-22-00

Sub Chapter:	INSPECTION OF PUBLIC RECORDS
Statute:	ORS 192.501
Title:	Public records conditionally exempt from disclosure
Text:	<p>The following public records are exempt from disclosure under ORS 192.410 to 192.505 unless the public interest requires disclosure in the particular instance:</p> <p>(1) Records of a public body pertaining to litigation to which the public body is a party if the complaint has been filed, or if the complaint has not been filed, if the public body shows that such litigation is reasonably likely to occur. This exemption does not apply to litigation which has been concluded, and nothing in this subsection shall limit any right or opportunity granted by discovery or deposition statutes to a party to litigation or potential litigation;</p> <p>(2) Trade secrets. "Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to certain individuals within an organization and which is used in a business it conducts, having actual or potential commercial value, and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it;</p> <p>(3) Investigatory information compiled for criminal law purposes. The record of an arrest or the report of a crime shall be disclosed unless and only for so long as there is a clear need to delay disclosure in the course of a specific investigation, including the need to protect the complaining party or the victim. Nothing in this subsection shall limit any right constitutionally guaranteed, or granted by statute, to disclosure or discovery in criminal cases. For purposes of this subsection, the record of an arrest or the report of a crime includes, but is not limited to:</p> <p>(a) The arrested person's name, age, residence, employment, marital status and similar biographical information;</p> <p>(b) The offense with which the arrested person is charged;</p> <p>(c) The conditions of release pursuant to ORS 135.230 to 135.290;</p> <p>(d) The identity of and biographical information concerning both complaining party and victim;</p> <p>(e) The identity of the investigating and arresting agency and the length of the investigation;</p> <p>(f) The circumstances of arrest, including time, place, resistance, pursuit and weapons used; and</p> <p>(g) Such information as may be necessary to enlist public assistance in apprehending fugitives from justice;</p> <p>(4) Test questions, scoring keys, and other data used to administer a licensing examination, employment, academic or other examination or testing procedure before the examination is given and if the examination is to be used again. Records establishing procedures for and instructing persons administering, grading or evaluating an examination or testing procedure are included in this exemption, to the extent that disclosure would create a risk that the result might be affected;</p>

- (5) Information consisting of production records, sale or purchase records or catch records, or similar business records of a private concern or enterprise, required by law to be submitted to or inspected by a governmental body to allow it to determine fees or assessments payable or to establish production quotas, and the amounts of such fees or assessments payable or paid, to the extent that such information is in a form which would permit identification of the individual concern or enterprise. This exemption does not include records submitted by long term care facilities as defined in ORS 442.015 to the state for purposes of reimbursement of expenses or determining fees for patient care. Nothing in this subsection shall limit the use which can be made of such information for regulatory purposes or its admissibility in any enforcement proceeding;
- (6) Information relating to the appraisal of real estate prior to its acquisition;
- (7) The names and signatures of employees who sign authorization cards or petitions for the purpose of requesting representation or decertification elections;
- (8) Investigatory information relating to any complaint filed under ORS 659A.820 or 659A.825, until such time as the complaint is resolved under ORS 659A.835, or a final order is issued under ORS 659A.850;
- (9) Investigatory information relating to any complaint or charge filed under ORS 243.676 and 663.180;
- (10) Records, reports and other information received or compiled by the Director of the Department of Consumer and Business Services under ORS 697.732;
- (11) Information concerning the location of archaeological sites or objects as those terms are defined in ORS 358.905, except if the governing body of an Indian tribe requests the information and the need for the information is related to that Indian tribe's cultural or religious activities. This exemption does not include information relating to a site that is all or part of an existing, commonly known and publicized tourist facility or attraction;
- (12) A personnel discipline action, or materials or documents supporting that action;
- (13) Information developed pursuant to ORS 496.004, 496.172 and 498.026 or ORS 496.192 and 564.100, regarding the habitat, location or population of any threatened species or endangered species;
- (14) Writings prepared by or under the direction of faculty of public educational institutions, in connection with research, until publicly released, copyrighted or patented;
- (15) Computer programs developed or purchased by or for any public body for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval and manipulation of data from such computer system, and any associated documentation and source material that explain how to operate the computer program. "Computer program" does not include:
- (a) The original data, including but not limited to numbers, text, voice, graphics and images;
  - (b) Analyses, compilations and other manipulated forms of the original data produced by use of the program; or
  - (c) The mathematical and statistical formulas which would be used if the

manipulated forms of the original data were to be produced manually;

(16) Data and information provided by participants to mediation under ORS 36.256;

(17) Investigatory information relating to any complaint or charge filed under ORS chapter 654, until a final administrative determination is made or, if a citation is issued, until an employer receives notice of any citation;

(18) Specific operational plans in connection with an anticipated threat to individual or public safety for deployment and use of personnel and equipment, prepared or used by a public body, if public disclosure of the plans would endanger an individual's life or physical safety or jeopardize a law enforcement activity;

(19)(a) Audits or audit reports required of a telecommunications carrier. As used in this paragraph, "audit or audit report" means any external or internal audit or audit report pertaining to a telecommunications carrier, as defined in ORS 133.721, or pertaining to a corporation having an affiliated interest, as defined in ORS 759.010, with a telecommunications carrier that is intended to make the operations of the entity more efficient, accurate or compliant with applicable rules, procedures or standards, that may include self-criticism and that has been filed by the telecommunications carrier or affiliate under compulsion of state law. "Audit or audit report" does not mean an audit of a cost study that would be discoverable in a contested case proceeding and that is not subject to a protective order; and

(b) Financial statements. As used in this paragraph, "financial statement" means a financial statement of a nonregulated corporation having an affiliated interest, as defined in ORS 759.010, with a telecommunications carrier, as defined in ORS 133.721;

(20) The residence address of an elector if authorized under ORS 247.965 and subject to ORS 247.967;

(21) The following records, communications and information submitted to a housing authority as defined in ORS 456.005, or to an urban renewal agency as defined in ORS 457.010, by applicants for and recipients of loans, grants and tax credits:

(a) Personal and corporate financial statements and information, including tax returns;

(b) Credit reports;

(c) Project appraisals;

(d) Market studies and analyses;

(e) Articles of incorporation, partnership agreements and operating agreements;

(f) Commitment letters;

(g) Project pro forma statements;

(h) Project cost certifications and cost data;

(i) Audits;

(j) Project tenant correspondence requested to be confidential;

(k) Tenant files relating to certification; and

(l) Housing assistance payment requests;

(22) Records or information that, if disclosed, would allow a person to:

- (a) Gain unauthorized access to buildings or other property;
- (b) Identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, services; or
- (c) Disrupt, interfere with or gain unauthorized access to public funds or to information processing, communication or telecommunication systems, including the information contained in the systems, that are used or operated by a public body;

(23) Records or information that would reveal or otherwise identify security measures, or weaknesses or potential weaknesses in security measures, taken or recommended to be taken to protect:

- (a) An individual;
- (b) Buildings or other property;
- (c) Information processing, communication or telecommunication systems, including the information contained in the systems; or
- (d) Those operations of the Oregon State Lottery the security of which are subject to study and evaluation under ORS 451.180 (6);

(24) Writings prepared by or under the direction of officials of Oregon Health and Science University about a person and the person's potential interest in donating money or property to the university or about the person's actual donation unless disclosure is authorized by the person;

(25) Personal information held by or under the direction of officials of the Oregon University System about a person who has or who is interested in donating money or property to the system or to a state institution of higher education, if the information is related to the family of the person, personal assets of the person or is incidental information not related to the donation;

(26) The home address, professional address and telephone number of a person who has or who is interested in donating money or property to the Oregon University System;

(27) Records of the name and address of a person who files a report with or pays an assessment to a commodity commission established under ORS 576.051 to 576.455, the Oregon Beef Council created under ORS 577.210 or the Oregon Wheat Commission created under ORS 578.030;

(28) Information provided to, obtained by or used by a public body to authorize, originate, receive or authenticate a transfer of funds, including but not limited to a credit card number, payment card expiration date, password, financial institution account number and financial institution routing number;

(29) Social Security numbers as provided in ORS 107.840;

(30) The electronic mail address of a student who attends a state institution of higher education listed in ORS 352.002 or Oregon Health and Science University; and

(31) The name, home address, professional address or location of a person that is engaged in, or that provides goods or services for, medical research at Oregon Health and Science University that is conducted using animals other than rodents.

Note: The amendments to by section 3, chapter 807, Oregon Laws 2003, become operative January 2, 2006. See section 12, chapter 807, Oregon Laws 2003. The text that is operative on and after January 2, 2006, is set forth for the user's convenience.

192.502 Other public records exempt from disclosure. The following public records are exempt from disclosure under ORS 192.410 to 192.505:

(1) Communications within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to any final agency determination of policy or action. This exemption shall not apply unless the public body shows that in the particular instance the public interest in encouraging frank communication between officials and employees of public bodies clearly outweighs the public interest in disclosure.

(2) Information of a personal nature such as but not limited to that kept in a personal, medical or similar file, if public disclosure would constitute an unreasonable invasion of privacy, unless the public interest by clear and convincing evidence requires disclosure in the particular instance. The party seeking disclosure shall have the burden of showing that public disclosure would not constitute an unreasonable invasion of privacy.

(3) Public body employee or volunteer addresses, Social Security numbers, dates of birth and telephone numbers contained in personnel records maintained by the public body that is the employer or the recipient of volunteer services. This exemption:

(a) Does not apply to the addresses, dates of birth and telephone numbers of employees or volunteers who are elected officials, except that a judge or district attorney subject to election may seek to exempt the judge's or district attorney's address or telephone number, or both, under the terms of ORS 192.445;

(b) Does not apply to employees or volunteers to the extent that the party seeking disclosure shows by clear and convincing evidence that the public interest requires disclosure in a particular instance;

(c) Does not apply to a substitute teacher as defined in ORS 342.815 when requested by a professional education association of which the substitute teacher may be a member, and

(d) Does not relieve a public employer of any duty under ORS 243.650 to 243.782.

(4) Information submitted to a public body in confidence and not otherwise required by law to be submitted, where such information should reasonably be considered confidential, the public body has obliged itself in good faith not to disclose the information, and when the public interest would suffer by the disclosure.

(5) Information or records of the Department of Corrections, including the State Board of Parole and Post-Prison Supervision, to the extent that disclosure would interfere with the rehabilitation of a person in custody of the department or substantially prejudice or prevent the carrying out of the functions of the department, if the public interest in confidentiality clearly outweighs the public interest in disclosure.

(6) Records, reports and other information received or compiled by the Director of the Department of Consumer and Business Services in the administration of ORS chapters 723 and 725 not otherwise required by law to be made public, to the extent that the interests of lending institutions, their officers, employees and customers in preserving the confidentiality of such information outweighs the public interest in disclosure.

(7) Reports made to or filed with the court under ORS 137.077 or 137.530.

(8) Any public records or information the disclosure of which is prohibited by federal law or regulations.

(9) Public records or information the disclosure of which is prohibited or restricted or otherwise made confidential or privileged under Oregon law.

(10) Public records or information described in this section, furnished by the public body originally compiling, preparing or receiving them to any other public officer or public body in connection with performance of the duties of the recipient, if the considerations originally giving rise to the confidential or exempt nature of the public records or information remain applicable.

(11) Records of the Energy Facility Siting Council concerning the review or approval of security programs pursuant to ORS 469.530.

(12) Employee and retiree address, telephone number and other nonfinancial membership records and employee financial records maintained by the Public Employees Retirement System pursuant to ORS chapters 238 and 238A.

(13) Records submitted by private persons or businesses to the State Treasurer or the Oregon Investment Council relating to proposed acquisition, exchange or liquidation of public investments under ORS chapter 293 may be treated as exempt from disclosure when and only to the extent that disclosure of such records reasonably may be expected to substantially limit the ability of the Oregon Investment Council to effectively compete or negotiate for, solicit or conclude such transactions. Records which relate to concluded transactions are not subject to this exemption.

(14) The monthly reports prepared and submitted under ORS 293.761 and 293.766 concerning the Public Employees Retirement Fund and the Industrial Accident Fund may be uniformly treated as exempt from disclosure for a period of up to 90 days after the end of the calendar quarter.

(15) Reports of unclaimed property filed by the holders of such property to the extent permitted by ORS 98.352.

(16) The following records, communications and information submitted to the Oregon Economic and Community Development Commission, the Economic and Community Development Department, the State Department of Agriculture, the Oregon Growth Account Board, the Port of Portland or other ports, as defined in ORS 777.005, by applicants for investment funds, loans or services including, but not limited to, those described in ORS 285A.224:

(a) Personal financial statements.

(b) Financial statements of applicants.

(c) Customer lists.

(d) Information of an applicant pertaining to litigation to which the applicant is a party if the complaint has been filed, or if the complaint has not been filed, if the applicant shows that such litigation is reasonably likely to occur; this exemption does not apply to litigation which has been concluded, and nothing in this paragraph shall limit any right or opportunity granted by discovery or deposition statutes to a party to litigation or potential litigation.

(e) Production, sales and cost data.

(f) Marketing strategy information that relates to applicant's plan to address specific markets and applicant's strategy regarding specific competitors.

(17) Records, reports or returns submitted by private concerns or enterprises required by law to be submitted to or inspected by a governmental body to allow it to determine the amount of any transient lodging tax payable and the amounts of such tax payable or paid, to the extent that such information is in a form which would permit identification of the individual concern or enterprise. Nothing in this subsection shall limit the use which



can be made of such information for regulatory purposes or its admissibility in any enforcement proceedings. The public body shall notify the taxpayer of the delinquency immediately by certified mail. However, in the event that the payment or delivery of transient lodging taxes otherwise due to a public body is delinquent by over 60 days, the public body shall disclose, upon the request of any person, the following information:

(a) The identity of the individual concern or enterprise that is delinquent over 60 days in the payment or delivery of the taxes.

(b) The period for which the taxes are delinquent.

(c) The actual, or estimated, amount of the delinquency.

(18) All information supplied by a person under ORS 151.485 for the purpose of requesting appointed counsel, and all information supplied to the court from whatever source for the purpose of verifying the financial eligibility of a person pursuant to ORS 151.485.

(19) Workers' compensation claim records of the Department of Consumer and Business Services, except in accordance with rules adopted by the Director of the Department of Consumer and Business Services, in any of the following circumstances:

(a) When necessary for insurers, self-insured employers and third party claim administrators to process workers' compensation claims.

(b) When necessary for the director, other governmental agencies of this state or the United States to carry out their duties, functions or powers.

(c) When the disclosure is made in such a manner that the disclosed information cannot be used to identify any worker who is the subject of a claim.

(d) When a worker or the worker's representative requests review of the worker's claim record.

(20) Sensitive business records or financial or commercial information of the Oregon Health and Science University that is not customarily provided to business competitors.

(21) Records of Oregon Health and Science University regarding candidates for the position of president of the university.

(22) The records of a library, including circulation records, showing use of specific library material by a named person or consisting of the name of a library patron together with the address or telephone number, or both, of the patron.

(23) The following records, communications and information obtained by the Housing and Community Services Department in connection with the department's monitoring or administration of financial assistance or of housing or other developments:

(a) Personal and corporate financial statements and information, including tax returns.

(b) Credit reports.

(c) Project appraisals.

(d) Market studies and analyses.

(e) Articles of incorporation, partnership agreements and operating agreements.

(f) Commitment letters.

(g) Project pro forma statements.

(h) Project cost certifications and cost data.

(i) Audits.

(j) Project tenant correspondence.

(k) Personal information about a tenant.

(L) Housing assistance payments.

(24) Raster geographic information system (GIS) digital databases, provided by private forestland owners or their representatives, voluntarily and in confidence to the State Forestry Department, that is not otherwise required by law to be submitted.

(25) Sensitive business, commercial or financial information furnished to or developed by a public body engaged in the business of providing electricity or electricity services, if the information is directly related to a transaction described in ORS 261.348, or if the information is directly related to a bid, proposal or negotiations for the sale or purchase of electricity or electricity services, and disclosure of the information would cause a competitive disadvantage for the public body or its retail electricity customers. This subsection does not apply to cost-of-service studies used in the development or review of generally applicable rate schedules.

(26) Sensitive business, commercial or financial information furnished to or developed by the City of Klamath Falls, acting solely in connection with the ownership and operation of the Klamath Cogeneration Project, if the information is directly related to a transaction described in ORS 225.085 and disclosure of the information would cause a competitive disadvantage for the Klamath Cogeneration Project. This subsection does not apply to cost-of-service studies used in the development or review of generally applicable rate schedules.

(27) Personally identifiable information about customers of a municipal electric utility or a people's utility district. The utility or district may, however, release such information to a third party if the customer consents in writing or electronically, if the disclosure is necessary to render utility or district services to the customer, or if the disclosure is required pursuant to a court order. The utility or district may charge as appropriate for the costs of providing such information. The utility or district may make customer records available to third party credit agencies on a regular basis in connection with the establishment and management of customer accounts or in the event such accounts are delinquent.

(28) A record of the street and number of an employee's address submitted to a special district to obtain assistance in promoting an alternative to single occupant motor vehicle transportation.

(29) Sensitive business records, capital development plans or financial or commercial information of Oregon Corrections Enterprises that is not customarily provided to business competitors.

(30) Documents, materials or other information submitted to the Director of the Department of Consumer and Business Services in confidence by a state, federal, foreign or international regulatory or law enforcement agency or by the National Association of Insurance Commissioners, its affiliates or subsidiaries under ORS 646.380 to 646.396, 697.005 to 697.095, 697.602 to 697.842, 705.137, 717.200 to 717.320, 717.900 or 717.905, ORS chapter 59, 722, 723, 725 or 726, the Bank Act or the Insurance Code when:

(a) The document, material or other information is received upon notice or with an understanding that it is confidential or privileged under the laws of the jurisdiction that is the source of the document, material or other information; and

(b) The director has obligated the Department of Consumer and Business Services not to disclose the document, material or other information.

(31) A county elections security plan developed and filed under ORS 254.074.

(32) Information about review or approval of programs relating to the security of:

(a) Generation, storage or conveyance of:

(A) Electricity;

(B) Gas in liquefied or gaseous form;

(C) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);

(D) Petroleum products;

(E) Sewage; or

(F) Water.

(b) Telecommunication systems, including cellular, wireless or radio systems.

(c) Data transmissions by whatever means provided. [1987 c.373 §23e; 1987 c.764 §3; 1987 c.898 §27 (enacted in lieu of 192.500); 1989 c.6 §17; 1989 c.925 §1; 1991 c.825 §7; 1993 c.694 §27; 1993 c.817 §1; 1995 c.79 §70; 1995 c.162 §62a; 1995 c.604 §1; 1997 c.44 §1; 1997 c.559 §1; 1997 c.825 §1; 1999 c.274 §17; 1999 c.291 §24; 1999 c.379 §1; 1999 c.666 §1; 1999 c.683 §3; 1999 c.811 §2; 1999 c.855 §4; 1999 c.955 §23; 1999 c.1059 §§12,16; 2001 c.377 §§17,18; 2001 c.915 §3; 2001 c.922 §§12,13; 2001 c.962 §§80,81; 2001 c.965 §§62,63; 2003 c.14 §§90,91; 2003 c.524 §§2,3; 2003 c.733 §§49,50; 2003 c.803 §§5,6]

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192.420 Right to inspect public records; notice to public body attorney. (1) Every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505.

(2)(a) If a person who is a party to a civil judicial proceeding to which a public body is a party, or who has filed a notice under ORS 30.275 (5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the person must submit the request in writing to the custodian and, at the same time, to the attorney for the public body.

(b) For purposes of this subsection:

(A) The attorney for a state agency is the Attorney General in Salem.

(B) "Person" includes a representative or agent of the person. [1973 c.794 §3; 1999 c.574 §1; 2003 c.403 §1]

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can be made of such information for regulatory purposes or its admissibility in any enforcement proceedings. The public body shall notify the taxpayer of the delinquency immediately by certified mail. However, in the event that the payment or delivery of transient lodging taxes otherwise due to a public body is delinquent by over 60 days, the public body shall disclose, upon the request of any person, the following information:

(a) The identity of the individual concern or enterprise that is delinquent over 60 days in the payment or delivery of the taxes.

(b) The period for which the taxes are delinquent.

(c) The actual, or estimated, amount of the delinquency.

(18) All information supplied by a person under ORS 151.485 for the purpose of requesting appointed counsel, and all information supplied to the court from whatever source for the purpose of verifying the financial eligibility of a person pursuant to ORS 151.485.

(19) Workers' compensation claim records of the Department of Consumer and Business Services, except in accordance with rules adopted by the Director of the Department of Consumer and Business Services, in any of the following circumstances:

(a) When necessary for insurers, self-insured employers and third party claim administrators to process workers' compensation claims.

(b) When necessary for the director, other governmental agencies of this state or the United States to carry out their duties, functions or powers.

(c) When the disclosure is made in such a manner that the disclosed information cannot be used to identify any worker who is the subject of a claim.

(d) When a worker or the worker's representative requests review of the worker's claim record.

(20) Sensitive business records or financial or commercial information of the Oregon Health and Science University that is not customarily provided to business competitors.

(21) Records of Oregon Health and Science University regarding candidates for the position of president of the university.

(22) The records of a library, including circulation records, showing use of specific library material by a named person or consisting of the name of a library patron together with the address or telephone number, or both, of the patron.

(23) The following records, communications and information obtained by the Housing and Community Services Department in connection with the department's monitoring or administration of financial assistance or of housing or other developments:

(a) Personal and corporate financial statements and information, including tax returns.

(b) Credit reports.

(c) Project appraisals.

(d) Market studies and analyses.

(e) Articles of incorporation, partnership agreements and operating agreements.

(f) Commitment letters.

(g) Project pro forma statements.

(h) Project cost certifications and cost data.

(i) Audits.

(j) Project tenant correspondence.

(k) Personal information about a tenant.

(L) Housing assistance payments.

(24) Raster geographic information system (GIS) digital databases, provided by private forestland owners or their representatives, voluntarily and in confidence to the State Forestry Department, that is not otherwise required by law to be submitted.

(25) Sensitive business, commercial or financial information furnished to or developed by a public body engaged in the business of providing electricity or electricity services, if the information is directly related to a transaction described in ORS 261.348, or if the information is directly related to a bid, proposal or negotiations for the sale or purchase of electricity or electricity services, and disclosure of the information would cause a competitive disadvantage for the public body or its retail electricity customers. This subsection does not apply to cost-of-service studies used in the development or review of generally applicable rate schedules.

(26) Sensitive business, commercial or financial information furnished to or developed by the City of Klamath Falls, acting solely in connection with the ownership and operation of the Klamath Cogeneration Project, if the information is directly related to a transaction described in ORS 225.085 and disclosure of the information would cause a competitive disadvantage for the Klamath Cogeneration Project. This subsection does not apply to cost-of-service studies used in the development or review of generally applicable rate schedules.

(27) Personally identifiable information about customers of a municipal electric utility or a people's utility district. The utility or district may, however, release such information to a third party if the customer consents in writing or electronically, if the disclosure is necessary to render utility or district services to the customer, or if the disclosure is required pursuant to a court order. The utility or district may charge as appropriate for the costs of providing such information. The utility or district may make customer records available to third party credit agencies on a regular basis in connection with the establishment and management of customer accounts or in the event such accounts are delinquent.

(28) A record of the street and number of an employee's address submitted to a special district to obtain assistance in promoting an alternative to single occupant motor vehicle transportation.

(29) Sensitive business records, capital development plans or financial or commercial information of Oregon Corrections Enterprises that is not customarily provided to business competitors.

(30) Documents, materials or other information submitted to the Director of the Department of Consumer and Business Services in confidence by a state, federal, foreign or international regulatory or law enforcement agency or by the National Association of Insurance Commissioners, its affiliates or subsidiaries under ORS 646.380 to 646.396, 697.005 to 697.095, 697.602 to 697.842, 705.137, 717.200 to 717.320, 717.900 or 717.905, ORS chapter 59, 722, 723, 725 or 726, the Bank Act or the Insurance Code when:

(a) The document, material or other information is received upon notice or with an understanding that it is confidential or privileged under the laws of the jurisdiction that is the source of the document, material or other information; and

(b) The director has obligated the Department of Consumer and Business Services not to disclose the document, material or other information.

(31) A county elections security plan developed and filed under ORS 254.074.

(32) Information about review or approval of programs relating to the security of:

(a) Generation, storage or conveyance of:

(A) Electricity;

(B) Gas in liquefied or gaseous form;

(C) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);

(D) Petroleum products;

(E) Sewage; or

(F) Water.

(b) Telecommunication systems, including cellular, wireless or radio systems.

(c) Data transmissions by whatever means provided. [1987 c.373 §23e; 1987 c.764 §3; 1987 c.898 §27 (enacted in lieu of 192.500); 1989 c.6 §17; 1989 c.925 §1; 1991 c.825 §7; 1993 c.694 §27; 1993 c.817 §1; 1995 c.79 §70; 1995 c.162 §62a; 1995 c.604 §1; 1997 c.44 §1; 1997 c.559 §1; 1997 c.825 §1; 1999 c.274 §17; 1999 c.291 §24; 1999 c.379 §1; 1999 c.666 §1; 1999 c.683 §3; 1999 c.811 §2; 1999 c.855 §4; 1999 c.955 §23; 1999 c.1059 §§12,16; 2001 c.377 §§17,18; 2001 c.915 §3; 2001 c.922 §§12,13; 2001 c.962 §§80,81; 2001 c.965 §§62,63; 2003 c.14 §§90,91; 2003 c.524 §§2,3; 2003 c.733 §§49,50; 2003 c.803 §§5,6]

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192.420 Right to inspect public records; notice to public body attorney. (1) Every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505.

(2)(a) If a person who is a party to a civil judicial proceeding to which a public body is a party, or who has filed a notice under ORS 30.275 (5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the person must submit the request in writing to the custodian and, at the same time, to the attorney for the public body.

(b) For purposes of this subsection:

(A) The attorney for a state agency is the Attorney General in Salem.

(B) "Person" includes a representative or agent of the person. [1973 c.794 §3; 1999 c.574 §1; 2003 c.403 §1]

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192.430 Functions of custodian of public records; rules. (1) The custodian of any public records, including public records maintained in machine readable or electronic form, unless otherwise expressly provided by statute, shall furnish proper and reasonable opportunities for inspection and examination of the records in the office of the custodian and reasonable facilities for making memoranda or abstracts therefrom, during the usual business hours, to all persons having occasion to make examination of them. If the public record is maintained in machine readable or electronic form, the custodian shall furnish proper and reasonable opportunity to assure access.

(2) The custodian of the records may adopt reasonable rules necessary for the protection of the records and to prevent interference with the regular discharge of duties of the custodian.  
[1973 c.794 §4; 1989 c.546 §1]

192.440 Certified copies of public records; fees; waiver or reduction. (1) The custodian of any public record which a person has a right to inspect shall give the person, on demand, a certified copy of it, if the record is of a nature permitting such copying, or shall furnish reasonable opportunity to inspect or copy.

(2) If the public record is maintained in a machine readable or electronic form, the custodian shall provide copies of the public record in the form requested, if available. If the public record is not available in the form requested, it shall be made available in the form in which it is maintained.

(3) The public body may establish fees reasonably calculated to reimburse it for its actual cost in making such records available including costs for summarizing, compiling or tailoring such record, either in organization or media, to meet the person's request. However, when the records are those filed with the Secretary of State under ORS chapter 79 or ORS 80.100 to 80.130, the fees for furnishing copies, summaries or compilations of such records are those established by the Secretary of State by rule, under ORS chapter 79 or ORS 80.100 to 80.130.

(4) The custodian of any public record may furnish copies without charge or at a substantially reduced fee if the custodian determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.

(5) A person who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General or the district attorney in the same manner as a person petitions when inspection of a public record is denied under ORS 192.410 to 192.505. The Attorney General, the district attorney and the court have the same authority in instances when a fee waiver or reduction is denied as it has when inspection of a public record is denied.

(6) This section does not apply to signatures of individuals submitted under ORS chapter 247 for purposes of registering to vote as provided in ORS 247.973. [1973 c.794 §5; 1979 c.548 §4; 1989 c.111 §12; 1989 c.377 §2; 1989 c.546 §2; 1999 c.824 §5; 2001 c.445 §168]

Note: For transition provisions regarding secured transactions, see notes under 79.0628.

192.650 Recording or written minutes required; content; fees. (1) The governing body of a public body shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

- (a) All members of the governing body present;
- (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- (c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- (d) The substance of any discussion on any matter; and
- (e) Subject to ORS 192.410 to 192.505 relating to public records, a reference to any document discussed at the meeting.

(2) Minutes of executive sessions shall be kept in accordance with subsection (1) of this section. However, the minutes of a hearing held under ORS 332.061 shall contain only the material not excluded under ORS 332.061 (2). Instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law. If the disclosure of certain material is inconsistent with the purpose for which a meeting under ORS 192.660 is authorized to be held, that material may be excluded from disclosure. However, excluded materials are authorized to be examined privately by a court in any legal action and the court shall determine their admissibility.

(3) A reference in minutes or a recording to a document discussed at a meeting of a governing body of a public body does not affect the status of the document under ORS 192.410 to 192.505.

(4) A public body may charge a person a fee under ORS 192.440 for the preparation of a transcript from a recording. [1973 c.172 §5; 1975 c.664 §1; 1979 c.644 §4; 1999 c.59 §44; 2003 c.803 §14]



## ARCHIVES PROCEDURES

Purpose

The purpose of this procedure is to describe archives responsibilities and processes, and to assure compliance with State and Federal record retention law.

Scope

This procedure covers retirement of all Job Council documents (WIA, JOBS, child care, etc.) from active files to the archives, record index maintenance, retrieval of archival records, and purging of archival records.

Background

Federal WIA records retention regulations were revised July 1, 2001. The requirements state that "Except as otherwise provided, records must be retained for three years..." Federal retention requirements state that "the retention period for the records of each funding period starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for that period". Therefore, in order to adhere to federal and state retention requirements, The Job Council will maintain all appropriate records for a minimum of six (6) years from the time notice has been received from CCWD that the final closeout report has been filed. For Job Council purposes, the above records retention requirements also pertain to JOBS records.

Attachments

- A. Box Label Example
- B. Master Archive Index sample
- C. Archive Access Procedures
- D. CCWD Policy 589-40.4

## I. DOCUMENT PROCEDURES

A. Retirement of Records from Active Files1) Department Actions

During the first month of the program year (or as soon thereafter as possible), each manager will be responsible for actions necessary to retire records from the department's active files. (The department may wish to maintain one or two previous year's records in the active files rather than retiring all files at the start of the new program year). The following actions should be taken:

- a) Place all records to be retired in bankers boxes. Records should be organized by (1) program year, (2) alphabetical order, and (3) chronological order. Materials in one box may be of different types but must all have the same destruction date. It is recommended that all boxes be reasonably full in order to conserve archive space and that they be complete with no anticipated additions in order to assure accurate computer listing.
- b) Attach a note to the outside of the box that contains a brief description of the contents of the box (including the program year) and the desired retention period.
- c) Indicate in the note on the outside of the box if any of the records are confidential.

2) Central Support Unit

The Central Support Unit is responsible for assigning archives addresses, labeling boxes, placing boxes in the archives, and updating the Archives Index. The following actions should be taken:

- a) Assign an archives address to each box and indicate the address on the archives index form. Each unit (cabinet) is indicated by a letter; each shelf in the unit is indicated by a number (from bottom to top); and each shelf has six (6) box locations, 1-3 in bottom front, 4-6 in bottom rear. (NOTE: Most records designated for permanent retention are stored off-site.)

Thus, a box located at J-4-5 will be found in the middle of the back row on the fourth shelf from the bottom in shelf unit J. Record boxes are to be located with consideration for need for retrieval access and proximity to other similar materials. Since the computerized index will always provide for immediate location of the desired box to be retrieved, there will be no necessity to shift boxes in the archives, even at some later point in time when similar boxes can no longer be located in discrete units. The organization and location are always clearly indicated in the index. If for some reason, relocation of a box is desired, it must be relabeled with a new address and the correction must be made on the indices. This action is not recommended unless there are some problems with the original assigned location.

- b) Label all boxes as indicated on the box label example (attachment A). The description, indicated on the index form will be printed with a felt marker in the center of the end of the box. The indicated date for purging from the archives will be printed in the lower left corner, and the assigned address will be printed in the lower right corner. All white labels used for this purpose will be of the permanent variety.

- c) Place all boxes at appropriate archives addresses.

## B. Index Maintenance

The Central Support Unit will be responsible for maintenance and distribution of up-to-date archives indices. The master index will include the record source, type, detailed box contents description (including a notation that the box contains confidential information), WIA designation, most recent document date, required retention period, desired retention date (if additional retention time is desired), required purge date, desired purge date and archives address. This information will be organized by departmental unit, type, description, and date. See attachment B. All information shown on this index will be limited to one line per box in order to allow for sorting by date, purge date, address, etc.

After adding new boxes to the archives, the following actions should take place:

- 1) Update the master database with the information on the Archives Index.
- 2) Print desired indices.
- 3) Place copies of the updated indices in archives.
- 4) Provide copies of the updates master index to all departments.

## C. Retrieval of Archives Records

Although the Central Support Unit has overall responsibility for the archives, retrieval of records and replacement of record boxes are the responsibility of those requiring the information.

Since all record boxes will be clearly described in the archives index, there should be little need for extended physical searching through archives boxes.

In order to retrieve records from the archives, follow the Archive Access Procedures in attachment C.

## D. Purging Archives Records

Purging archived records will, at a minimum, follow guidelines set forth in state policy 589-40.4 (attachment D).

Archives records should be purged at the same time that active files are retired. If archive space is limited, it may be important to purge archive records first.

The following actions should take place:

1) Central Support Unit

Distribute to all managers an index indicating boxes with current required purge date and a memo requesting approval of purging or a new desired purge date for each box.

2) All Managers

Indicate approval of purging or a new purge date for each box and return the list to the Central Support Unit. Indicate whether any documents to be destroyed are of a sensitive or confidential nature requiring special handling.

3) Central Support Unit

- a) Pull all boxes to be purged.
- b) Arrange for special destruction of any sensitive or confidential materials.
- c) Dump contents of all other boxes into the trash dumpster for removal or arrange for recycling if possible.
- d) Retain boxes for reuse.
- e) Retain list of boxes purged.
- f) Update master indices for boxes purged and boxes with revised purge dates.
- g) Indicate on master purged indices the destruction method utilized for sensitive or confidential material as follows:
  - i) S = shredded
  - ii) R = recycled
  - iii) B = buried at landfill
- h) Distribute updated master indices to all departments.
- i) Distribute updated master index to archive location.

## I. COMPUTER DISKS

The information on computer disks which is required for retention by the State also appears in document form, and therefore, there is no disk retention requirement. It may be, however, that The Job Council will develop databases which The Job Council may wish to retain on disks. In this eventuality, an appropriate addition to this procedure may be required.



LKR/

3/26/84

Revised: 8/1/89

Revised: 2/1/91

Revised: 3/23/94

Revised: 6/24/04

Revised: 3/31/05

c:\wp8\archiveprorev05

BOX NO.

CONTENTS

PY 91 PARTICIPANT FILES  
A - B E

FROM

THRU

BOX CONTENTS  
DESCRIPTION

R-King  
NO. 725

DESTROY

PURGE DATE

99

ARCHIVES ADDRESS

M-1-5

# Not Purged Market Street by Unit

Loc	Unit	Type	Description	Address	Year	RRP	DRP	RPD	Purged
1	Central	Admin files	PY00 Assess/Audits/Monit	A 3 5	2001	6	6	2008	2008
		Admin files	PY00 Boards/Cites	A 5 1	2001	6	6	2008	2008
		Admin files	PY00 Corres, in-house, & Alpha & A-I	A 4 4	2001	6	6	2008	2008
		Admin files	PY00 Corres, J-Z	A 4 5	2001	6	6	2008	2008
		Admin files	PY00 Corres, State & JOBS	A 4 6	2001	6	6	2008	2008
		Admin files	PY00 General Info, A-Finance	A 3 6	2001	6	6	2008	2008
		Admin files	PY00 General Info, Ins-Z	A 4 1	2001	6	6	2008	2008
		Admin files	PY00 Grants/Contracts, Adult-Z	A 4 3	2001	6	6	2008	2008
		Admin files	PY00 Grants/Contracts, A-PY00 Budge	A 4 2	2001	6	6	2008	2008
		Admin files	PY00 Notebook Info	A 3 4	2001	6	6	2008	2008
		Admin files	PY00 Prsnl, through travel (attended on	A 3 5	2001	6	6	2008	2008
		Admin files	PY00 Prsnl; Travel (attended only)	A 3 6	2001	6	6	2008	2008
		Admin files	PY01 Audits/Assess/Monit	B 5 3	2002	6	6	2009	2009
		Admin files	PY01 Boards/Committees A-Z	B 5 1	2002	6	6	2009	2009
		Admin files	PY01 Corres, AFS-Voc Training	B 6 5	2002	6	6	2009	2009
		Admin files	PY01 Corres, JOBS, In-House, Alpha A	B 6 4	2002	6	6	2009	2009
		Admin files	PY01 Corres, State	B 5 3	2002	6	6	2009	2009
		Admin files	PY01 Gen Info, A-F	B 5 4	2002	6	6	2009	2009
		Admin files	PY01 Gen Info, Ins-WOTC	B 5 5	2002	6	6	2009	2009
		Admin files	PY01 Grants/Contracts, A-J	B 6 1	2002	6	6	2009	2009
		Admin files	PY01 Grants/Contracts, M-TAT	B 6 2	2002	6	6	2009	2009
		Admin files	PY01 Grants/Contracts, TJC/A-TJC/Z	B 6 3	2002	6	6	2009	2009
		Admin files	PY01 Notebook Info	B 5 6	2002	6	6	2009	2009
		Admin files	PY01 Personnel	B 5 2	2002	6	6	2009	2009
		Admin files	PY96 Audits/Monit/Assess/Prsnl	A 8 4	1997	6	6	2004	2004

ARCHIVE ACCESS PROCEDURES

1. Notification of archive box access needs to be given to the designated Central Support staff person (Leslie) by noon, Wednesday. Notification can be verbal or written.
2. Requests for information from archives should contain the following information:
  - a) Archive address of each box needed.
  - b) File folder/computer printout name or other identifying information in order to locate needed document(s) within the box.
  - c) Specific information required from each file folder/printout or document.
  - d) Indicate whether a photocopy of the document(s) is needed, or
  - e) If the required information can be relayed verbally by the individual retrieving the information.
  - f) Provide as much information as possible about the document(s)/information needed from archives.
3. The Central Unit staff person will ask an individual to retrieve all the information requested from archives for that week. The individual requested to retrieve the information will (probably) be from the team/office with the most requests. If that individual is not available, another individual will be asked to retrieve the information. If necessary and/or appropriate, more than one person may retrieve archived information. Every attempt will be made to ensure that those individuals coordinate the trip to archives so that only one trip is made by all individuals going to archives in any given week.

The individual(s) who will be retrieving archived information will be given all the information from #2 above for each archive request.
4. The designated Central Support staff person will notify Cummings Mayflower Archive Center by telephone of the boxes needed for retrieval and the name of the authorized person(s) who will be retrieving the information. That notification will be made by 5:00 p.m. each Wednesday.
5. The designated day and times for access to archived records is Thursday afternoon (1:00 p.m. to 4:30 p.m.) of each week.

6. Emergency access to archived records will be allowed subject to timelines indicated by Cummings Mayflower Archive Center. (It must really be an emergency and Cummings may not have someone immediately available to retrieve a box.) Due to safety considerations, Job Council staff will be allowed to retrieve archives boxes in an emergency and only if the boxes are located no higher than the third shelf (or six boxes high).
7. If photocopies of information are required, the documents must be taken to the Cummings Mayflower bookkeeper who will make the photocopies. (The Job Council is charged 10¢ per copy.)
8. Job Council staff having access to archived records are responsible for returning all documents to the correct archive box. Should it be necessary to remove a file or document from archives, a completed "Out Card" must be placed in the appropriate location in the archive box.
9. "Out Cards" will be available from the Cummings Mayflower bookkeeper.
10. To return files or documents to archives:
  - a) Notify the designated Central Support staff person that a document is to be returned to archives.
  - b) Provide the Central Unit staff person with the archive address, file name or other specific information needed in order to return the document to the correct location.
  - c) The Central Unit staff person will ensure that the individual(s) who will be making the trip to the archives receives the document to be returned to archives and all the information provided in "B" above.
  - d) The individual(s) returning a document to archives will remove the "Out Card" from the appropriate location and archive box, return the document to that location in the box and give the "Out Card" to the Cummings Mayflower bookkeeper.
11. General Information: The Job Council is charged for actual Cummings Mayflower staff time spent in retrieving and refiling archive boxes. Charges are in 15 minute increments.

The Job Council is charged 10¢ per each photocopy made by the bookkeeper at Cummings Mayflower.

The Job Council is not charged for Job Council staff time spent perusing retrieved archive boxes.

Archive Access Procedures  
Page Three

The Job Council is charged, on a monthly basis, for every box that is maintained in archives.

The designated Central Support staff person is responsible for notifying Cummings Mayflower of individuals authorized access to archives.

Access to archives is by Job Council authorized signature only. There is no limit to the number of people who can be authorized.

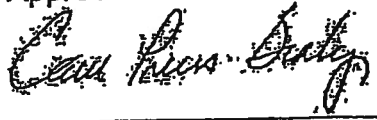
12. Report any problems with archived records to the designated Central Support staff person immediately.

LKR/

Approved: 10/88

Revised: 3/94

c:\arcaccpro

Department of Community Colleges and Workforce Development	Number: 589-40.4
	Effective Date: June 1, 2004
	Page 1 of 3
SUBJECT: Records Retention and Public Access	Approved: 

Purpose To provide record retention requirements and disposition procedures for subrecipients of Workforce Investment Act (WIA) funds that will ensure compliance with State and Federal laws. Local Workforce Investment Areas (LWIAs) are required to maintain and retain records of all fiscal and program activities funded under the Workforce Investment Act of 1998 (WIA). With few exceptions, such records shall be available to the public. This policy sets forth the minimum requirements, the timeframes for records retention, and the extent to which such records may be made available to the public.

Background None

References Public Law 105-220  
20 CFR Part 652 et. al.  
29 CFR 97.42  
29 CFR 95.53  
29 CFR Part 37  
ORS Chapter 192 — Public and Private Records; Public Reports and Meetings  
Technical Assistance Guide Chapter II – 14

Definitions Public record includes any writing containing information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics. . . .

Writing means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.

Policy It is the policy of CCWD that all LWIAs and subrecipients comply with Federal record retention rules and regulations. Governmental subrecipients must follow the record retention requirements specified at 29 CFR 97.42 and nongovernmental grantees must follow the requirements specified at 29 CFR 95.53 related to the retention and disposition of records. Both regulations contain similar requirements. In addition, subrecipients of WIA funds must retain records related to the disposition of property and records specified under 29 CFR Part 37. These requirements are summarized below and require that each fiscal agent, Local and Regional Workforce Investment Board (L/RWIB), and any subrecipient

of WIA funds shall:

1. Retain all records pertinent to the grant, grant agreements, interagency agreements, contracts or any other award, including financial, statistical, or other pertinent records, and supporting documentation, for a period of at least three (3) years after the original submittal by the State of Oregon /CCWD of the final expenditure report (closeout) for that funding period to the federal Department of Labor, the awarding agency;
2. Retain all records of non-expendable property for a period of at least three (3) years after final disposition of property;
3. Retain indirect cost records such as computations or proposals, cost allocation plans, and supporting documentation for three years from the date the indirect cost rate package is submitted for negotiation. If not submitted for negotiation, the three-year period identified in (1) above shall apply;
4. Retain all records pertinent to applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment for a period of not less than three years from the close of the applicant program year. Such records must be maintained as whole record system;
5. Retain records regarding complaints and actions taken on the complaints for a period of not less than 3 years from the date of resolution of the complaint;
6. Retain all records beyond the required three (3) years if any litigation or audit has begun or a claim is instituted involving the grant or agreement covered by the records. The records shall be retained until the litigation, audit, or claim has been resolved or the required three years, whichever period is longer.

In the event of the termination of the relationship between the grantee (CCWD) and an LWIA fiscal agent or other WIA subrecipient, the fiscal agent or subrecipient will be responsible for the maintenance and retention of their own records as well as the records of any subrecipient unable to maintain and retain its own records in accordance with the time frames contained in this policy. For those subrecipients unable to keep their records, the grantee will take custody and be responsible for the maintenance and retention of the records of any fiscal agent or subrecipient unable to maintain and retain its own records or those of its subrecipients.

Copies of records made by microfilming, photocopying, or similar methods may be substituted for the original records if they are preserved with integrity and are considered as admissible as evidence.

#### Limitation of Public Access to Records

Personal records of WIA registrants will be private and confidential in compliance with State statutory requirements contained in ORS 192, and will not be disclosed to the public. Personal information may be made available to One-Stop partners or



SUBJECT: Records: Retention and Public Access.

Number: 589-40.4

Page 3 of 3

service providers on a selective basis consistent with the registrant's signed "Release of Information" form. In addition, this information may be made available to persons or entities having responsibilities under WIA including representatives of:

1. The Department of Labor;
2. The governor;
3. WIA grant recipients;
4. LWIA subrecipients;
5. Appropriate governmental authorities involved in the administration of WIA to the extent necessary for its proper administration.

The conditions under which information may be released or withheld are shown below:

1. WIA registrants will have access to all information concerning themselves as individuals unless the records or information are exempted from disclosure.
2. The names of One-Stop staff and subrecipient staff in positions funded by WIA, in part or in whole, will be a matter of public record. Other information pertaining to these recipient or subrecipient employees will be made available to the public in the same manner and to the same extent as such information is made available on staff in positions not funded by WIA.
3. Public agencies responsible for financial and/or program activities under WIA will have public records systems in accordance with ORS 192. 420. Nongovernmental agencies with such responsibilities will have public records systems, which comply with the spirit and intent of ORS 192. 420.

#### Procedure

#### Responsibility

#### Action

- |              |   |
|--------------|---|
| Subrecipient | 1. Establish record retention and public access procedures pursuant to this policy.   |
| CCWD         | 1. Monitor subrecipients for compliance with this policy.<br>2. Notify the locals when the state submits its final expenditure report (closeout), which would start the clock on records retention and when any litigation, audit, or claim has been filed which would extend the retention period. |



## INCIDENT REPORTING POLICY

- ⊗ The Job Council has a responsibility to assure that the funds it receives are used only for the purposes intended and in compliance with the requirements of its funding sources. All incidents of suspected fraud, misuse of funds, and program abuse are to be reported immediately to the funding source.
- ⊗ The Workforce Investment Act (WIA) has specific requirements for reporting suspected fraud and program abuse. These requirements are outlined in this policy. For other funding sources, the procedure required by the funding source will be followed.
- ⊗ The Job Council and its subcontractors are required to report all cases of suspected or known fraud, program abuse, or criminal conduct related to the use of Job Council funds. Any act which raises questions concerning possible illegal expenditures or other unlawful activity must be reported *immediately upon discovery* to a supervisor, the Executive Director, and/or the Program Analyst. Any supervisor or other manager who becomes aware of or receives information about suspected fraud/abuse is required to report the information immediately to the Executive Director.
- ⊗ Suspected WIA fraud/abuse will be reported immediately to the State WIA Administration, following WIA Administration policy. State policy requires that incidents be reported to the State immediately by telephone, and in writing (using Department of Labor's Incident Report form) within one work day.
- ⊗ The Job Council will conduct the initial fact-finding necessary to determine whether a situation meets the definition of a reportable incident, and to prepare an incident report if necessary. Any investigation beyond initial fact-finding will be conducted only after consultation with the funding source.
- ⊗ Individuals may also report suspected WIA fraud/abuse directly to the State WIA Administration (1-503-373-1995) or to the Department of Labor's Office of Inspector General (OIG) Hotline (1-800-424-5409).

### Incidents Which Must Be Reported

- 1) **Fraud, misfeasance, nonfeasance, or malfeasance:** any alleged deliberate action which is apparently in violation of Federal statutes and regulations.

Examples: bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants, intentional payments to a contractor without the expectation of receiving service, payment to "ghost" (fictitious) enrollees, misuse of funds, and misrepresenting information in official-reports.

## Incident Reporting Policy (continued)

- 2) **Misapplication of funds:** any alleged use of funds, assets or property not authorized under the Workforce Investment Act, WIA regulations, grants or contracts.

Examples: nepotism, political patronage, use of participants for political activity, ineligible enrollees, conflict of interest, failure to report income from Federal funds, violation of contract/grant procedures, and the use of Federal funds for other than specified purposes.

- 3) **Gross mismanagement:** actions or situations arising out of management ineptitude or oversight, leading to major violations of WIA, regulations, or grant/contract provisions which could severely hamper accomplishment of program goals, and including situations which lead to waste of government resources and could jeopardize future support for a particular project.

Examples: unauditible records, unsupported costs, highly inaccurate fiscal and/or program reports, payroll discrepancies, payroll deductions not paid to IRS, and the lack of good internal control procedures.

- 4) **Employee/participant misconduct:** actions occurring during or outside of work hours that reflect negatively on the Department of Labor or its mission.

Examples: conflict of interest or the appearance of conflict of interest involving outside employment, business and professional activities; the receipt or giving of gifts, fees, entertainment and favors; misuse of Federal property; misuse of official information; serious violations of Federal and State laws; and such other activities as might adversely affect the confidence of the public in the integrity of the government.

The responsibility for preventing, identifying, and reporting fraud and program abuse is shared by all Job Council and subcontractor staff.

To prevent misuse of funds, it is important to have the necessary controls in place to minimize the possibility of fraud and program abuse. In the case of WIA funds, money spent in violation of federal requirements generally has to be repaid dollar-for-dollar out of non-WIA funds. Requirements for other funding sources vary.

The most effective way to minimize fraud and program abuse is for all staff to be aware of what constitutes fraud/abuse (see the Incident Reporting policy) and to be on the lookout for it before a major problem develops. The responsibility for preventing fraud/abuse, and for reporting it when we suspect or see it happening is shared equally by all of us (Job Council and subcontractor staff).

Here are some tips and questions put together by State and local risk management staff to help in the prevention of fraud and abuse.

### Signing Documents

- ▶ Never have a client sign a blank document.
- ▶ Intake forms must be signed and dated by the participant and intake worker on the date the form was actually completed and eligibility determined.
- ▶ Never sign another's name to represent that person's actual signature.
- ▶ Never backdate a document! Backdating is using a date prior to the correct date than an action (e.g., a signature) occurred.
- ▶ Participant time records must be certified by the participant and the supervisor, and any changes or corrections must be initialed.
- ▶ Check the signatures on participant time sheets and other documents against the signatures on the application and signature authorization form (or equivalent documents). Are they the same? If not, don't process it. Obtain another sample signature from the participant or supervisor if necessary to determine if the signature on the document in question is legitimate.
- ▶ Check participant endorsements on checks against signatures on applications on a sample basis.

### Casenotes

- ▶ When reading casenotes: Is the information complete? Does it make sense? Are the actions reasonable? Will this make sense in three years if this staff person is no longer here to explain it? Is the information consistent with other data in the file (MIS documents, timesheets, OJT contract, etc.)?

- ▶ Leave a trail. If you change something, add something, delete something...leave a trail so that those who follow have the benefit of your thinking.

### Testing

- ▶ Are testing procedures/standards sufficient to assure the integrity of the testing process? Are the procedures followed?
- ▶ Does the person administering the test have an interest in a particular outcome? If so, how is accuracy/integrity assured?
- ▶ Are the staff administering tests properly trained?
- ▶ Are tests scored correctly?
- ▶ Is there a pattern to the test results that warrants checking (e.g., high percentage of participants passing post-tests soon after scoring low on pre-tests)?
- ▶ Does someone other than the individual administering tests routinely check a sample of test documents?

### Contracts

- ▶ Are contracts or contract modifications signed after the contract start date or mod effective date?
- ▶ Are the reasons for contract modifications clearly documented in the file? Are contracts modified to cover inadequate contractor performance?

### Matching Funds

- ▶ Is in-kind match sufficiently justified and documented?
- ▶ Does match represent a service to WIA participants? Funds used to provide services to WIA and non-WIA participants must be prorated to determine the match allowable for WIA.
- ▶ Are the matching funds clearly and directly related to the additional service that is being provided with WIA funds, and not to a service that would be provided with or without WIA funding?
- ▶ Is the back-up documentation of match reviewed?

### Records

- ▶ When records are not complete (missing forms, files, etc.), try to determine the cause. Is it isolated, or indicative of a larger problem?

## Program Integrity

Page 3

- Are there inconsistencies or alterations in documents? Never change official documents by using correction fluid or erasing the original information. If changes are necessary, cross out and initial.
- Be on the lookout for phony documentation, whether presented by an applicant/participant or supplied by staff. (One SDA fund that a contractor was inserting phony certificates of completion in participant files.)

### MIS

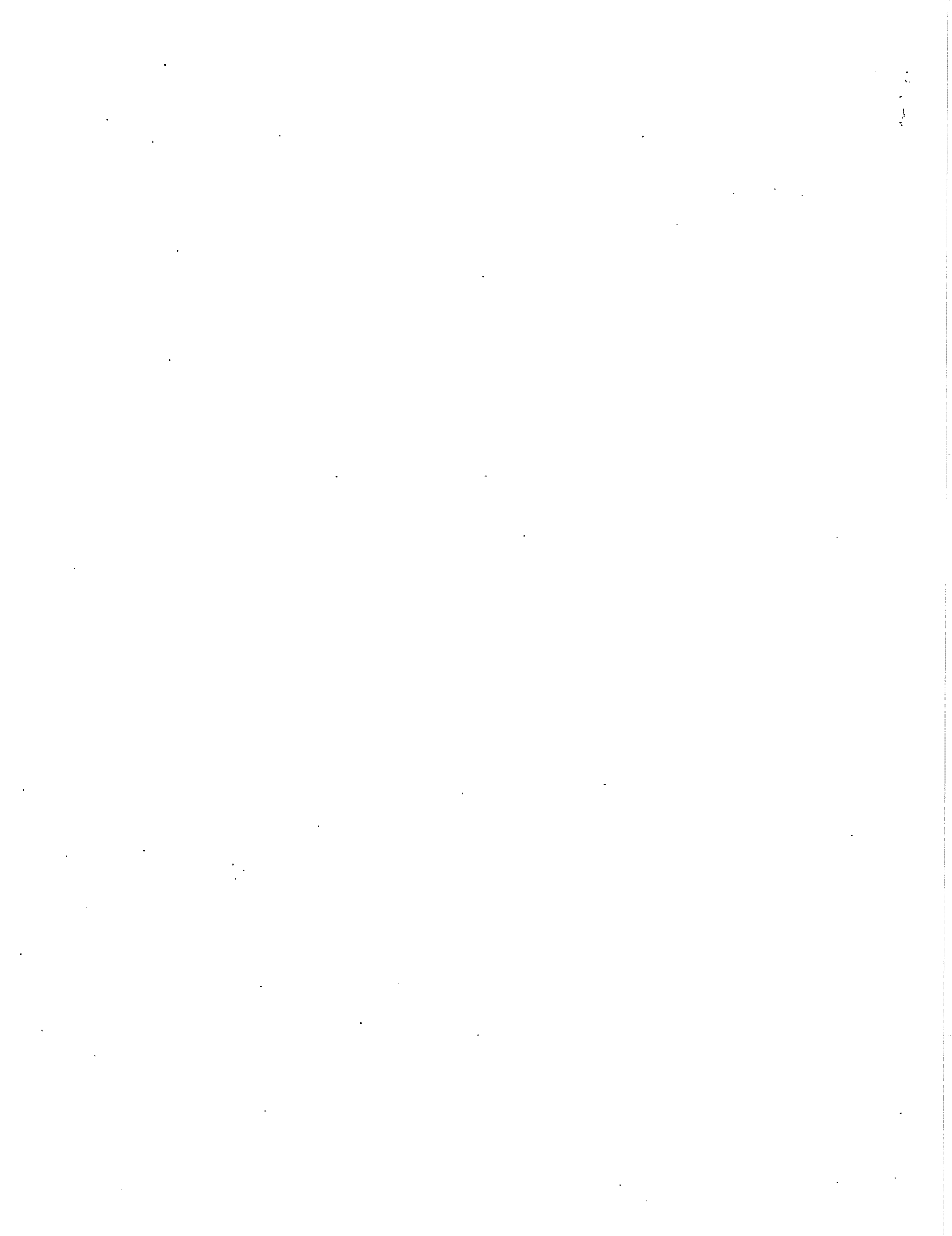
- Is the MIS function used to spot problems with inconsistent documents, questionable participant transactions, etc.?
- Are participant transactions reported to MIS and input in a timely manner?
- Are terminations changed after-the-fact to enhance performance outcomes? If so, is documentation of the accuracy of the change required?

### General

- Don't assume that everything is all right or all wrong. Be a thoughtful skeptic.
- Ask, "How could I steal from this system?" and then suggest ways to improve our systems to minimize the chance of it happening.
- Don't assume that fraud/abuse won't happen here. It can happen where you least expect it.

Fraud or abuse can mean the end of a program, a career, and even an agency. Let's make sure it doesn't happen to us!

BMM/KS/lkr  
8/23/96  
Pol&SH:fraud.pol







# THE JOB COUNCIL

PROVIDING WORKFORCE RESOURCES

## COMPLAINT AND GRIEVANCE PROCEDURES

relating to The Job Council's child care referral program.

**The Job Council is an equal opportunity employer and operates equal opportunity programs. Auxiliary aids and services available upon request to individuals with disabilities.**

For more information contact:  
Ken Heidsmann, EOC  
The Job Council  
1569 N.E. F. Street Grants Pass, OR 97526  
1-541-244-3211 (kenh@jobcouncil.org)  
Oregon Relay 711 Carrera 711 de Oregon

Medford Office:  
100 E. Main St., Suite A  
Medford, OR 97501  
(541) 776-5100 (Voice/TDD)

Grants Pass Office:  
1569 NE "F" Street  
Grants Pass OR 97526  
(541) 476-1187 (Voice/TDD)

10/2/12  
/tka

### CHILD CARE PROVIDER COMPLAINTS

Complaints about child care providers that do not include allegations of child abuse or licensing violations may be discussed with Child Care Resource Network (CCRN) staff or may follow The Job Council's regular complaint procedure.

Allegations of child abuse or licensing violations by a childcare provider may be made either verbally or in writing. Complete information will be gathered by CCRN staff or from the written statement provided by the complainant. The Job Council Statement of Complaint/Grievance may be used for the written statement, but is not required.

Reports of suspected child abuse should contain the following information: name, age and address of the child and his/her parents or other persons responsible of his or her care; nature and extent of abuse, including any evidence of previous abuse and any explanation given by caretakers for injuries; and any other information which might be helpful in establishing the case of the abuse and for identifying the abuser. Information about suspected abuse or licensing violations will be reported to the appropriate authorities.

A childcare provider will be temporarily suspended from the CCRN referral list when The Job Council receives an allegation of child abuse/neglect or licensing, registration or certification violations by the provider.

Providers may also be suspended from the CCRN referral list for other reasons, such as unsafe or unsanitary conditions, discrimination, or failure to report indications of child abuse or neglect.

Depending upon the situation, providers may be permanently removed from the referral list or may be reinstated.

Upon request, Job Council staff will provide you with the detailed procedures regarding complaints

## BACKGROUND

The Job Council administers programs and activities funded under the Workforce Investment Act (WIA), Job Opportunities and Basic Skills (JOBS) program, and other funding sources.

In accordance with regulations, The Job Council maintains procedures for processing complaints and grievances. Any interested person may file a complaint or grievance. For purposes of these procedures, a grievance is an allegation of a violation of the Workforce Investment Act or associated regulations, grants, or agreements. A complaint may be filed for any reason. Some of The Job Council's funding sources may have complaint procedures different than those described in this brochure. A Job Council representative can help you determine the procedure to follow for a particular type of complaint.

The procedure for complaints about child care providers is described in the Child Care Provider Complaints section of this pamphlet.

Except for complaints and grievances alleging fraud or criminal activity, complaints and grievances must be filed within one (1) year of the alleged occurrence. Complaints of discrimination must, in most cases, be filed within 180 days from the date of the alleged act of discrimination.

## BEFORE YOU FILE A COMPLAINT OR GRIEVANCE...

If you have a concern or complaint, you may be able to resolve it by discussing it with Job Council staff. Job Council staff will try to resolve the situation informally whenever possible. This is usually the fastest way to solve a problem.

## PROCEDURES

When you file a complaint or grievance, it is important for you to understand that you have certain rights and opportunities and that you assume certain responsibilities.

To be processed under the Complaint and Grievance procedure, a complaint or grievance must be submitted to The Job Council in writing at one of the addresses shown on the front of this pamphlet and must include all of the following information. You may provide this information on The Job Council Statement of Complaint/Grievance form, but you are not required to use the form.

- a. Name, address, and phone number (home, work and/or message) of complainant/grievant;
- b. Name, address of person or organization that the complaint/grievance is against;
- c. Statement of allegations (factual information) and date(s) of occurrence(s);
- d. Provision of the Act (WIA), regulations, grant or other agreement that you believe was violated, if applicable (Note: this will differentiate between a complaint and a grievance; a complaint will not include an allegation that a provision of WIA, or associated regulations, grant or other agreement was violated);
- e. What you would like done to resolve your complaint/grievance;
- f. Signature of the complainant/grievant or his/her authorized representative. Anonymous complaints will not be processed as complaints/grievances.

The Job Council's complete Complaint and Grievance Procedures provide detailed information about the different kinds of complaints/grievances and how they are processed.

For most kinds of complaints, a hearing is scheduled to occur within 30 days of when the complete information is received at The Job Council, and a decision is issued by The Job Council Executive Director within 60 days of the date of receipt. Appeals processes are available for some types of complaints.

Upon request, Job Council staff will provide you with a copy of the Statement of Complaint/Grievance form and/or a copy of the complete procedures to review.

*Because of the number of different procedures for different kinds of complaints, we suggest that you talk to a Job Council representative before filing your written request.*

## WIA COMPLAINTS OF DISCRIMINATION

Any person who believes that he or she or any specific class of individuals has been or is being subjected to discrimination prohibited by the nondiscrimination and equal opportunity provisions of WIA may file a written complaint with either The Job Council (as described above) or directly with the USDOL Civil Rights Center. This includes discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs financially assisted under Title I of WIA, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I –financially assisted program or activity. Complaints must be filed within 180 days from the date of the alleged violation (see addresses below).

If you need more information about how to file a complaint of discrimination under WIA contact The Job Council EOC – Ken Heindsmann 1569 N.E.F. Street, Grants Pass, OR 97526, or the director, Civil Rights Center (CRC)U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210

Policy # ADM 1-15  
Category Finance

**THE JOB COUNCIL  
POLICY STATEMENT**

TYPE:

- Board of Directors
- Administrative
- Other (Specify)

SUBJECT: **Internal Cost Allocation**

POLICY: Costs are allocable to grants based upon the benefit received by the grant. The majority of costs recorded into the accounting system are direct charges. In all instances where multiple funding sources would benefit, the following criteria are used:

- a. Allocation based on actual staff time spent (default). The salaries and fringe benefits (and associated non-personnel costs) of staff working on multiple programs will be allocated by the number of actual hours spent in each program.
- b. Allocation based on time analysis. Based on actual staff time sheets, an analysis of time spent working in each program / activity.
- c. Allocation based on actual usage. The actual usage of equipment or supplies is the basis of the allocation.
- d. Allocation based on number of applicant or participants served. Costs are allocated based upon the number of participants in a program. If applicable, costs may also be allocated based upon the number of participants served during a specific period of time, or number of participants active during the period.
- e. Allocation based upon anticipated usage. For those overhead costs that are inherently complicated to allocate (because of a multitude of varying funding sources in various locations each month), costs will be allocated based upon anticipated usage, with periodic reconciliations, including at year end.

All subcontracts will be allocated to the benefitting grant or contract prior to execution. Subsequent changes to subcontract allocation must be approved in writing by the Director of Administration. All allocated costs are managed by the allocation tables in the computerized accounting system.

SOURCE: Executive Team

DATE: 1/16/15

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

EFFECTIVE DATE: 7/1/14



**THE JOB COUNCIL**  
PROVIDING WORKFORCE RESOURCES

## DEBT COLLECTION PROCESS

### GENERAL

The purpose of this Handbook is to establish uniform procedures for the recovery of misspent funds. The reasons for following these procedures carefully are twofold: (1) to recover misspent funds whenever possible, and (2) to be able to clearly document that prompt, appropriate and aggressive efforts were made to collect misspent funds, when collection efforts are not successful.

The Workforce Investment Act, implementing regulations, and federal and state policies and guides establish the requirements for debt collection.

The Job Council attempts to prevent the misexpenditure of WIA funds through effective use of internal systems/procedures, contracts, contract management and monitoring. When misexpenditures do occur, The Job Council immediately attempts to recover the funds. Any funds not recovered are likely to be identified by an audit as questioned costs.

### DEBT COLLECTION RESPONSIBILITY

All Job Council employees are responsible for identifying instances of overpayment and/or misexpenditure of funds involving participants and subrecipients with whom they are working, and for notifying the Finance Department immediately.

The Job Council's Finance Department is responsible for debt collection, with assistance from Employment Counselors, Program Managers, the Business Manager and other Job Council staff, as appropriate. The Executive Director approves the debt collection plan for all disallowed costs and other subrecipient and participant debts of \$500 or more.

Employment Counselors and other staff are not to initiate debt collection efforts without coordinating these with the assigned Finance staff. Their role is to assist in debt collection efforts, not to direct them. Well-intentioned efforts to secure repayment can sometimes complicate the Finance debt collection efforts.

### ESTABLISHMENT OF A DEBT

#### Definition.

For purposes of these procedures, the following definitions apply:

**Debt.** A cost which is determined to be in violation of legislative or regulatory requirements or specific conditions of pertinent grants, contracts, agreements or procedures. A debt may result from an overpayment or a misexpenditure of funds.

**Disallowed cost.** A cost which is determined to be in violation of legislative or regulatory requirements or specific conditions of pertinent contracts or agreements, as established by a final determination by the State, the Department of Labor and/or The Job Council.

**Participant.** An individual who is or was enrolled in a Job Council-funded program.

Subrecipient. An individual (other than a participant), agency, business or contractor who receives funds from The Job Council for goods and/or services.

#### WHEN A DEBT IS ESTABLISHED

The Job Council may establish debts against both subrecipients and participants.

A debt is established against a subrecipient when the subrecipient is identified as having incurred disallowed costs subject to repayment to The Job Council, or as having received an overpayment of funds from The Job Council.

A debt is established against a participant when the participant

- 1) has received an overpayment of funds (or an overpayment of funds has occurred on his/her behalf), or has failed to comply with Job Council procedures regarding receipt of funds, and
- 2) is determined to be responsible for repayment of such funds to The Job Council.

A debt becomes a disallowed cost only upon a final determination of disallowed cost by The Job Council, the State, or the Department of Labor. Costs determined to be in violation of the Workforce Investment Act or implementing regulations must be disallowed, and costs related to violations of Job Council contracts, policies, or procedures may be disallowed.

#### PROCEDURE FOR ESTABLISHING DEBT

A debt may be established based upon questioned or disallowed costs in an audit, or it may result from the identification by Job Council staff of an overpayment or misexpenditure. The following procedure applies to those instances where The Job Council identifies an overpayment or misexpenditure.

- 1) When any Job Council employee identifies that an overpayment or misexpenditure has occurred (or appears to have occurred), whether to a participant or subrecipient, an Overpayment/Misexpenditure Form is to be completed and submitted to the Finance Department immediately, with a copy to the employee's supervisor. This is to be done whether or not the employee expects resolution to occur without Finance Department debt collection action.
- 2) The assigned Finance Department staff immediately reviews the Overpayment/Misexpenditure Form to determine if the overpayment is related to suspected fraud or program abuse. If it is, it is referred immediately to the Business Manager and Executive Director for review. Cases of suspected fraud or abuse are reported immediately to the State following the Fraud and abuse procedures in The Job Council Monitoring Procedures. After submission of an Incident Report to the State, The Job Council proceeds with its regular debt collection procedures unless notified to do otherwise.
- 3) Within two working days of receipt of the Overpayment/Misexpenditure Form, the assigned Finance Department staff reviews the Overpayment/Misexpenditure form and accompanying/additional documentation and determines, in consultation with the Finance Manager, whether or not a debt should be established and recovery of funds is necessary. (The Finance Manager may also recommend a cost for disallowance, in which case Executive Director approval is required to initiate the disallowed cost procedure. Upon Executive Director approval, the disallowed cost procedure is followed instead of the debt collection procedure.)

This information is entered on the Overpayment/Misexpenditure Form.

The employee who initiated the action is notified immediately of the outcome of the review. If a determination cannot be made within two working days, a status report is provided to the employee within that time period.

- 4) If resolution occurs prior to the development of a debt collection plan (e.g., an overpayment to a contractor is resolved by offset against the next billing, with no further action necessary), this is noted by the Finance representative on the Overpayment/Misexpenditure Form and no further action is required except for providing copies to affected managers and staff and filing in appropriate Finance files.
- 5) The assigned Finance Department staff develops a debt collection plan, in consultation with the Finance Manager and other staff, as appropriate. The debt collection plan may be revised, as appropriate, based upon responses and/or payments from the participant/subrecipient (e.g., the plan may be changed to permit monthly payments instead of lump sum repayment). Whenever possible, the debt collection plan should provide for the first contact with the participant or subrecipient to occur within one week of the identification of overpayment or misexpenditure. The proposed debt collection plan is entered on the Overpayment/Misexpenditure Form.

At this point, copies of the form are provided to the employee who initiated it, the employee's supervisor, other managers/staff directly involved or affected, Finance Manager, Program Manager, Business Manager and Executive Director. Executive Director approval of the debt collection plan is required for debts of \$500 or more.

## DEBT COLLECTION LETTERS

Where the debt collection plan includes the issuance of debt collection letters, the following procedures are followed.

### Responsibility for Debt Collection Letters/Copies

The assigned Finance Department representative is responsible for preparing, mailing and tracking all debt collection letters, and for assuring that appropriate copies are distributed. Demand letters are signed by the Executive Director, except that the first letter may be signed by the Finance Manager.

Copies of demand letters are distributed to the same individuals who receive copies of the debt collection plan. Copies of debt collection correspondence are also retained in the Central Records Unit (CRU) participant file or Finance Department contract file, as applicable, the Finance Department debt collection file, and Central Support Unit files.

### Number and Frequency of Demand Letters

Three written "demand" letters shall be sent, unless resolution is achieved after the first or second letter, or other prompt action (e.g., legal action) is required in anticipation of the debtor's departure from the area. All demand letters shall be sent by certified mail, return receipt requested.

### Content of Demand Letters

Demand letters shall:

- Establish the nature of the debt in specific terms;
- Identify the charges or issues that have created the debt;
- Demand repayment of the debt in a specified time period;
- List the alternatives available in lieu of lump sum monetary payment, indicating The Job Council's willingness to consider alternative methods of resolving the debt\*, and
- Specify The Job Council contact person(s) for debt resolution.

*\* When the misexpenditure of funds is determined to have occurred due to willful disregard of the Act, gross negligence, or failure to observe accepted standards of administration, alternative to cash repayment cannot be considered and repayment must be from non-federal funds.*

The final demand letter will specify penalties and sanctions likely to be imposed by The Job Council against the debtor if prior collection attempts have been rejected by the debtor. Such penalties and sanctions may include, but are not limited to:

- Referral to a collection agency for collection;
- Litigation;
- Termination or suspension of subrecipient contract, or termination of participant from Job Council programs and/or services;
- Removal of subrecipient from The Job Council's listing of qualified agencies; and
- Prohibition of future enrollment of a participant in Job Council programs and/or services. (When this sanction is imposed, the Finance Department representative completes the "Check File Code" on the Turn-Around Document (TAD) to indicate "See Finance.")

The decision regarding the final action(s) that will be taken by The Job Council shall be made by the Executive Director, upon recommendations by the Finance Manager and Business Manager.

### Acknowledgement of Response to Demand Letter

When a payment or other response to a Job Council demand letter is received from a participant/subrecipient or representative, a letter is mailed to the individual or agency acknowledging the receipt of the payment or other response. In the event that the response is a refusal to cooperate, the acknowledgement may be combined with the next demand letter.


The acknowledgement letter is prepared by the Finance Department representative and signed by the same person (Executive Director or Finance Manager) who signed the demand letter to which the response was received.

SE/LCH

***Approved and effective 6/24/04***

C/sherri/debt collection process

**CERTIFICATE OF COVERAGE**

<b>Agent</b> United Risk Solutions PO Box 936 Medford, OR 97501	This certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the coverage document. This certificate does not amend, extend or alter the coverage afforded by the coverage documents listed herein.	 citycounty insurance services
<b>Named Member or Participant</b> The Job Council 100 E. Main Street, Suite A Medford, OR 97501-6041	<b>Companies Affording Coverage</b> COMPANY A - CIS COMPANY B - National Union Fire Insurance Company of Pitts, PA COMPANY C - RSUI Indemnity	

**LINES OF COVERAGE**

This is to certify that coverage documents listed herein have been issued to the Named Member herein for the Coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all the terms, conditions and exclusions of such coverage documents.

Type of Coverage	Company Letter	Certificate Number	Effective Date	Termination Date	Coverage	Limit
<b>General Liability</b> <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Public Officials Liability <input checked="" type="checkbox"/> Employment Practices <input checked="" type="checkbox"/> Occurrence	A	14LTJC	7/1/2014	7/1/2015	General Aggregate: Each Occurrence:	\$15,000,000 \$5,000,000
<b>Auto Liability</b> <input checked="" type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos	A	14LTJC	7/1/2014	7/1/2015	General Aggregate: Each Occurrence:	None \$5,000,000
<b>Auto Physical Damage</b> <input checked="" type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos	A	14APDTJC	7/1/2014	7/1/2015		
<input checked="" type="checkbox"/> <b>Property</b>	A / C	14PTJC	7/1/2014	7/1/2015		Per Filed Values
<input checked="" type="checkbox"/> <b>Boller and Machinery</b>	A	14BTJC	7/1/2014	7/1/2015		Per Filed Values
<input checked="" type="checkbox"/> <b>Excess Crime</b>	B	14ECTJC	7/1/2014	7/1/2015	Per Loss:	\$200,000
<input type="checkbox"/> <b>Excess Earthquake</b>						
<input type="checkbox"/> <b>Excess Flood</b>						
<input type="checkbox"/> <b>Excess Cyber Liability</b>						
<input type="checkbox"/> <b>Workers' Compensation</b>						

Description:  
 Community Colleges and Workforce Development is Additional Insured.

Certificate Holder:  
 Community Colleges and Workforce Development  
 255 Capitol St NE 3rd Fl  
 Salem, OR 97310

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, CIS will provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon CIS, its agents or representatives, or the issuer of this certificate.

By: 

Date: 6/27/14





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**01/19/2015**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> United Risk Solutions, Inc. PO Box 936 Medford, OR 97501-0067 Cindi L. Jayubo, CIC, CRM	<b>CONTACT NAME:</b> Therese Pritchett <b>PHONE (A/C, No, Ext):</b> 541-494-7744 <b>FAX (A/C, No):</b> 541-245-1112 <b>E-MAIL ADDRESS:</b> therese.pritchett@unitedrisk.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: <b>SAIF Corporation</b>	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

<b>INSURED</b> <b>Job Council, The</b> 100 E. Main St., Ste. A Medford, OR 97501-6041	
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**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	<b>771351</b>	<b>07/01/2014</b>	<b>07/01/2015</b>	<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**RE: ALL OPERATIONS OF THE NAMED INSURED**

**CERTIFICATE HOLDER****CANCELLATION**

<p style="text-align: center;"><b>COMSA07</b></p> <p><b>Community Colleges and Workforce Development</b>          255 Capitol Street NE 3rd fl          Salem, OR 97310</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE  </p>
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ACTION BRIEF

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TO: JIM FONG, EXECUTIVE DIRECTOR

FROM: DAVE ABBOTT, DIRECTOR OF ADMINISTRATION

DATE: JANUARY 9, 2009

SUBJECT: APPROVAL OF PROCUREMENT OF GOODS AND SERVICES  
POLICY

PURPOSE

The purpose of this action brief is to recommend that the Executive Director approve the proposed procurement of goods and services policy to replace the existing procurement policy. Included with this brief, is the finalized version of the new document.

BACKGROUND

The basis of this recommendation stems from the need to realign the overall functionality of The Job Council's procurement system to allow more flexibility in soliciting goods and services while adhering to state and federal requirements for procurement.

RECOMMENDATION

From a process standpoint, draft versions of the procurement policy have been review by the Chief Operating Officer, the Finance Manager, Contract Analyst, and the Director of Administration.

Based on the above, it is my recommendation that the Executive Director formally adopt the proposed Procurement of Goods and Services policy as a replacement for the original procurement policy.

James G. Fay  
Executive Director

1/9/09  
Date

- Approved                      COMMENTS: \_\_\_\_\_
- Approved as Amended        \_\_\_\_\_
- Not Approved                    \_\_\_\_\_
- Copy to me                      \_\_\_\_\_

DAA/br

**THE JOB COUNCIL  
POLICY STATEMENT**

TYPE OF POLICY:

BOARD OF DIRECTORS  
 ADMINISTRATIVE  
 PROGRAMS

**SUBJECT**    PROCUREMENT OF GOODS AND SERVICES

**PURPOSE**

This policy provides combined state, local, and federal guidance regarding the procurement of goods and services by entities receiving Workforce Investment Act (WIA) funds. These entities include but are not limited to regional sub-grant recipients, contractors, and lower tier sub recipients.

**REFERENCES**

1. Title 20 Code OF Federal Regulations (CFR) 663.410
2. Title 20 CFR 667.200
3. Title 29 CFR 93
4. Title 29 CFR 95.40 through 48
5. Title 29 CFR 97.36
6. Title 29 CFR 98
7. ORS 279A.025 (2) (r)
8. ORS 279B.075
9. OMB Circular A-87

**BACKGROUND**

The WIA regulations at 20 CFR 652 provide guidance for the administration of the WIA program. The guidance includes specific direction and referral to 29 CFR 95 for institutions of higher education, hospitals, and other nonprofit and commercial organizations, and to 29 CFR 97 for state and local governments. While the format and wording of Part 95 and Part 97 vary slightly, the intent of the federal government is consistent: procurement policies must ensure free and open competition and must secure the best possible price.

The Job Council, in its capacity as an intergovernmental entity, will abide by the uniform administrative requirements of 29 CFR Part 97 and 29 CFR Part 95.40 for the purposes of procuring goods and services.

## **DEFINITIONS**

Procurement – For purposes of this policy, the term "procurement" includes any acquisition action which obligates WIA funds for the purchase of equipment, materials, supplies, and services beginning with the process for determining the need and ending with contract completion and closeout. Non-WIA procurement will be governed by either the requirements specific to federal or state granted funds or Oregon Law for the public trust corporations, as appropriate.

Competitive Proposals – Competitive proposals are used when there is more than one prospective bidder, the lowest price is not necessarily the determining factor for award, and either a fixed-price or cost-reimbursement agreement will be awarded. The competitive proposal method also meets the standards for "full and open competition" and is appropriate when the agency seeking goods or services is looking for a variety of methods that may be employed to achieve the results called for in the Request for Proposal (RFP). Often, the evaluation factors will focus on approach, program design, innovation, coordination, and experience.

The Invitation for Bid (IFB) – The IFB is publicly advertised and bids are solicited from an adequate (more than two) number of known suppliers. The IFB contains all "specifications and pertinent attachments" and defines the items or services to be procured in sufficient detail for the bidders to respond properly. All submitted bids are sealed and publicly opened. A firm fixed-price contract is awarded to the lowest responsive and responsible bidder. Any or all bids may be rejected if there is a documented reason.

Request for Proposal (RFP) – This type of document solicits offers from service providers for the delivery of a specific type of service. It includes a description of the product(s) or service(s) desired which enable a potential contractor to submit a proposal. The RFP will include information necessary for an objective evaluation and comparison to similar proposals.

The Job Council will openly publicize all RFP's. They must contain the specifications that provide a common understanding for the proposed goods or services sought and identify all the evaluation factors and their relative importance or weight in selection of successful bidders.

Proposals are publically solicited from an adequate number of qualified sources and a method for conducting technical evaluations of proposals and selection of awardees is in place. Awards are made to selected bidders whose proposals are most advantageous to the program based on price along with other evaluation factors. Proposals must meet all minimum requirements listed in the solicitation and must respond to all factors of the RFP.

This method is the appropriate form of solicitation when:

- The nature of the service needed precludes developing a specification or purchase description so precise that all proposers would have an identical understanding or approach to the requirements; and
- Cost is not the only factor considered in making an award; and
- The evaluation factors will focus on approach, design, innovation, and experience required providing the product or service requested.

Request for Quotation (RFQ) – A document which is used to acquire the price(s) and pertinent information needed from a vendor/supplier. Since the quotation is not a formal offer, the awarding agency must reach a bilateral negotiated agreement before a binding contract exists. A RFQ differs from an RFP in that it simply asks for a price based on standard specifications that are generally known or apply industry wide.

It is appropriate to use an RFQ when:

- A complete, adequate, and realistic specification or purchase description is available; and
- There are at least two responsible vendors who compete effectively for the award; and
- The procurement lends itself to a negotiated firm fixed-price contract and selection of a contractor based wholly on price is appropriate and reflective of the nature of the products or service being purchased.

Solicitation – A solicitation is the practice of distributing an Invitation for Bid, Request for Proposal, or any other document, such as a Request for Quotation, issued by a purchasing agency for the purpose of soliciting offers to perform a contract. Solicitations are to include:

- Clear and accurate descriptions of the goods or services being procured.
- Description must not contain features that restrict competition.
- All requirements that must be fulfilled and all other factors used in evaluating bids or proposals.
- Technical requirements described in terms of functions to be performed or performance required, including a range of acceptable or minimum acceptable standards.
- Preference for ecologically sound and energy-efficient products.
- Refer to established resolution protocols of all contractual and administrative issues arising out of the procurements unless the issues concern violations of statute which are to be referred to the proper federal, state, or local authority as may have jurisdiction.
- Procurement practices should encourage the utilization of small businesses, minority-owned firms, and women's business enterprises whenever possible.

## **POLICY**

It is the policy of The Job Council (TJC) to use competitive selection in all procurement to ensure maximum open and free competition to the extent possible unless price reasonableness

can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation.

The Job Council administrative office and the regional sub-grant recipients will maintain The Job Council policy entitled "Code of Conduct" as a written code or standards of conduct which will govern the performance of their officers, employees, or agents engaged in the award and administration of contracts supported by federal funds.

## **EXCLUSIONS**

The following exclusions will apply to this policy:

- On-The-Job Training (OJT) – The competitive provisions of this policy will not apply to OJT employers, except in the procurement of OJT brokering services.
- Individual Training Accounts (ITA) – The delivery of classroom training from vendors through an ITA as described in 20 CFR 663.410 is excluded if the cost falls within the guidelines of the small purchase procedures.
- Staff Services – This policy will not apply to the purchase of staff services wherein TJC or its agents are acting as the employer of record.
- Contracts for Employee Benefit Plans – As provided in ORS 279A.25 (2) (r).

## **METHODS OF PROCUREMENT**

For the purpose of this policy, procurement will be made by the following methods:

Small Purchases – In order to promote efficiency and economy in contracting, the Department of Labor administrative requirements allow for a simplified purchase process for procurements of less than \$100,000 for governmental agencies (Part 97). The process provides for relatively simple and informal methods that are sound and appropriate for the specific type of procurement involved. This method is appropriate only when price is the overriding factor and may be easily quoted and compared, delivery is standardized, and performance outcomes are not dependent upon the content of the goods being procured.

It is the policy of The Job Council that the following guidelines for small purchases will apply:

- Purchases Less Than \$500 – For purchases of less than \$500, the Finance Department has the authority to select a specific vendor and issue a purchase order with the following exceptions:
  - Purchases that are covered by an existing contract or blanket purchase order.
  - Purchases of \$500 or more that are purchased by installment.
- Purchases of \$500 but Less Than \$5,000 – For purchases of this range, the Finance Department has the authority to select a vendor and place a purchase order without obtaining additional competitive quotes. This authority is intended not to eliminate competitive

quotations, but rather to expedite the purchasing process, as dollar values may not justify further solicitation effort. To the extent feasible, competitive quotes will be obtained. The Executive Director must approve all purchases for single unit items that exceed \$1,000.

- Purchases of \$5,000 but Less Than \$50,000 – Requires, at a minimum, three (3) verbal quotations from vendors and must be documented in writing with preference for award to the lowest quote.
- Purchases of \$50,000 but Less Than \$100,000 – Requires, at a minimum, three (3) informal written quotes from vendors and must be documented in writing with preference for award to the lowest quote.
- Purchases of \$100,000 or Higher – Requires Competitive Sealed Bids. In this type of procurement bids are publicly solicited for which a firm fixed-price (lump sum or unit price) or other fixed price arrangement is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the Invitation for Bids (IFB), is the lowest price. Competitive sealed bids are most effective when the procurement specification can adequately describe and define the item or service. If competitive sealed bids are used, the following procedural requirements will apply:
  - The IFB is developed inclusive of project description, time and date for submission, and all requirements for responsiveness.
  - Reasonable effort will be made to publicize the IFB to the widest practical area of circulation.
  - The IFB contains all “specifications and pertinent attachments” and defines the items or services to be procured in sufficient detail for the bidders to respond properly.
  - All submitted bids are to be submitted and recorded to The Job Council’s central office.
  - All bids are to be publicly opened.
  - All submitted bids are screened for meeting specifications and requirements as listed in the IFB notice. Incomplete or unqualified bids will be considered non-responsive and removed from the selection process.
  - The qualified bid with the lowest submitted price will be considered for contract award.
  - Following the initial selection of a bid, the agency and the vendor commence contract negotiations.
  - A firm fixed-price contract is then awarded to the lowest responsive and responsible bidder.
  - Any or all bids may be rejected if there is a documented reason.

Competitive Negotiation – A method of soliciting proposals from a number of sources through a publicly announced Request for Proposal (RFP) or Request for Quotation (RFQ). Negotiation are normally conducted with more than one of the sources submitting offers, and either a fixed price or cost-reimbursement type contract is awarded. If competitive negotiation is used, the following procedural requirements will apply:

- The solicitation of competitive offers will follow a process for advertising, evaluation, and award in accordance with the competitive standards contained in this policy.



Reasonable effort will be made to publicize the solicitation to the widest practical area of circulation.

- To promote reasonable competition that is consistent with the nature and requirements of the procurement, proposals will be current and solicited from an adequate number of qualified sources.
- The solicitation will identify all significant evaluation factors, including price or cost where required, and their relative importance.
- A technical evaluation of proposals received, including review by staff and/or Local Workforce Area committees will be completed and documented.
- Contract awards will be made to the responsible bidder whose proposal is most advantageous to TJC. In making an award, price and other factors will be considered and documented. Unsuccessful bidders will be notified promptly.

Non-Competitive (Sole Source) – This method is the solicitation of a proposal from a single source, or after solicitation of a number (more than one) of sources, competition is determined inadequate to fulfill the requirements of the agency. If this method is used, one of the following requirements is to be satisfied:

- All practical methods and efforts involving seeking competitive proposals have been fully exhausted and documented.
- The State Department of Community Colleges and Workforce Development authorize a non-competitive procurement.
- Competition is determined to be inadequate, after solicitation of a number of documented sources.
- The goods or services are for use in a documented pilot or experimental project.

For all noncompetitive procurement actions, a cost analysis is required. This includes verification of the proposed cost data and evaluation of the specific elements of cost and profits, including comparison with the agency's independent price estimate.

Noncompetitive procurements are allowable under CFR 97.36, but they are considered a "last resort" option and only used when there is a documented reason for sole source selection.

Written rationale/justification and any backup documentation for the method of procurement, selection of agreement type, selection or rejection criteria, and the basis for the contract price shall be kept in the file. A cost analysis entails verification of the proposed cost data and evaluation of the specific elements of costs, including comparison with the Agency's independent price estimate.

## **CONTRACT PRICING**

The cost-plus method of contracting will not be used.

Price Analysis – A price analysis will be used in all instances to determine the reasonableness of a proposed contract price, including contract modifications. A price analysis is the process of examining and evaluating a price without looking at the estimated cost elements and proposed profit. It is used when price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulations.

Cost Analysis – A cost analysis of the proposed contract or contract modification will be performed when the offeror is deemed a sub-recipient, individual cost elements have been requested, procurement is made by sole source method and/or, no catalog or market price is available. A cost analysis is the process that examines element-by-element, costs and related information presented in the cost and pricing data submitted by offerors. The method and degree of cost analysis is dependent on the facts surrounding each procurement.

Costs or prices will be consistent with reasonable and allowable cost principles. The offeror will certify that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. Contracts or modifications negotiated based on data provided by the offeror may be adjusted, if it is discovered data is not accurate, complete, or current.

Profit – The following factors will be considered in determining whether income or profits are excessive:

- Complexity of work to be performed.
- The risk borne by the contractor.
- The contractor's investment.
- The amount of subcontracting.
- The quality of the contractor's record of past performance.
- Industry profit rates in the surrounding geographical area.
- Market conditions in the surrounding geographic area.

## **GENERAL REQUIREMENTS**

All WIA funds expended by TJC, whether administrative or programmatic, must be approved by the Board of Directors through approval of the annual budget and WIA Plans. Funds so expended will be charged to the appropriate budgeted fund, cost category, cost objective, and line item.

The Job Council will ensure fiscal accountability and prevent fraud and abuse by acting in accordance with procurement standards established under the WIA. At a minimum, procurement will:

- Be conducted in a manner that provides full and open competition. Where appropriate, an analysis will be made of lease/rental versus purchase alternatives and any other appropriate analysis to determine which approach would be the most economical.
- Minimize the use of sole source procurement, and justify it in every case.
- Clearly set forth the requirements that bidders or offerors must meet and the factors to be used in evaluating bids or proposals.
- Include a clear and accurate written description of the technical requirements for the material, product, or service to be procured, including the method of procurement, selection and basis for the type of contract, criteria for contractor selection or rejection, contractor selection and basis for payment. Competitive procurement will not contain features which unduly restrict or eliminate completion.
- Contracts will be awarded to responsible bidders who possess the potential ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. The contract award will also include the following provisions:
  - Clearly specify deliverables and basics for payment.
  - Compliance with all applicable regulations.
  - Assurance of nondiscrimination and equal opportunity as found in 29 CFR 34.20 is required; duration of obligation; covenants.
  - Certifications, where applicable, regarding debarment, suspension, lobbying, and drug free workplace.
  - The opportunity to protest the award. Protests will be processed under the Complaint Procedures contained in The Job Council policy entitled "Grievance Procedure."
- Procurement transactions between The Job Council and any other governmental or nonprofit agency or organization will be conducted on a cost reimbursable basis.
- To the extent possible, small firms, minority firms, and women-owned businesses will be included in bidder's lists, and will be targeted for mailings and advertised procurement. These firms will be provided the maximum opportunity to compete in all procurement of goods and services of The Job Council.
- In performance under this policy, WIA funds will not be used to duplicate facilities or services available in the area (with or without reimbursement) from federal, state, or local sources, unless it is demonstrated that additional capacity is needed or that alternative services or facilities would be more effective or more likely to achieve the performance goals and mission of The Job Council.

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Procurement of Goods and Services

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- Appropriate education agencies throughout Jackson and Josephine Counties will be provided an opportunity to provide educational services, unless the procuring organization determines through the competitive process that alternate agencies and organizations would be more effective or would have greater potential to enhance participant's occupational or career growth.

### **PROCUREMENT RECORDS**

The Job Council and regional sub-grant recipients will maintain procurement records sufficient to detail the significant history of procurement. These records will include, but are not limited to, the following:

- Rationale for the method of procurement (small purchase, request for proposal, etc.).
- The selection of agreement type (cost reimbursement or fixed price).
- Awardees selection or rejections.

Records of solicitations shall include:

- Copy of the solicitation package including protest and negotiation procedures and settlement process, as applicable.
- Copy of the public notification.
- Bidders' list to which notices were mailed.
- List of all organizations/entities that received the RFP.
- Agenda and minutes of a bidders' conference (if held).
- Written responses to all clarifying questions received outside of the bidders' conference.
- Copy of each proposal received.
- Rating and scoring sheets completed in the evaluation process.
- Determination of demonstrated performance.
- Documentation of the rationale for selection and funding any offeror, which did not receive the highest score/ranking in the evaluation process.
- Completed cost or price analysis for each selected bidder.
- Copy of any submitted protests and the resolution of each.

All requests to purchase will be appropriately documented. Additional documentation will accompany the request to explain complex or special purchase requirements.

### **ACTION**

The TJC administrative office and the regional sub-grant recipients shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

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Procurement of Goods and Services  
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## INQUIRIES

Inquiries should be addressed to the Director of Administration at 842-2514.

APPROVED:   
Executive Director Signature

DATE: 1/9/09

cc: Finance  
Central  
Policy Binder

DAA/br

Policy # 1-08  
Category Administrative

**THE JOB COUNCIL  
POLICY STATEMENT**

TYPE OF POLICY:

BOARD OF DIRECTORS  
 ADMINISTRATIVE  
 PROGRAMS

SUBJECT: Requirements for the Management and Inventory of Equipment and Supplies

**PURPOSE**

The purpose of this policy is to specify the requirements for the management and inventory of property, other than real property. This policy applies to equipment and supplies, but not to real property, i.e., land and buildings.

**REFERENCES**

1. 29 CFR 97.32, Equipment
2. Workforce Investment Act (WIA) regulations 667.200(a), uniform fiscal and administrative requirements
3. Department of Community Colleges and Workforce Development (CCWD) Policy 589-10.12, Workforce Investment Act Title IB Equipment and Supplies
4. CCWD Policy 589-10.11, Procurement

**BACKGROUND**

The Workforce Investment Act (WIA) regulations require that local government organizations that receive grants or cooperative agreements under WIA title 1 must follow the common rule "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" which is codified at 29 CFR Part 97. This policy applies to the purchase, disposition, and inventory of property under these guidelines. As the administrative agent for the WIA funds in Region 8, The Job Council is responsible for carrying out the provisions of this policy.

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Requirements for the Management and  
Inventory of Equipment and Supplies  
Page 2

## DEFINITIONS

Depreciation: The portion of the cost of equipment representing the expiration in the service life of the asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and/or obsolescence which is charged systematically over the useful life of the equipment.

Disposition: The status or change to the status of equipment or supplies. Disposition includes the sale, transfer, or disposal of the item(s) in question.

Equipment: Tangible, non expendable personal property having a useful life of more than one year and a per unit acquisition cost of \$5,000.00 or more.

Supplies: All personal property other than equipment; generally, consumable or expendable, non-durable materials required for the performance of work.

Useful Life: The estimated useful life of the equipment in years.

## POLICY

1. All requests for purchases of equipment shall be included in the approved budget and shall be approved by the Director of Administration prior to requesting approval of the purchase from the CCWD.
2. The Finance Manager will be responsible for submitting a written request for approval of the purchase of equipment with a per unit acquisition cost of \$5,000.00 or more using WIA/federal funds to the CCWD, prior to the actual acquisition. Pending approval from CCWD, the equipment purchase request will be forwarded to the Director of Administration for the actual purchase in accordance with approved procurement policies.
3. The Finance Department will be responsible for following the requirements set forth in 29 CFR 97, CCWD Policy 589-10.12, and its procurement policies and surplus property rules for the acquisition, management, and disposition of equipment purchased with WIA/federal funds.
4. The Job Council's Finance Department will maintain equipment records that provide:
  - An item description
  - Identification number
  - Acquisition date and cost
  - Percentage of federal participation
  - Location of equipment

5. A copy of the equipment inventory will be maintained on file and available for review. In addition, the Finance Department will:
  - Retain all records for three years from the date of disposal of the equipment
  - Tag all equipment purchased with federal funds
6. The Finance Department will follow reasonable safeguards to protect assets and to keep it in good condition.
7. The Finance Department is responsible for maintaining loss and destruction insurance on WIA purchased equipment that is at least at the fair market value of this equipment.

## **PROCEDURES**

The following procedures will apply in the application of this policy:

1. When it is determined that needed equipment will cost \$5,000.00 or more, the Finance Manager will initiate a written request for approval for purchasing the equipment to the Director of Administration prior to requesting that the Finance Department initiate a procurement procedure. The approved procurement will include all the information pertinent to the item to be purchased, such as, description of the item, solicitation methodology, cost justification, cost-benefit analysis, etc.
2. The Director of Administration will be responsible for applying the appropriate procurement procedures for the requested equipment, including obtaining approval from CCWD prior to purchase.
3. After acquisition, the Finance Department will inventory and tag the equipment and will maintain the equipment records. These records will be maintained by the Finance Department for at least three (3) years after disposal of the equipment and will provide the following information:
  - An item description
  - An identification number
  - Acquisition date and cost
  - Percentage of federal participation
  - Location of equipment
  - Disposition arrangements
4. A complete inventory of equipment purchased with WIA funds will be maintained by the Finance Department and will be available for review during the annual CCWD monitoring. These records must provide the following information:
  - An item description identification number



- Acquisition date and cost
  - Percentage of federal participation
  - Location of equipment
5. At least every two (2) years, the Finance Department must perform and document an inventory of all equipment purchased with WIA/federal funds. Inventory results shall be reconciled with current records and all discrepancies shall be investigated. Investigation findings shall be documented in the records and copies of all documents related to each such inventory shall be submitted to CCWD.
  6. All equipment losses (due to theft, damage, etc...) must be reported to the Director of Administration immediately upon discovery of the loss.
  7. When equipment items with a fair market value exceeding \$5000.00 are no longer needed or are remaining at the closeout of a federal grant, the Director of Administration will be responsible for submitting a written request for approval of the disposition of unneeded or remaining equipment to the CCWD. Requests for disposition must include all the pertinent information on the items(s), serial number(s), inventory number(s), date of purchase, current condition, etc.
  8. The Finance Department, in consultation with the Director of Administration, will implement the appropriate actions after disposition instructions have been received from CCWD.
  9. When unused supplies with an aggregate fair market value exceeding \$5,000.00 are no longer needed or are remaining at the closeout of a WIA/federal grant, the Director of Administration will determine if the supplies are needed by another federally sponsored program or project. If there is no need for these supplies, the Finance Department shall assure that the federal government is compensated for its share in the value of these supplies.
  10. The Finance Department will provide a complete inventory of equipment purchased with WIA/federal funds for the annual grant monitoring by CCWD and for grant closeouts.
  11. All subcontractors receiving WIA funds are subject to the requirements of this policy and are responsible for the proper maintenance of equipment, maintaining an up to date inventory to be made available to The Job Council at any time, and assuring the proper use and security of the equipment.
  12. The Finance Department is responsible for monitoring subcontractors to assure compliance with this policy.

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Requirements for the Management and  
Inventory of Equipment and Supplies

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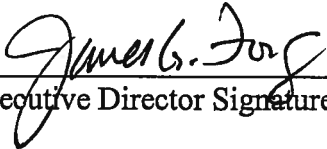
**RESPONSIBILITY**

The Director of Administration is responsible for the adherence to this policy and procedures is responsible for the actions needed to procure, inventory, maintain records, and dispose of equipment.

Staff Contact: Dave Abbott, Director of Administration, The Job Council  
Colleen Barnes, Finance Manager, The Job Council

COMMENTS:

APPROVED: \_\_\_\_\_

  
Executive Director Signature

DATE: \_\_\_\_\_

9/22/08

EFFECTIVE DATE: \_\_\_\_\_

9-22-08

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## ACTION BRIEF

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TO: JIM FONG, EXECUTIVE DIRECTOR  
FROM: DAVE ABBOTT, DIRECTOR OF ADMINISTRATION  
DATE: SEPTEMBER 9, 2008  
SUBJECT: APPROVAL OF EQUIPMENT & SUPPLY POLICY

### PURPOSE

The purpose of this action brief is to recommend that the Executive Director approve the proposed policy governing the management and inventory of The Job Council equipment and supplies. Included with this brief is the finalized version of the new document.

### BACKGROUND

The Workforce Investment Act (WIA) regulations require that local government organizations that receive grants or cooperative agreements under WIA Title 1 must follow the common rule "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" which is codified at 29 CFR Part 97. This policy applies to the purchase, disposition, and inventory of property under these guidelines. As the administrative agent for the WIA funds in Region 8, The Job Council is responsible for carrying out the provisions of these federal rules.

During the PY 07 state monitoring visit, we were strongly encouraged by the CCWD review team to adopt a policy of this nature as soon as possible.

A finalized version of this document was sent to the CCWD monitoring team and met full approval in terms of compliance, content, and form.

### RECOMMENDATION

From a process standpoint, this policy is solely administrative in nature with no appreciable impact to The Job Council employees and does not merit open review.

Based on the above, it is my recommendation that the Executive Director formally adopt the proposed Management and Inventory of Equipment & Supplies Policy.

James G. Fry  
Executive Director

9/11/08  
Date

Approved

COMMENTS: \_\_\_\_\_

Approved as Amended

\_\_\_\_\_

Not Approved

\_\_\_\_\_

Copy to me

\_\_\_\_\_

DAA/br

## SEPARATION OF DUTIES

<b>Function</b>	<b>Employee Name</b>	<b>Employee Title</b>
1. Accounts for undelivered checks	Sherri Emitte/Jim Lake	Director of Administration/Finance Supervisor
2. Approves:		
a) Invoice & vouchers for payment	Sherri Emitte/Jim Lake	Director of Administration/Finance Supervisor
b) Journal entries	Sherri Emitte/Jim Lake	Director of Administration/Finance Supervisor
c) Personnel actions	James Fong	Executive Director
d) Participant registration	Rene' Brandon/Sherri Stratton/Employment Specialists	Program Directors/Employment Specialists
e) Participant intake forms	As in 2.d/Finance review of required client payroll, OJT and support service forms	As in 2.d/Finance staff
f) Participant termination forms	As in 2.d/Finance review of required client payroll, OJT and support service forms	As in 2.d/Finance Staff
g) Petty cash replenishment	Sherri Stratton/Rene' Brandon	Program Directors
h) Petty cash vouchers		Team Leaders/Program Directors/Finance Team
i) Purchase Orders	Program Staff/Directors/Finance Team	Program Staff/Directors/Finance Team
j) Vendor invoice payment	Sherri Emitte/Jim Lake	Director of Administration/Finance Supervisor
k) Bank reconciliations	Sherri Emitte/Jim Lake	Director of Administration/Finance Supervisor
l) Approve cash draw request	Sherri Emitte	Director of Administration
3. Certifies payrolls for:		
a) Accuracy	Jim Lake	Finance Supervisor
b) Authenticity of payee	Jim Lake	Finance Supervisor
c) Correct wage rate	Jim Lake/Dawn Bywater	Finance Supervisor/Bookkeeper

<b>Function</b>	<b>Employee Name</b>	<b>Employee Title</b>
4. Certifies attendance reports for staff	Jim Lake/Dawn Bywater	Finance Supervisor/Bookkeeper
5. Certifies attendance reports for registrants	Employment Specialists/Dawn Bywater	Employment Specialists/Bookkeeper
6. Collects time and attendance reports	Dawn Bywater	Bookkeeper
7. Custodian of:		
a) Blank checks	Jim Lake	Finance Supervisor
b) Equipment inventory records	Sherri Emitte/Penny Burt/Rick Millus	Director of Administration/Finance Specialist/Network Administrator
c) Mechanical check signer	Accounting System, Rick Millus/Sherri Emitte	Network Administrator/Director of Administration
d) Petty cash fund	Tami Allison/Cheri MacLaughlan/Melinda Collier/Kris Cooley	Executive Team Coordinator/Customer Service Specialist/Provider Consultant/Employment Specialist
e) Supplies inventory	Penny Burt/Rick Millus/Sherry Stockton/Judy Smith	Finance Specialist/Network Administrator/Job Coach/Employment Specialist
f) Undelivered checks	Jim Lake	Finance Supervisor
8. Delivers payroll checks to:		
a) Participants for wages	Dawn Bywater/USPS or Finance check sign-out binder	Bookkeeper/Finance Team/ Courier
b) Staff for salaries	Dawn Bywater/Finance Team/Courier	Bookkeeper/Finance Team/Courier
9. Makes deposits in bank accounts:		
a) Cash	Penny Burt/Jim Lake	Finance Specialist/Finance Supervisor
b) Checks	Penny Burt/Jim Lake	Finance Specialist/Finance Supervisor

<b>Function</b>	<b>Employee Name</b>	<b>Employee Title</b>
<b>10. Opens:</b>		
a) Bank statements	Tami Allison/Rebecca Wolfe	Executive Team Coordinator/Executive Team Specialist
b) Mail	Tami Allison/Rebecca Wolfe	Executive Team Coordinator/Executive Team Specialist
<b>11. Posts leave earned and taken to cumulative leave records</b>	Dawn Bywater	Bookkeeper
<b>12. Prepares:</b>		
a) Initial payroll authorization for participants	Crew Field Specialists/Employment Specialists/Site Supervisors	Crew Field Specialists/Employment Specialists/Site Supervisors
b) Initial payroll authorization for staff	Team Leaders/Directors	Team Leaders/Directors
c) Monthly trial balances	Sherri Emitte	Director of Administration
d) Personnel actions	Directors/Tami Allison	Directors/Executive Team Coordinator
e) Bank reconciliations	Jim Lake	Finance Supervisor
f) Cash draw requests	Jim Lake	Finance Supervisor
<b>13. Receives cash on-site</b>	Jim Lake	Finance Supervisor
<b>14. Records receipts in books of account (label, e.g. cash receipt journal, etc.)</b>	Tami Allison/Rebecca Wolfe/Dawn Bywater	Executive Team Coordinator/Executive Team Specialist/Bookkeeper
<b>15. Records disbursements in books of account (label, e.g. cash disbursement journal, etc.)</b>	Dawn Bywater/Penny Burt/Jim Lake	Bookkeeper/Finance Specialist/Finance Supervisor
<b>16. Reviews time and attendance reports in payroll section.</b>	Dawn Bywater/Jim Lake	Bookkeeper/Finance Supervisor
<b>17. Signs:</b>		
a) Checks b) Receiving documents	James Fong/Sherri Stratton	Executive Director/Program Manager
<b>18. Prepares contracts</b>	Contract Management Team/James Fong	Contract Management Team/Executive Director

<b>Function</b>	<b>Employee Name</b>	<b>Employee Title</b>
19. Approves contracts	James Fong	Executive Director
20. Prepares contract modifications	Contract Management Team/Program Directors	Contract Management Team/Program Directors
21. Approves contract modifications	James Fong	Executive Director
22. Data processing:		
a) Fiscal data input	Dawn Bywater/Penny Burt	Bookkeeper/Finance Specialist
b) Participant data input	Sherri Durbin	Information Specialist
c) Fiscal data output	Finance Team	Finance Team
d) Participant data output	Sherri Durbin	Information Specialist
e) Programming fiscal programs	Sherri Emitte/Jim Lake	Director of Administration/Finance Supervisor
f) Programming participant programs	Program Directors/Sherri Durbin/Rick Millus	Program Directors/Information Specialist/Network Administrator
g) Access to terminals for:		
i) Fiscal applications	Sherri Emitte/Rick Millus	Director of Administration/Network Administrator
ii) Participant applications	Program Directors/Rick Millus	Program Directors/Network Administrator
iii) Other (e.g. word processing, etc.)	Program Directors/Rick Millus	Program Directors/Network Administrator





## PURCHASE REQUEST FORM Attachment F-23

PROGRAM YEAR:	2013	PAYMENT METHOD:	Select Payment Method <span style="float: right;">▼</span>
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### PAYABLE TO:

Name:	
Address:	
City, State, Zip	

DATE NEEDED:		DELIVERY METHOD:	Select Delivery Method <span style="float: right;">▼</span>
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Program Director approval REQUIRED if request is greater than \$200.00. (Please email to Program Director for approval.)	Additional Delivery Notes:	
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	Item Description / Training Description	UNIT PRICE	Quantity	Amount
1		\$12.00	1.50	\$ 18.00
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
(MUST ATTACH: VENDOR ESTIMATE, RECEIPTS, PHONE VERIFICATION.)			Total	\$ 18.00

CLIENT NAME:	
FUNDING SOURCE:	Select Funding Source <span style="float: right;">▼</span>
TYPE:	Select Service Type <span style="float: right;">▼</span>
CLIENT LOCATION:	Select Client Location <span style="float: right;">▼</span>
PROGRAM:	Select Program <span style="float: right;">▼</span>
PROJECT:	Select Project <span style="float: right;">▼</span>

EMPLOYMENT SPECIALIST E-SIGNATURE:	Date of Request: 2/13/2014
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ADDITIONAL E.S. COMMENTS:	
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### FINANCE ONLY

PO #:	GL CODE:
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**STAFF TURN OVER/LAYOFF TABLE**

<b>Position</b>	<b>Staff Name</b>	<b>Vacancy Date</b>	<b>Position</b>	<b>Staff Name</b>	<b>Hire Date</b>
Accountant	Bob Devereux	12/2/14	Finance Supervisor	Jim Lake	
<b>Position</b>	<b>Staff Name</b>	<b>Layoff Date</b>	<b>Position Assigned Responsibilities</b>	<b>Staff Name</b>	<b>Date of Assigned Resp.</b>
			Accountant	Jim Lake	12/2/14

Please attach for current program year an organizational chart of staff names and positions/functions.



June 30, 2014

Department of Revenue  
Revenue Building, Room 256  
955 Center Street NE  
Salem OR 97310

Re: The Job Council

Enclosed is The Job Council's adopted budget and supporting documents for the fiscal year July 1, 2014 through June 30, 2015, our Program Year 2014 (PY14). The documents are as follows:

Signed Budget Resolution  
Budget Committee Agenda – June 9, 2014  
Budget Committee Action Brief  
Board of Directors' Agenda – June 23, 2014 Meeting  
Board of Directors' Action Brief  
Notice of Budget Committee Meeting  
Notice of Budget Hearing  
Adopted Budget

The information is provided in our order to comply with ORS statutes.

Please feel free to contact me at (541) 842-2530 if you have any questions.

Sincerely,

Sherri Emitte  
Director of Administration

SE/ta

Enclosures

cc: Finance  
Central Files

H:/admin/budget/py14 dept of rev letter

Jackson County Business Office  
100 E. Main St., Suite A • Medford, OR 97501 • (541) 776-5100 • TDD/TTY Oregon Relay - Dial 711 •  
Fax:: (541) 618-1036 • [www.jobcouncil.org](http://www.jobcouncil.org)

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Josephine County Career Center  
1569 N.E. F. Street • Grants Pass, OR 97526 • (541) 476-1187 • TDD/TTY Oregon Relay - Dial 711 • Fax (541) 476-  
1180 • [www.jobcouncil.org](http://www.jobcouncil.org)

The Job Council is an equal opportunity employer, and operates equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.



**JOB COUNCIL BOARD OF DIRECTORS**

**RESOLUTION TO ADOPT PROGRAM YEAR 2014 BUDGET**

WHEREAS, on June 9, 2014, The Job Council Budget Committee held public hearings on the Program Year 14 proposed budget; and

WHEREAS, the Budget Committee approved a budget for Program Year 2014 on June 9, 2014 in the sum of \$6,838,493; and

WHEREAS, the Job Council Board of Directors held a public hearing on June 23, 2014, to receive public comment on the budget approved by the Budget Committee.

Now, therefore, be it resolved that The Board of Directors of The Job Council approve the balanced budget in the amount of \$6,838,493.

Dated this 23rd day of June 2014, at Medford, Oregon.

  
Chair - The Job Council Board of Directors

  
Vice-Chair - The Job Council Board of Directors

/ta

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## AGENDA

TO: THE JOB COUNCIL BOARD OF DIRECTORS / BUDGET COMMITTEE  
FROM: JIM FONG, EXECUTIVE DIRECTOR  
DATE: JUNE 9, 2014  
SUBJECT: THE JOB COUNCIL BOARD OF DIRECTORS / BUDGET COMMITTEE MEETING

**Monday June 9, 2014**  
**7:30-9:00 AM**  
**The Job Council, Board Room**  
**100 E. Main Street, Suite A ♦ Medford, OR**

**Video/Phone Conference access available at:** <https://global.gotomeeting.com/meeting/join/687398797>

Select your audio preference. **1) Use telephone (1-786-358-5420- Access Code 687-398-797** (normal long distance charges will apply); **2) Or, use computer microphone & speakers** (headset is recommended to avoid reverb).

1. **CALL TO ORDER / INTRODUCTIONS** Jessica Gomez
2. **ELECTION OF OFFICERS - Action Item** Jessica Gomez
  - Chair, Vice-Chair/ Secretary  
*The law requires that the Board appoint a Budget Committee Chair and Vice-Chair/Secretary. Staff recommends that the Board appoint its current chair and vice chair to serve in this capacity.*
3. **APPROVAL OF MINUTES - Action Item** Newly Elected Chair
  - June 10, 2013 Minutes
4. **PY 14 PUBLIC BUDGET - Action Item** Jim Fong, Sherri Emitte
  - Proposed Budget - Review/Discussion,  
Public Testimony & Approval
5. **OTHER BUSINESS** Newly Elected Chair
6. **ADJOURN** Newly Elected Chair



**THE JOB COUNCIL**  
STRENGTHENING THE WORKFORCE

**ACTION BRIEF**

TO: THE JOB COUNCIL PUBLIC BUDGET COMMITTEE  
FROM: SHERRI EMITTE, DIRECTOR OF ADMINISTRATION  
DATE: JUNE 9, 2014  
SUBJECT: PROGRAM YEAR 2014 PUBLIC BUDGET

*Sheri Emitte*

**Background**

Attached are the public budget documents for Program Year 2014 (PY14). They have been prepared as required by the Council of Governments budget law, codified as ORS 294.900.

The budget will be discussed at the Budget Committee meeting scheduled for:

7:30 a.m., Monday, June 9, 2014  
The Job Council Board Room  
100 E. Main Street, Suite A  
Medford, OR 97501

**Discussion**

The budget documents are presented in the format required by the Oregon Department of Revenue. The requirements for the Council of Governments budgets are different from those of Local Budget Law. The Council of Governments process is oriented toward public involvement, not appropriation (expenditure control).

The format of this brief has been organized by budget sections.

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1180 · [www.jobcouncil.org](http://www.jobcouncil.org)

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## Revenue Summary

### Total Revenue Projection

The total revenue projected for PY14 is \$6,838,493, which is an increase of \$977,956 (16.69% ) over the PY13 Amended Public Budget.

### WIA Revenue Projection

Workforce Investment Act Title 1B planning figures have been received from CCWD (Department of Community Colleges and Workforce Development). Total WIA federal grants allocated for the coming program year are \$2,482,625, compared to \$2,470,154 for the same funding sources in the prior year, or a 0.5% increase. (For this comparison, we're not including the Rapid Response funds or the Statewide Activities, both of which we are not sure to receive this coming year).

However, there are additional WIA funds available to us. We recently received word that we would be receiving an additional \$98,000 in Dislocated Worker funds. This came as a result of CCWD analyzing their Rapid Response reserves, and allocating any excess to the various regions.

In addition, we expect to have significant "carry-in" funds from PY13. This is due to the fact that we had a sizable deferred revenue balance from PY12 and, as a result, had to delay accessing the new PY13 funds. Even though the circumstances that brought about this delayed access was difficult, the result of having sizable carry-in funds is very fortunate, and gives us a comfortable cushion for this coming year. The amounts we're expecting to carry in are \$200,000 for Adult; \$350,000 for Dislocated Worker; \$100,000 for Youth; and \$197,500 for Administration. There is also \$142,500 being carried in for the second year of a two-year National Emergency Grant. The total of all the carry-in is \$925,000.

Following is a summary:

	PY 14 Allocation	Additional DLW Alloc.	Carry-in Funds	PY 14 Total Available	PY 13 Amended Budget	Difference
Adult	\$ 763,988		\$ 180,000	\$ 943,988	\$ 727,281	\$ 216,707
Dislocated Worker	712,972	\$ 88,200	315,000	1,116,172	776,094	340,078
Youth	757,403		90,000	847,403	719,763	127,640
NEG DLW			142,500	142,500	115,938	26,562
Admin	248,262	9,800	197,500	455,562	286,827	168,735
<b>Total</b>	<b>\$2,482,625</b>	<b>\$ 98,000</b>	<b>\$ 925,000</b>	<b>\$3,505,625</b>	<b>\$2,625,903</b>	<b>\$ 879,722</b>

### Jackson County Commission on Children & Families

These County Commissions no longer exist, so these funds are no longer available.

### DHS Revenue

The Oregon Department of Human Services has provided revenue figures which are inclusive of JOBS, Teen Parent, Family Support & Connections, and OFSET (Food Stamp Employment Program) funds. DHS estimated revenue of \$1,856,315 represents an increase of \$352,881 over PY13 revenue of \$1,503,434. The JOBS program represents the most significant increase as they are granting us \$141,441 in additional revenues for two new staff and almost \$100,000 for additional Teen Parent services.



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### **Child Care Referral Network Revenue**

Child care revenue consists, for the most part, of funds through a joint effort of the State Office of Child Care (OCC) and the State Department of Human Services (DHS). This projected PY14 revenue totals \$442,940, which is a \$20,111 increase from PY13. The \$10,000 in revenue from the OCDD Inclusive Child Care Project represents the remaining amount from the PY13 \$30,000 grant that will be carried in to PY14.

### **Other Income**

Other income represents an array of grants and contracts that add to our larger funding streams, as well as fees for service and program income generated from sublease rents and other sources. PY14 Other Income is expected to be \$928,613, down by \$160,693, or 14.9% , from PY13 revenues.

Notable changes include:

- The end of the YouthBuild AmeriCorps project.
- The \$375,000 to be received from the State's Back To Work Oregon program represents the carry in of the State's two-year grant.
- The \$52,451 from Bureau of Land Management represents \$31,500 in new PY14 funding, plus the carry-in of \$20,951 from PY13.
- Revenues from the Medford School District have decreased from \$32,121 to \$15,000 due to program restructuring to a more sustainable and less costly model.
- Rental income is expected to increase by \$11,370 due to contractual increases in the subleases of our partners, in addition to a couple of opportunities for more co-location.
- This is the final year of a three-year grant opportunity from Oregon Community Foundation. Their funding methodology provides a generous first-year grant to start a project, followed by two more years of decreasing amounts. These funds have been used to fund the collective impact backbone efforts of Southern Oregon Success.
- We will be receiving \$56,200 less in funding from the Oregon Youth Conservation Corp, with PY14 revenues at \$39,700. This decrease is due to The Job Council being awarded the Summer Conservation Corps funds, but not the Community Stewardship Corps funding.
- Revenues for both the PowerUp Academy and VA SORCC are unknown before the beginning of the year, and depend upon decisions made outside of our organization. Even though we expect to generate more income than shown, we are posting conservative estimates.
- The \$190,000 in Sector Strategies revenue represents the carry-in of the State's two-year grant.
- We expect to receive \$16,000 from Southern Oregon Education Services District in our continuing involvement with the SORS Initiative. These funds flow from the Oregon Education Investment Board to Southern Oregon Education Service District for funding to support the backbone work of Southern Oregon Success.

### **Possibilities for Additional PY14 Revenues**

- We hope to be notified by DHS soon of the receipt of \$98,592 for Teen Parent Enhancement Services under our JOBS contract. These funds will be used for school-based and in-home tutoring, as well as client support service funds to assist with increasing school performance and leading to graduation.
  - There are numerous additional grant opportunities being pursued from the Department of Labor and other granting entities. We will report these to the Board as we receive new funds.
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## Expenditure Summary

### Total Expenditure Projection

Total planned expenditures for PY14 are \$6,838,493, which is equal to the projected revenue.

### Personal Services

Staff wage and fringe/tax costs of \$3,719,938 are 52% of planned expenditures, and represent a 5.57% increase from the PY13 Amended Public Budget.

There are several factors involved in this increase, with the significant ones as follows:

- We have a few new positions made possible by additional grant opportunities, such as the previously mentioned JOBS funding increase.
- About a third of our employees have been with The Job Council for less than five years, so are still receiving annual step increases.
- In PY13, most employees experienced reduced furlough days for more than half of the year. Fortunately, we do not have to plan furloughs for PY14.
- Despite the three bullet points above, projected wages are only \$61,940 higher than in PY13. This is due to a 3% wage decrease to be imposed at July 1, 2014, concurrent with the 6% PERS contribution (formerly paid by the employees) to be paid by The Job Council. It is also due to the imposition of stricter cash-out limits for employees' Personal Time Off (PTO).
- Fringe costs have increased by \$134,420, most significantly due to the change in the PERS payments mentioned in the previous bullet.

A detail of the FTE's, wages and fringe, by position, is attached to the Public Budget.

### Materials and Services

These expenditures represent The Job Council's overhead costs. Planned expenditures of \$788,178 represent 11.7% of total expenditures, and reflect a decrease from the prior year in the amount of \$87,480.

Significant changes are as follows:

- Audit fees are significantly reduced in the amount of \$42,860. Happily, we will have to pay for only one audit this coming year!
- There is also a significant reduction in Contracted Services, with a decrease from the prior year of \$64,259. Along the same theme as the first bullet point, this coming year we will not have to pay for a bevy of financial consultants as we did in the prior year.
- Facilities costs have been reduced with the exit from the Medford School District offices for our youth programs, since we have contracted with College Dreams for those activities.
- IT costs are increased by \$35,500 to take care of several necessary, but too-long-neglected, upgrades to our nearly 150 computers on campus. We are happy that the decrease in other overhead costs is enabling us to complete these upgrades, since we believe that if we are training our clients to be able to get a job in our community, we should have current hardware and software to teach them properly.

### Client Services

Client Services represent our direct connection to our clients and the employers in our community. Planned expenditures of \$1,833,615 represent 27.2% of total expenditures, and reflect a significant

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increase of \$461,873 over PY13. With the additional funding we are presenting in this Public Budget comes the opportunity to provide more training and support services to our clients.

**Discretionary/Contingency**

We are happy to report that we conservatively project to carry out \$460,024 into PY15. Even with extra expenditures for IT needs, extra take-home pay for the employees, and a significant addition in client services, we still have a very comfortable cushion with which to plan for the following program year.

**Conclusion**

The Department of Revenue publication that describes this budget process notes that, "appropriations control expenditures, not budget detail." This means that, unlike Local Budget Law requirements, adoption of this Public Budget will not limit The Job Council's authority to allocate funds differently from the budget document. We believe that our authority to expend dollars will continue to be derived from the following:

- Intergovernmental Agreement between Jackson and Josephine Counties
- Federal and State Grant Authorities
- Federal and State Contracts
- Private Grants and Contracts
- Service Plans

**Recommendation**

It is recommended that the Budget Committee take public testimony, deliberate on the proposed budget, and recommend an approved budget to the Board of Directors.

SE/se

Attachments

ADOPTED PUBLIC BUDGET 2012-2013	ACTUAL REVENUE 2012-2013	REVENUE DESCRIPTION	PY 14 PROPOSED BUDGET 2014 - 2015	PY 13 AMENDED PUBLIC BUDGET 2013-2014	DIFFERENCE PY 14 VS PY 13	
					DOLLAR CHANGE	PERCENTAGE CHANGE
\$ 3,473,231	\$ 3,045,994	WIA FEDERAL GRANTS	\$ 3,505,625	\$ 2,755,754	\$ 749,871	27.21%
		TITLE IB ADULT	\$ 943,988	\$ 727,281	\$ 216,707	28.80%
		TITLE IB YOUTH	\$ 847,403	\$ 719,763	\$ 127,640	17.73%
		TITLE IB DISLOCATED WORKER	\$ 1,116,172	\$ 776,094	\$ 340,078	43.82%
		NATIONAL EMERGENCY GRANT - DISL WORKER TRAINING	\$ 142,500	\$ 26,562	\$ 115,938	22.91%
		CCWD RAPID RESPONSE	\$ -	\$ 115,851	\$ (115,851)	-
		LOCAL ADMINISTRATION	\$ 455,562	\$ 286,827	\$ 168,735	58.83%
		STATEWIDE ACTIVITIES	\$ -	\$ 14,000	\$ (14,000)	-100.00%
\$ 70,000	\$ 70,000	DEPARTMENT OF HEALTH & HUMAN SERVICES	\$ -	\$ 70,000	\$ (70,000)	-
\$ 70,000	\$ 70,000	JACKSON COUNTY COMMISSION ON CHILDREN & FAMILIES	\$ -	\$ 70,000	\$ (70,000)	-
\$ 1,328,067	\$ 1,084,613	OREGON DEPARTMENT OF HUMAN SERVICES	\$ 1,856,315	\$ 1,503,434	\$ 352,881	23.47%
		JOBS/OFFSET/FAMILY SUPPORT CONNECTIONS				
\$ 360,351	\$ 332,652	CHILD CARE	\$ 452,940	\$ 452,829	\$ 111	0.02%
\$ 37,536	\$ 33,265	ADMINISTRATION - CHILD CARE	\$ 48,723	\$ 27,839	\$ 20,884	75.02%
\$ 322,815	\$ 289,386	PROGRAMS - CHILD CARE	\$ 225,241	\$ 225,241	\$ -	0.00%
		SAFETY SET	\$ 6,626	\$ 22,334	\$ (15,708)	-70.33%
		BUILD CAPACITY WORKFORCE	\$ 10,680	\$ -	\$ 10,680	0.00%
		DHS FAMILY FRIENDS & NEIGHBORS	\$ 19,244	\$ 21,622	\$ (2,378)	-11.00%
		DHS CHILD CARE PROVIDERS	\$ 76,356	\$ 85,793	\$ (9,437)	-11.00%
		QRIS CHILD CARE QUALITY RATING AND IMPROVEMENT	\$ 56,070	\$ 40,000	\$ 16,070	40.18%
		OCDD INCLUSIVE CHILD CARE PROJECT	\$ 10,000	\$ 30,000	\$ (20,000)	-66.67%
\$ 547,364	\$ 743,459	OTHER	\$ 1,023,613	\$ 1,078,520	\$ (52,407)	-4.85%
\$ 59,950	\$ 98,871	AMERICORP - YOUTHBUILD	\$ -	\$ 25,729	\$ (25,729)	-100.00%
		APLEGATE WATERSHED	\$ -	\$ 2,500	\$ (2,500)	-
\$ 90,900	\$ 100,507	BACK TO WORK OREGON	\$ 375,000	\$ 280,586	\$ 84,414	28.05%
		BUREAU OF LAND MANAGEMENT	\$ 52,451	\$ 39,511	\$ 12,940	32.75%
		CARPENTER FOUNDATION	\$ 2,000	\$ -	\$ 2,000	-
\$ 64,436	\$ -	CERTIFIED WORK READY COMMUNITY	\$ 60,000	\$ 59,760	\$ 240	0.40%
		ENDOWMENT FUND CONTRIBUTION	\$ -	\$ 36,309	\$ (36,309)	-
		FEE FOR SERVICE - CCRN	\$ -	\$ 7,300	\$ (7,300)	-
		GORDON ELWOOD FOUNDATION	\$ 9,100	\$ 9,100	\$ -	0.00%
		HEALTHCARE OREGON PATHWAYS EMPLOYMENT CONS.	\$ -	\$ -	\$ -	-
\$ 15,000	\$ 112,259	LEIGHTMAN MAXEY FOUNDATION	\$ 15,000	\$ 32,121	\$ (17,121)	-
\$ 32,121	\$ 15,850	MEDFORD SCHOOL DISTRICT	\$ 129,111	\$ 117,741	\$ 11,370	9.66%
\$ 121,735	\$ 136,277	MISCELLANEOUS RENTAL INCOME	\$ -	\$ 10,498	\$ (10,498)	-
		NATL ENVIRONMENTAL EDUCATION FOUNDATION	\$ 24,000	\$ 36,000	\$ (12,000)	-33.33%
\$ 67,222	\$ 66,833	OREGON COMMUNITY FOUNDATION	\$ 39,700	\$ 95,900	\$ (56,200)	-58.60%
		OREGON CONSERVATION CORPS	\$ -	\$ -	\$ -	-
\$ 30,000	\$ 15,645	OREGON PARKS & RECREATION	\$ -	\$ -	\$ -	-
		POWER UP - FEE FOR SERVICE	\$ 30,000	\$ 97,819	\$ (67,819)	-69.33%
		ROGUE VALLEY COUNCIL OF GOVERNMENTS	\$ -	\$ -	\$ -	-
		ROGUE VALLEY SEWER SERVICES	\$ -	\$ 1,800	\$ (1,800)	-
		SECTOR STRATEGIES	\$ 190,000	\$ 100,000	\$ 90,000	-
\$ 66,000	\$ 8,189	SISKIYOU FIELD INSTITUTE	\$ -	\$ -	\$ -	-
		SISKIYOU UPLANDS TRAILS ASSOCIATION (SUTA)	\$ -	\$ 2,714	\$ (2,714)	-
		SOUTHERN OREGON EDUCATION SERVICES DISTRICT	\$ 16,000	\$ -	\$ 16,000	-
		TAACCCCT HEALTH CARE GRANT (RCC)	\$ 50,000	\$ 50,000	\$ -	-
		UNITED STATES FOREST SERVICE	\$ 26,251	\$ 43,132	\$ (16,881)	-39.14%
		VA SORCC	\$ 5,000	\$ 20,000	\$ (15,000)	-
\$ 5,779,013	\$ 5,286,718	TOTAL REVENUES	\$ 6,838,493	\$ 5,860,537	\$ 977,956	16.88%

**PUBLIC BUDGET  
EXPENDITURE SUMMARY**

**THE JOB COUNCIL  
GENERAL FUND**

2014-2015

ADOPTED PUBLIC BUDGET 2012-2013	ACTUAL EXPENDITURES 2012-2013	EXPENDITURE DESCRIPTION	PY 14 PROPOSED BUDGET 2014 - 2015	PY 13 AMENDED PUBLIC BUDGET 2013-2014	DIFFERENCE PY 14 VS PY 13	
					DOLLAR CHANGE	PERCENTAGE CHANGE
\$ 3,278,701	\$ 3,228,404	<b>PERSONAL SERVICES</b>	\$ 3,719,938	\$ 3,523,578	\$ 196,360	5.57%
\$ 2,049,188	\$ 1,969,326	WAGES	\$ 2,201,656	\$ 2,139,716		
\$ 1,229,513	\$ 1,259,078	FRINGE/TAX	\$ 1,518,282	\$ 1,383,862		
\$ 1,087,519	\$ 908,361	<b>MATERIAL &amp; SERVICES</b>	\$ 788,178	\$ 875,658	\$ (87,480)	-9.99%
\$ 31,380	\$ 13,194	AUDIT	\$ 27,340	\$ 70,200		
\$ 7,500	\$ -	BOOKS & PERIODICALS	\$ -	\$ -		
\$ 63,205	\$ 39,614	COMMUNICATIONS	\$ 96,461	\$ 96,461		
\$ 10,000	\$ -	CONTINGENCY	\$ -	\$ -		
\$ 27,500	\$ 76,597	CONTRACTED SERVICES	\$ 24,600	\$ 88,859		
\$ 58,286	\$ 8,130	EQUIPMENT	\$ 19,610	\$ 23,162		
\$ 699,950	\$ 568,715	FACILITIES	\$ 508,013	\$ 520,322		
\$ 36,850	\$ 18,781	INSURANCE & BONDING	\$ 26,000	\$ 26,000		
\$ 90,848	\$ 52,547	IT	\$ 52,360	\$ 16,860		
\$ 7,000	\$ -	PRINTING	\$ -	\$ -		
\$ 30,000	\$ 117,930	SUPPLIES	\$ 19,000	\$ 19,000		
\$ 25,000	\$ 12,853	VEHICLES	\$ 14,794	\$ 14,794		
\$ 42,488	\$ 27,559	<b>TRAVEL &amp; TRAINING</b>	\$ 17,738	\$ 35,634	\$ (17,896)	-50.22%
\$ 42,488	\$ 27,559	TRAVEL & TRAINING	\$ 17,738	\$ 35,634		
\$ 92,669	\$ -	<b>RWP PROGRAMS &amp; SUPPORT</b>	\$ 19,000	\$ 53,925	\$ (34,925)	-64.77%
\$ 62,669	\$ -	RWP SUPPORT	\$ -	\$ -		
\$ 30,000	\$ -	POWERUP CONTRACTED SERVICES	\$ 19,000	\$ 53,925		
\$ 1,412,311	\$ 1,407,337	<b>CLIENT SERVICES</b>	\$ 1,833,615	\$ 1,371,742	\$ 461,873	33.67%
\$ 472,179	\$ 314,886	CONTRACTED/PROGRAM SERVICES	\$ 545,310	\$ 435,857		
\$ 232,706	\$ -	EMPLOYER PAYMENTS	\$ -	\$ -		
\$ 18,616	\$ 406,929	PARTICIPANT SUPPORT SERVICES	\$ 149,575	\$ 43,280		
\$ 316,480	\$ 151,614	PARTICIPANT WAGES/STIPENDS/TAXES	\$ 97,682	\$ 128,108		
\$ 372,330	\$ 533,908	TUITION/TRAINING PAYMENTS	\$ 1,041,048	\$ 764,497		
\$ 209,406	\$ -	<b>DISCRETIONARY/CONTINGENCY</b>	\$ 460,024	\$ -	\$ 460,024	
\$ 124,369	\$ -	NON FEDERAL	\$ -	\$ -		
\$ 85,037	\$ 85,037	PLANNED CARRYOUT	\$ 460,024	\$ -		
\$ 6,123,094	\$ 5,571,661	<b>TOTAL EXPENDITURES</b>	\$ 6,838,493	\$ 5,860,537	\$ 977,956	16.69%

## PY 2014 PERSONNEL BUDGET

<b>POSITION</b>	<b>FTE'S</b>	<b>WAGES</b>	<b>FRINGE</b>	<b>TOTAL</b>
<b>ADMINISTRATION</b>				
Executive Director	1.000	\$92,556	\$57,483	\$150,039
Director of Administration	1.000	\$79,870	\$46,271	\$126,141
Executive Team Coordinator	1.000	\$51,679	\$37,734	\$89,413
Executive Team Specialist	1.000	\$35,340	\$23,967	\$59,307
Network Administrator	1.000	\$56,905	\$35,589	\$92,494
Accountant	1.000	\$42,849	\$32,593	\$75,442
Bookkeeper	2.000	\$67,382	\$46,437	\$113,819
<b>WORKFORCE PROGRAMS</b>				
Program Director	2.000	\$160,147	\$98,592	\$258,739
Senior Program Manager	1.000	\$59,565	\$35,599	\$95,164
Team Leader	3.000	\$149,669	\$103,139	\$252,808
Program/Admin Assoc	1.000	\$51,600	\$38,146	\$89,746
Business Services Associate	2.500	\$115,988	\$72,628	\$188,616
Program Navigator	1.000	\$46,591	\$29,556	\$76,147
Employment Specialist	14.800	\$566,114	\$426,573	\$992,687
Computer Training Specialist	1.000	\$41,607	\$21,870	\$63,477
Program Specialist	1.000	\$36,812	\$28,675	\$65,487
Assistant Program Associate	0.250	\$9,062	\$4,621	\$13,683
Crew Field Specialist	5.667	\$226,339	\$175,584	\$401,923
Job Coach	3.000	\$93,405	\$70,079	\$163,484
Customer Service Specialist	1.000	\$29,647	\$27,316	\$56,963
Provider Consultant	1.875	\$77,832	\$46,957	\$124,789
Family Intervention Specialist	2.000	\$80,005	\$54,648	\$134,653
QRIS Specialist	0.980	\$30,692	\$4,225	\$34,917
<b>TOTAL PY14 PERSONNEL BUDGET</b>	<b>50.072</b>	<b>\$2,201,656</b>	<b>\$1,518,282</b>	<b>\$3,719,938</b>








## AGENDA

TO: JOB COUNCIL BOARD OF DIRECTORS  
FROM: JESSICA GOMEZ, CHAIR  
DATE: JUNE 23, 2014  
SUBJECT: THE JOB COUNCIL BOARD OF DIRECTORS' MEETING

Monday June 23, 2014 • 8:00 - 8:15 am  
THE JOB COUNCIL BOARDROOM  
100 E. Main St., Suite A, Medford, OR

Video/Phone Conference access available at: <https://global.gotomeeting.com/meeting/join/916861605>  
Select your audio preference. 1) Use telephone (1-312-757-3131; Access Code 916-861-605. (normal long distance charges will apply); 2) Or, use computer microphone & speakers (headset is recommended to avoid reverb)

1. CALL TO ORDER & INTRODUCTIONS Jessica Gomez
2. APPROVAL OF MINUTES *5 min* Jessica Gomez
  - May 2, 2014 The Job Council Board of Director's Minutes – **Action Item** 
  - June 9, 2014 The Job Council Board of Director's/Budget Committee Minutes - **Action Item** 
3. PUBLIC COMMENT
4. AMENDED PERS RESOLUTION *5 min* Sherri Emitte

Approval of Amended PERS Resolution - **Action Item** 
5. BUDGET *5 min* Sherri Emitte
  - Review recommendation from Budget Committee / Board of Directors and approval of PY 14 Public Budget - **Action Item** 
  - Sign PY 14 Public Budget Resolution - **Action Item** 
6. OTHER BUSINESS Jessica Gomez
7. ADJOURN Jessica Gomez

 = Documents attached



## **ACTION BRIEF**

**TO:** JOB COUNCIL BOARD OF DIRECTORS  
**FROM:** JESSICA GOMEZ, CHAIR  
**DATE:** JUNE 23, 2014  
**SUBJECT:** PROGRAM YEAR 2014 PUBLIC BUDGET

### **BACKGROUND**

Per ORS 294.305, "The Budget Committee shall consist of the members of the governing body of the council of governments and an equal number of representatives of the services provided by the council of governments. If there are fewer representatives of the services than the number of members of the governing body of the council, the governing body and the representatives willing to serve shall be the budget committee. If there are no representatives willing to serve, the governing body shall be the budget committee."

A solicitation was sent to private sector Rogue Workforce Partnership members to see if any other members were willing to serve on The Job Council's Budget Committee. No other private sector members responded to the solicitation. On June 9, 2014, The Job Council Board of Directors came together in their role as Board of Directors as well as their role as the Budget Committee.

Members of this committee consist of Jessica Gomez, Gregg Edwards, Don Skundrick, Tamara Nordin, Lyndell Smothers, Nikki Jones, Ron Fox, Michael Donnelly, and Cheryl Walker. The committee assembled on June 9, 2014 to take public testimony and deliberate on The Job Council's PY 14 Public Budget.

### **DISCUSSION**

The Budget Committee reviewed the budget with staff. There was no public testimony. The Committee unanimously approved to forward its recommendation to The Job Council Board of Directors for adoption of a balanced budget totaling \$6,838,493.

Attached is a summary of planned revenues and expenditures that formulates The Job Council Program year 2014 General Fund as recommended by the Budget Committee.

### **RECOMMENDATION**

It is recommended that The Job Council Board of Directors adopt the PY 14 budget as recommended by the Budget Committee.



## Revenue Summary

### Total Revenue Projection

The total revenue projected for PY14 is \$6,838,493, which is an increase of \$977,956 (16.69%) over the PY13 Amended Public Budget.

### WIA Revenue Projection

Workforce Investment Act Title 1B planning figures have been received from CCWD (Department of Community Colleges and Workforce Development). Total WIA federal grants allocated for the coming program year are \$2,482,625, compared to \$2,470,154 for the same funding sources in the prior year, or a 0.5% increase. (For this comparison, we're not including the Rapid Response funds or the Statewide Activities, both of which we are not sure to receive this coming year).

However, there are additional WIA funds available to us. We recently received word that we would be receiving an additional \$98,000 in Dislocated Worker funds. This came as a result of CCWD analyzing their Rapid Response reserves, and allocating any excess to the various regions.

In addition, we expect to have significant "carry-in" funds from PY13. This is due to the fact that we had a sizable deferred revenue balance from PY12 and, as a result, had to delay accessing the new PY13 funds. Even though the circumstances that brought about this delayed access was difficult, the result of having sizable carry-in funds is very fortunate, and gives us a comfortable cushion for this coming year.

The amounts we're expecting to carry in are \$200,000 for Adult; \$350,000 for Dislocated Worker; \$100,000 for Youth; and \$197,500 for Administration. There is also \$142,500 being carried in for the second year of a two-year National Emergency Grant. The total of all the carry-in is \$925,000.

Following is a summary:

	<b>PY 14 Allocation</b>	<b>Additional DLW Alloc.</b>	<b>Carry-In Funds</b>	<b>PY 14 Total Available</b>	<b>PY 13 Amended Budget</b>	<b>Difference</b>
<b>Adult</b>	\$ 763,988		\$ 180,000	\$ 943,988	\$ 727,281	\$ 216,707
<b>Dislocated Worker</b>	712,972	\$ 88,200	315,000	1,116,172	776,094	340,078
<b>Youth</b>	757,403		90,000	847,403	719,763	127,640
<b>NEG DLW</b>			142,500	142,500	115,938	26,562
<b>Admin</b>	248,262	9,800	197,500	455,562	286,827	168,735
<b>TOTAL</b>	<b>\$2,482,625</b>	<b>\$ 98,000</b>	<b>\$ 925,000</b>	<b>\$3,505,625</b>	<b>\$2,625,903</b>	<b>\$ 879,722</b>

### Jackson County Commission on Children & Families

These County Commissions no longer exist, so these funds are no longer available.

### DHS Revenue

The Oregon Department of Human Services has provided revenue figures which are inclusive of JOBS, Teen Parent, Family Support & Connections, and OFSET (Food Stamp Employment Program) funds. DHS estimated revenue of \$1,856,315 represents an increase of \$352,881 over PY13 revenue of \$1,503,434. The JOBS program represents the most significant increase as they are granting us \$141,441 in additional revenues for two new staff and almost \$100,000 for additional Teen Parent services.

### Child Care Referral Network Revenue

Child care revenue consists, for the most part, of funds through a joint effort of the State Office of Child Care (OCC) and the State Department of Human Services (DHS). This projected PY14 revenue totals \$442,940, which is a \$20,111 increase from PY13. The \$10,000 in revenue from the OCDD Inclusive Child Care Project represents the remaining amount from the PY13 \$30,000 grant that will be carried in to PY14.

## **Other Income**

Other income represents an array of grants and contracts that add to our larger funding streams, as well as fees for service and program income generated from sublease rents and other sources. PY14 Other Income is expected to be \$928,613, down by \$160,693, or 14.9%, from PY13 revenues.

Notable changes include:

- The end of the YouthBuild AmeriCorps project.
- The \$375,000 to be received from the State's Back To Work Oregon program represents the carry in of the State's two-year grant.
- The \$52,451 from Bureau of Land Management represents \$31,500 in new PY14 funding, plus the carry-in of \$20,951 from PY13.
- Revenues from the Medford School District have decreased from \$32,121 to \$15,000 due to program restructuring to a more sustainable and less costly model.
- Rental income is expected to increase by \$11,370 due to contractual increases in the subleases of our partners, in addition to a couple of opportunities for more co-location.
- This is the final year of a three-year grant opportunity from Oregon Community Foundation. Their funding methodology provides a generous first-year grant to start a project, followed by two more years of decreasing amounts. These funds have been used to fund the collective impact backbone efforts of Southern Oregon Success.
- We will be receiving \$56,200 less in funding from the Oregon Youth Conservation Corp, with PY14 revenues at \$39,700. This decrease is due to The Job Council being awarded the Summer Conservation Corps funds, but not the Community Stewardship Corps funding.
- Revenues for both the PowerUp Academy and VA SORCC are unknown before the beginning of the year, and depend upon decisions made outside of our organization. Even though we expect to generate more income than shown, we are posting conservative estimates.
- The \$190,000 in Sector Strategies revenue represents the carry-in of the State's two-year grant.
- We expect to receive \$16,000 from Southern Oregon Education Services District in our continuing involvement with the SORS Initiative. These funds flow from the Oregon Education Investment Board to Southern Oregon Education Service District for funding to support the backbone work of Southern Oregon Success.

## **Possibilities for Additional PY14 Revenues**

- We hope to be notified by DHS soon of the receipt of \$98,592 for Teen Parent Enhancement Services under our JOBS contract. These funds will be used for school-based and in-home tutoring, as well as client support service funds to assist with increasing school performance and leading to graduation.
- There are numerous additional grant opportunities being pursued from the Department of Labor and other granting entities. We will report these to the Board as we receive new funds.

## **Expenditure Summary**

### **Total Expenditure Projection**

Total planned expenditures for PY14 are \$6,838,493, which is equal to the projected revenue.

### **Personal Services**

Staff wage and fringe/tax costs of \$3,719,938 are 52% of planned expenditures, and represent a 5.57% increase from the PY13 Amended Public Budget.

There are several factors involved in this increase, with the significant ones as follows:

- We have a few new positions made possible by additional grant opportunities, such as the previously mentioned JOBS funding increase.
- About a third of our employees have been with The Job Council for less than five years, so are still receiving annual step increases.

- In PY13, most employees experienced reduced furlough days for more than half of the year. Fortunately, we do not have to plan furloughs for PY14.
- Despite the three bullet points above, projected wages are only \$61,940 higher than in PY13. This is due to a 3% wage decrease to be imposed at July 1, 2014, concurrent with the 6% PERS contribution (formerly paid by the employees) to be paid by The Job Council. It is also due to the imposition of stricter cash-out limits for employees' Personal Time Off (PTO).
- Fringe costs have increased by \$134,420, most significantly due to the change in the PERS payments mentioned in the previous bullet.

A detail of the FTE's, wages and fringe, by position, is attached to the Public Budget.

### **Materials and Services**

These expenditures represent The Job Council's overhead costs. Planned expenditures of \$788,178 represent 11.7% of total expenditures, and reflect a decrease from the prior year in the amount of \$87,480.

Significant changes are as follows:

- Audit fees are significantly reduced in the amount of \$42,860. Happily, we will have to pay for only one audit this coming year!
- There is also a significant reduction in Contracted Services, with a decrease from the prior year of \$64,259. Along the same theme as the first bullet point, this coming year we will not have to pay for a bevy of financial consultants as we did in the prior year.
- Facilities costs have been reduced with the exit from the Medford School District offices for our youth programs, since we have contracted with College Dreams for those activities.
- IT costs are increased by \$35,500 to take care of several necessary, but too-long-neglected, upgrades to our nearly 150 computers on campus. We are happy that the decrease in other overhead costs is enabling us to complete these upgrades, since we believe that if we are training our clients to be able to get a job in our community, we should have current hardware and software to teach them properly.

### **Client Services**

Client Services represent our direct connection to our clients and the employers in our community. Planned expenditures of \$1,833,615 represent 27.2% of total expenditures, and reflect a significant increase of \$461,873 over PY13. With the additional funding we are presenting in this Public Budget comes the opportunity to provide more training and support services to our clients.

### **Discretionary/Contingency**

We are happy to report that we conservatively project to carry out \$460,024 into PY15. Even with extra expenditures for IT needs, extra take-home pay for the employees, and a significant addition in client services, we still have a very comfortable cushion with which to plan for the following program year.

### **Conclusion**

The Department of Revenue publication that describes this budget process notes that, "appropriations control expenditures, not budget detail." This means that, unlike Local Budget Law requirements, adoption of this Public Budget will not limit The Job Council's authority to allocate funds differently from the budget document. We believe that our authority to expend dollars will continue to be derived from the following:

- Intergovernmental Agreement between Jackson and Josephine Counties
- Federal and State Grant Authorities
- Federal and State Contracts
- Private Grants and Contracts
- Service Plans

**PUBLIC BUDGET  
REVENUE SUMMARY**

**THE JOB COUNCIL  
GENERAL FUND**

**2014-2015**

ADOPTED PUBLIC BUDGET 2012-2013	ACTUAL REVENUE 2012-2013	REVENUE DESCRIPTION	PY 14 PROPOSED BUDGET 2014 - 2015	PY 13 AMENDED PUBLIC BUDGET 2013-2014	DIFFERENCE PY 14 VS PY 13	
					DOLLAR CHANGE	PERCENTAGE CHANGE
\$ 3,473,231	\$ 3,045,994	<b>WIA FEDERAL GRANTS</b>	\$ 3,505,625	\$ 2,755,754	\$ 749,871	27.21%
		TITLE IB ADULT	\$ 943,988	\$ 727,281	\$ 216,707	29.80%
		TITLE IB YOUTH	\$ 847,403	\$ 719,763	\$ 127,640	17.73%
		TITLE IB DISLOCATED WORKER	\$ 1,116,172	\$ 776,094	\$ 340,078	43.82%
		NATIONAL EMERGENCY GRANT - DISL WORKER TRAINING	\$ 142,500	\$ 115,938	\$ 26,562	22.91%
		CCWD RAPID RESPONSE	\$ -	\$ 115,851	\$ (115,851)	--
		LOCAL ADMINISTRATION	\$ 455,562	\$ 286,827	\$ 168,735	58.83%
		STATEWIDE ACTIVITIES	\$ -	\$ 14,000	\$ (14,000)	-100.00%
\$ 70,000	\$ 70,000	<b>DEPARTMENT OF HEALTH &amp; HUMAN SERVICES</b>				
\$ 70,000	\$ 70,000	JACKSON COUNTY COMMISSION ON CHILDREN & FAMILIES	\$ -	\$ 70,000	\$ (70,000)	--
		<b>OREGON DEPARTMENT OF HUMAN SERVICES</b>				
\$ 1,328,067	\$ 1,094,613	JOBS/OFFSET/FAMILY SUPPORT CONNECTIONS	\$ 1,856,315	\$ 1,503,434	\$ 352,881	23.47%
\$ 360,351	\$ 332,652	<b>CHILD CARE</b>	\$ 452,940	\$ 452,829	\$ 111	0.02%
\$ 37,536	\$ 33,265	ADMINISTRATION - CHILD CARE	\$ 48,723	\$ 27,839	\$ 20,884	75.02%
\$ 322,815	\$ 299,386	PROGRAMS - CHILD CARE	\$ 225,241	\$ 225,241	\$ -	0.00%
		SAFETY SET	\$ 6,626	\$ 22,334	\$ (15,708)	-70.33%
		BUILD CAPACITY WORKFORCE	\$ 10,680	\$ -	\$ 10,680	0.00%
		DHS FAMILY FRIENDS & NEIGHBORS	\$ 19,244	\$ 21,622	\$ (2,378)	-11.00%
		DHS CHILD CARE PROVIDERS	\$ 76,356	\$ 85,793	\$ (9,437)	-11.00%
		QRIS CHILD CARE QUALITY RATING AND IMPROVEMENT	\$ 56,070	\$ 40,000	\$ 16,070	40.18%
		OCDD INCLUSIVE CHILD CARE PROJECT	\$ 10,000	\$ 30,000	\$ (20,000)	-66.67%
\$ 547,364	\$ 743,459	<b>OTHER</b>	\$ 1,023,613	\$ 1,078,520	\$ (52,407)	-4.86%
\$ 59,950	\$ 98,671	AMERICORP - YOUTHBUILD	\$ -	\$ 25,729	\$ (25,729)	-100.00%
		APPLEGATE WATERSHED	\$ -	\$ 2,500	\$ -	--
\$ -	\$ 100,507	BACK TO WORK OREGON	\$ 375,000	\$ 290,586	\$ 84,414	29.05%
\$ 90,900	\$ 69,195	BUREAU OF LAND MANAGEMENT	\$ 52,451	\$ 39,511	\$ 12,940	32.75%
		CARPENTER FOUNDATION	\$ 2,000	\$ -	\$ 2,000	--
\$ 64,436	\$ -	CERTIFIED WORK READY COMMUNITY	\$ 60,000	\$ 59,760	\$ 240	0.40%
	\$ 10,000	ENDOWMENT FUND CONTRIBUTION	\$ -	\$ 36,309	\$ (36,309)	--
		FEE FOR SERVICE - CCRN	\$ -	\$ 7,300	\$ (7,300)	--
\$ -	\$ 9,500	GORDON ELWOOD FOUNDATION	\$ 9,100	\$ 9,100	\$ -	0.00%
	\$ 112,259	HEALTHCARE OREGON PATHWAYS EMPLOYMENT CONS.	\$ -	\$ -	\$ -	--
\$ 15,000	\$ 15,850	LEIGHTMAN MAXEY FOUNDATION	\$ -	\$ -	\$ -	--
\$ 32,121	\$ 19,273	MEDFORD SCHOOL DISTRICT	\$ 15,000	\$ 32,121	\$ (17,121)	--
\$ 121,735	\$ 136,277	MISCELLANEOUS /RENTAL INCOME	\$ 129,111	\$ 117,741	\$ 11,370	9.66%
		NAT'L ENVIRONMENTAL EDUCATION FOUNDATION	\$ -	\$ 10,498	\$ (10,498)	--
\$ -	\$ -	OREGON COMMUNITY FOUNDATION	\$ 24,000	\$ 36,000	\$ (12,000)	-33.33%
\$ 67,222	\$ 66,933	OREGON CONSERVATION CORPS	\$ 39,700	\$ 95,900	\$ (56,200)	-58.60%
	\$ 15,645	OREGON PARKS & RECREATION	\$ -	\$ -	\$ -	--
\$ 30,000	\$ 58,646	POWER UP - FEE FOR SERVICE	\$ 30,000	\$ 97,819	\$ (67,819)	-69.33%
\$ -	\$ 14,311	ROGUE VALLEY COUNCIL OF GOVERNMENTS	\$ -	\$ -	\$ -	--
		ROGUE VALLEY SEWER SERVICES	\$ -	\$ 1,800	\$ (1,800)	--
		SECTOR STRATEGIES	\$ 190,000	\$ 100,000	\$ 90,000	--
\$ 66,000	\$ 8,189	SISKIYOU FIELD INSTITUTE	\$ -	\$ -	\$ -	--
		SISKIYOU UPLANDS TRAILS ASSOCIATION (SUTA)	\$ -	\$ 2,714	\$ (2,714)	--
		SOUTHERN OREGON EDUCATION SERVICES DISTRICT	\$ 16,000	\$ -	\$ 16,000	--
		TAACCCT HEALTH CARE GRANT (RCC)	\$ 50,000	\$ 50,000	\$ -	--
\$ -	\$ 8,203	UNITED STATES FOREST SERVICE	\$ 26,251	\$ 43,132	\$ (16,881)	-39.14%
		VA SORCC	\$ 5,000	\$ 20,000	\$ (15,000)	--
<b>\$ 5,779,013</b>	<b>\$ 5,286,718</b>	<b>TOTAL REVENUES</b>	<b>\$ 6,838,493</b>	<b>\$ 5,860,537</b>	<b>\$ 977,956</b>	<b>16.69%</b>

**PUBLIC BUDGET  
EXPENDITURE SUMMARY**

**THE JOB COUNCIL  
GENERAL FUND**

**2014-2015**

ADOPTED PUBLIC BUDGET 2012-2013	ACTUAL EXPENDITURES 2012-2013	EXPENDITURE DESCRIPTION	PY 14 PROPOSED BUDGET 2014 - 2015	PY 13 AMENDED PUBLIC BUDGET 2013-2014	DIFFERENCE PY 14 VS PY 13	
					DOLLAR CHANGE	PERCENTAGE CHANGE
\$ 3,278,701	\$ 3,228,404	<b>PERSONAL SERVICES</b>	\$ 3,719,938	\$ 3,523,578	\$ 196,360	5.57%
\$ 2,049,188	\$ 1,969,326	WAGES	\$ 2,201,656	\$ 2,139,716		
\$ 1,229,513	\$ 1,259,078	FRINGE/TAX	\$ 1,518,282	\$ 1,383,862		
\$ 1,087,519	\$ 908,361	<b>MATERIAL &amp; SERVICES</b>	\$ 788,178	\$ 875,658	\$ (87,480)	-9.99%
\$ 31,380	\$ 13,194	AUDIT	\$ 27,340	\$ 70,200		
\$ 7,500	\$ -	BOOKS & PERIODICALS	\$ -	\$ -		
\$ 63,205	\$ 39,614	COMMUNICATIONS	\$ 96,461	\$ 96,461		
\$ 10,000	\$ -	CONTINGENCY	\$ -	\$ -		
\$ 27,500	\$ 76,597	CONTRACTED SERVICES	\$ 24,600	\$ 88,859		
\$ 58,286	\$ 8,130	EQUIPMENT	\$ 19,610	\$ 23,162		
\$ 699,950	\$ 568,715	FACILITIES	\$ 508,013	\$ 520,322		
\$ 36,850	\$ 18,781	INSURANCE & BONDING	\$ 26,000	\$ 26,000		
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\$ 30,000	\$ 117,930	SUPPLIES	\$ 19,000	\$ 19,000		
\$ 25,000	\$ 12,853	VEHICLES	\$ 14,794	\$ 14,794		
\$ 42,488	\$ 27,559	<b>TRAVEL &amp; TRAINING</b>	\$ 17,738	\$ 35,634	\$ (17,896)	-50.22%
\$ 42,488	\$ 27,559	TRAVEL & TRAINING	\$ 17,738	\$ 35,634		
\$ 92,669	\$ -	<b>RWP PROGRAMS &amp; SUPPORT</b>	\$ 19,000	\$ 53,925	\$ (34,925)	-64.77%
\$ 62,669		RWP SUPPORT	\$ -	\$ -		
\$ 30,000		POWERUP CONTRACTED SERVICES	\$ 19,000	\$ 53,925		
\$ 1,412,311	\$ 1,407,337	<b>CLIENT SERVICES</b>	\$ 1,833,615	\$ 1,371,742	\$ 461,873	33.67%
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\$ 232,706	\$ -	EMPLOYER PAYMENTS	\$ -	\$ -		
\$ 18,616	\$ 406,929	PARTICIPANT SUPPORT SERVICES	\$ 149,575	\$ 43,280		
\$ 316,480	\$ 151,614	PARTICIPANT WAGES/STIPENDS/TAXES	\$ 97,682	\$ 128,108		
\$ 372,330	\$ 533,908	TUITION/TRAINING PAYMENTS	\$ 1,041,048	\$ 764,497		
\$ 209,406	\$ -	<b>DISCRETIONARY/CONTINGENCY</b>	\$ 460,024	\$ -	\$ 460,024	
\$ 124,369		NON FEDERAL	\$ -	\$ -		
\$ 85,037		PLANNED CARRYOUT	\$ 460,024	\$ -		
<b>\$ 6,123,094</b>	<b>\$ 5,571,661</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 6,838,493</b>	<b>\$ 5,860,537</b>	<b>\$ 977,956</b>	<b>16.69%</b>

## PY 2014 PERSONNEL BUDGET

<b>POSITION</b>	<b>FTE'S</b>	<b>WAGES</b>	<b>FRINGE</b>	<b>TOTAL</b>
<b>ADMINISTRATION</b>				
Executive Director	1.000	\$92,556	\$57,483	\$150,039
Director of Administration	1.000	\$79,870	\$46,271	\$126,141
Executive Team Coordinator	1.000	\$51,679	\$37,734	\$89,413
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<b>WORKFORCE PROGRAMS</b>				
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<b>TOTAL PY14 PERSONNEL BUDGET</b>	<b>50.072</b>	<b>\$2,201,656</b>	<b>\$1,518,282</b>	<b>\$3,719,938</b>



# Grants Pass Daily Courier

P.O. Box 1468, 409 S.E. 7th Street • Grants Pass, Oregon 97528

## AFFIDAVIT OF PUBLICATION

State of Oregon            )  
County of Josephine    )    ss.

I, Tamara Stuebing, being first duly sworn, depose and say that I am a manager of Courier Publishing Co., printer of the Grants Pass Daily Courier, a newspaper of general circulation, as defined by ORS 193.010 and 193.020; printed and published at Grants Pass, in the aforesaid county and state; that the LEGAL NOTICE, a printed copy of which is herein enclosed, was published in the entire issue of said paper, for one insertion, on the following date:

May 30, 2014.

Subscribed and sworn to before me this  
thirtieth day of May, 2014.

Notary Public of Oregon

My commission expires the thirteenth day of  
April, 2015.



### LEGAL NOTICE

#### NOTICE OF BUDGET COMMITTEE MEETING/ TELECONFERENCE

A public meeting of the Budget Committee of The Job Council, Jackson and Josephine Counties, will be held on June 9, 2014 at 7:30 am at The Job Council Board Room 100 E. Main St., Suite A, Medford, OR 97501. This is a public meeting to discuss and make recommendations on the budget for fiscal year 7/1/14 - 6/30/15. Any person may appear at the meeting to discuss the budget.

Copies of the budget will be available at the June 9, 2014 Budget Committee meeting and will also be available, at that time, on the Job Council Website @ [www.jobcouncil.org](http://www.jobcouncil.org). If hard copies of the budget are desired, please call 541-842-2530 after the June 9, 2014 date.

The Job Council is an equal opportunity employer.

Auxiliary aids and services are available upon request to individuals with disabilities.

00321721 - May 30, 2014

**NOTICE OF BUDGET  
COMMITTEE MEETING/  
TELECONFERENCE**

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May 30, 2014

**MAIL TRIBUNE PROOF**

Customer: JOB COUNCIL THE Contact: PENNY BURT Phone: 5417765100

Ad Number: 763698

Notice For:

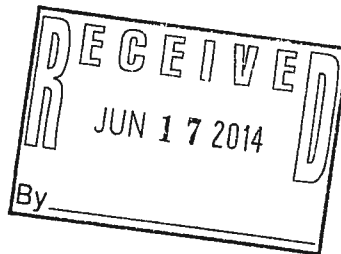
Insertion: Start\_Date - 05/30/2014 End\_Date - 05/30/2014

Price: 86.14

Section: LE Class: 0816 Size: 1 x 37.00

Printed By: MMTDEPUGLI Date: 06/05/2014

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

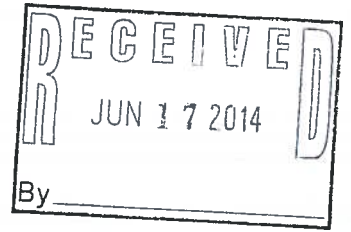




JOB COUNCIL THE  
100 E MAIN ST SUITE A  
MEDFORD

OR 97501

703708



Affidavit of Publication

\*\*\*THIS IS NOT A BILL\*\*\*

State Of Oregon  
County of Jackson

I, Jennifer de Puglia, being first duly sworn, depose and say that I am the principal clerk of Medford Mail Tribune, a newspaper of general circulation, as defined by ORS 193.010 and 193.020; printed at Medford in the aforesaid county and state; that the

Public Notice, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 successive and consecutive insertion in the following issues May 30, 2014.  
(HERE SET FORTH DATES OF ISSUES)

Subscribed and sworn to before me this 13 day of June, 2014

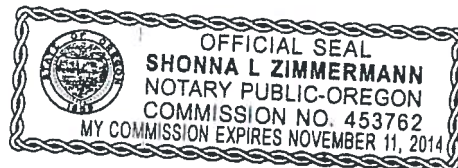
Shonna L Zimmermann  
NOTARY PUBLIC FOR OREGON

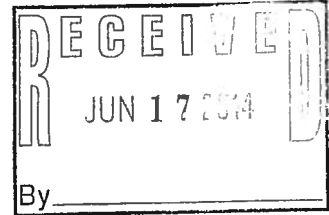
My Commission expires 11 day of November, 2014

Southern Oregon Media Group - Mail Tribune - Ashland Daily Tidings  
111 N. Fir St.  
Medford, OR 97501

\*\*\*THIS IS NOT A BILL\*\*\*

PUBLICATION	EXPIRE DATE	AD CAPTION	# TIMES	AMOUNT
MAIL TRIBUNE	5/30/14	NOTICE OF BUDGE	1	86.14
START DATE: 5/30/14	END DATE: 5/30/14			





# Grants Pass Daily Courier

P.O. Box 1468, 409 S.E. 7th Street • Grants Pass, Oregon 97528

## AFFIDAVIT OF PUBLICATION

State of Oregon            )  
County of Josephine    )    ss.

I, Tamara Stuebing, being first duly sworn, depose and say that I am a manager of Courier Publishing Co., printer of the Grants Pass Daily Courier, a newspaper of general circulation, as defined by ORS 193.010 and 193.020; printed and published at Grants Pass, in the aforesaid county and state; that the LEGAL NOTICE, a printed copy of which is herein enclosed, was published in the entire issue of said paper, for one insertion, on the following date:

June 12, 2014.

Subscribed and sworn to before me this  
twelfth day of June, 2014.

Notary Public of Oregon

My commission expires the thirteenth day of  
April, 2015.



**LEGAL NOTICE**

**NOTICE OF BUDGET HEARING TELECONFERENCE**

The public meeting (teleconference) of The Job Council Board of Directors is scheduled on Monday, June 23, 2014 at 8:00 a.m. at The Job Council's Board Room, 100 E. Main St., Suite A, Medford, OR to discuss the budget for the fiscal year beginning 7/1/2014 as approved by The Job Council Budget Committee.

A copy of the budget may be inspected or obtained at The Job Council, 100 E. Main, Suite A, Medford, OR between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday OR may be viewed on The Job Council website at [www.jobcouncil.org](http://www.jobcouncil.org). Any person may appear and present arguments for or against any item in the budget document.

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00322966 - June 12, 2014

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June 11, 2014

**MAIL TRIBUNE PROOF**

Customer: JOB COUNCIL THE Contact: JOB COUNCIL THE Phone: 5417765100

Ad Number: 764648

Notice For:

Insertion: Start\_Date - 06/11/2014 End\_Date - 06/11/2014

Price: 79.78

Section: LE Class: 0816 Size: 1 x 36.00

Printed By: MMTLUNDGRE Date: 06/19/2014

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

JOB COUNCIL THE  
100 E MAIN ST SUITE A  
MEDFORD

703708

OR 97501

Affidavit of Publication

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State Of Oregon  
County of Jackson

I, Jennifer de Puglia, being first duly sworn, depose and say that I am the principal clerk of Medford Mail Tribune, a newspaper of general circulation, as defined by ORS 193.010 and 193.020; printed at Medford in the aforesaid county and state; that the

Public Notice, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 4 successive and consecutive insertion in the following issues June 11, 2014.  
(HERE SET FORTH DATES OF ISSUES)

Subscribed and sworn to before me this 20 day of June, 2014

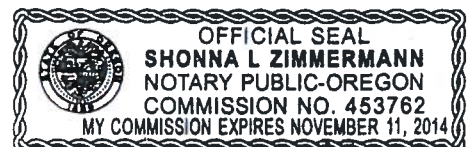
Shonna L Zimmermann  
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PUBLICATION	EXPIRE DATE	AD CAPTION	# TIMES	AMOUNT
MAIL TRIBUNE	6/11/14	NOTICE OF BUDGET	1	79.78
START DATE: 6/11/14	END DATE: 6/11/14			



**PUBLIC BUDGET  
REVENUE SUMMARY**

**THE JOB COUNCIL  
GENERAL FUND**

ADOPTED

2014-2015

ADOPTED PUBLIC BUDGET 2012-2013	ACTUAL REVENUE 2012-2013	REVENUE DESCRIPTION	PY 14 PROPOSED BUDGET 2014 - 2015	PY 13 AMENDED PUBLIC BUDGET 2013-2014	DIFFERENCE PY 14 VS PY 13	
					DOLLAR CHANGE	PERCENTAGE CHANGE
\$ 3,473,231	\$ 3,045,994	<b>WIA FEDERAL GRANTS</b>	\$ 3,505,625	\$ 2,755,754	\$ 749,871	27.21%
		TITLE IB ADULT	\$ 943,988	\$ 727,281	\$ 216,707	29.80%
		TITLE IB YOUTH	\$ 847,403	\$ 719,763	\$ 127,640	17.73%
		TITLE IB DISLOCATED WORKER	\$ 1,116,172	\$ 776,094	\$ 340,078	43.82%
		NATIONAL EMERGENCY GRANT - DISL WORKER TRAINING	\$ 142,500	\$ 115,938	\$ 26,562	22.91%
		CCWD RAPID RESPONSE	\$ -	\$ 115,851	\$ (115,851)	--
		LOCAL ADMINISTRATION	\$ 455,562	\$ 286,827	\$ 168,735	58.83%
		STATEWIDE ACTIVITIES	\$ -	\$ 14,000	\$ (14,000)	-100.00%
\$ 70,000	\$ 70,000	<b>DEPARTMENT OF HEALTH &amp; HUMAN SERVICES</b>				
\$ 70,000	\$ 70,000	JACKSON COUNTY COMMISSION ON CHILDREN & FAMILIES	\$ -	\$ 70,000	\$ (70,000)	--
		<b>OREGON DEPARTMENT OF HUMAN SERVICES</b>				
\$ 1,328,067	\$ 1,094,613	JOBS/OFFSET/FAMILY SUPPORT CONNECTIONS	\$ 1,856,315	\$ 1,503,434	\$ 352,881	23.47%
\$ 360,351	\$ 332,652	<b>CHILD CARE</b>	\$ 452,940	\$ 452,829	\$ 111	0.02%
\$ 37,536	\$ 33,265	ADMINISTRATION - CHILD CARE	\$ 48,723	\$ 27,839	\$ 20,884	75.02%
\$ 322,815	\$ 299,386	PROGRAMS - CHILD CARE	\$ 225,241	\$ 225,241	\$ -	0.00%
		SAFETY SET	\$ 6,626	\$ 22,334	\$ (15,708)	-70.33%
		BUILD CAPACITY WORKFORCE	\$ 10,680	\$ -	\$ 10,680	0.00%
		DHS FAMILY FRIENDS & NEIGHBORS	\$ 19,244	\$ 21,622	\$ (2,378)	-11.00%
		DHS CHILD CARE PROVIDERS	\$ 76,356	\$ 85,793	\$ (9,437)	-11.00%
		QRIS CHILD CARE QUALITY RATING AND IMPROVEMENT	\$ 56,070	\$ 40,000	\$ 16,070	40.18%
		OCDD INCLUSIVE CHILD CARE PROJECT	\$ 10,000	\$ 30,000	\$ (20,000)	-66.67%
\$ 547,364	\$ 743,459	<b>OTHER</b>	\$ 1,023,613	\$ 1,078,520	\$ (52,407)	-4.86%
\$ 59,950	\$ 98,671	AMERICORP - YOUTHBUILD	\$ -	\$ 25,729	\$ (25,729)	-100.00%
		APPLEGATE WATERSHED	\$ -	\$ 2,500	\$ -	--
\$ -	\$ 100,507	BACK TO WORK OREGON	\$ 375,000	\$ 290,586	\$ 84,414	29.05%
\$ 90,900	\$ 69,195	BUREAU OF LAND MANAGEMENT	\$ 52,451	\$ 39,511	\$ 12,940	32.75%
		CARPENTER FOUNDATION	\$ 2,000	\$ -	\$ 2,000	--
\$ 64,436	\$ -	CERTIFIED WORK READY COMMUNITY	\$ 60,000	\$ 59,760	\$ 240	0.40%
	\$ 10,000	ENDOWMENT FUND CONTRIBUTION	\$ -	\$ 36,309	\$ (36,309)	--
		FEE FOR SERVICE - CCRN	\$ -	\$ 7,300	\$ (7,300)	--
\$ -	\$ 9,500	GORDON ELWOOD FOUNDATION	\$ 9,100	\$ 9,100	\$ -	0.00%
	\$ 112,259	HEALTHCARE OREGON PATHWAYS EMPLOYMENT CONS.	\$ -	\$ -	\$ -	--
\$ 15,000	\$ 15,850	LEIGHTMAN MAXEY FOUNDATION	\$ -	\$ -	\$ -	--
\$ 32,121	\$ 19,273	MEDFORD SCHOOL DISTRICT	\$ 15,000	\$ 32,121	\$ (17,121)	--
\$ 121,735	\$ 136,277	MISCELLANEOUS /RENTAL INCOME	\$ 129,111	\$ 117,741	\$ 11,370	9.66%
		NAT'L ENVIRONMENTAL EDUCATION FOUNDATION	\$ -	\$ 10,498	\$ (10,498)	--
\$ -	\$ -	OREGON COMMUNITY FOUNDATION	\$ 24,000	\$ 36,000	\$ (12,000)	-33.33%
\$ 67,222	\$ 66,933	OREGON CONSERVATION CORPS	\$ 39,700	\$ 95,900	\$ (56,200)	-58.60%
	\$ 15,645	OREGON PARKS & RECREATION	\$ -	\$ -	\$ -	--
\$ 30,000	\$ 58,646	POWER UP - FEE FOR SERVICE	\$ 30,000	\$ 97,819	\$ (67,819)	-69.33%
\$ -	\$ 14,311	ROGUE VALLEY COUNCIL OF GOVERNMENTS	\$ -	\$ -	\$ -	--
		ROGUE VALLEY SEWER SERVICES	\$ -	\$ 1,800	\$ (1,800)	--
		SECTOR STRATEGIES	\$ 190,000	\$ 100,000	\$ 90,000	--
\$ 66,000	\$ 8,189	SISKIYOU FIELD INSTITUTE	\$ -	\$ -	\$ -	--
		SISKIYOU UPLANDS TRAILS ASSOCIATION (SUTA)	\$ -	\$ 2,714	\$ (2,714)	--
		SOUTHERN OREGON EDUCATION SERVICES DISTRICT	\$ 16,000	\$ -	\$ 16,000	--
		TAACCCT HEALTH CARE GRANT (RCC)	\$ 50,000	\$ 50,000	\$ -	--
\$ -	\$ 8,203	UNITED STATES FOREST SERVICE	\$ 26,251	\$ 43,132	\$ (16,881)	-39.14%
		VA SORCC	\$ 5,000	\$ 20,000	\$ (15,000)	--
<b>\$ 5,779,013</b>	<b>\$ 5,286,718</b>	<b>TOTAL REVENUES</b>	<b>\$ 6,838,493</b>	<b>\$ 5,860,537</b>	<b>\$ 977,956</b>	<b>16.69%</b>

**PUBLIC BUDGET  
EXPENDITURE SUMMARY**

**THE JOB COUNCIL  
GENERAL FUND**

**2014-2015**

ADOPTED

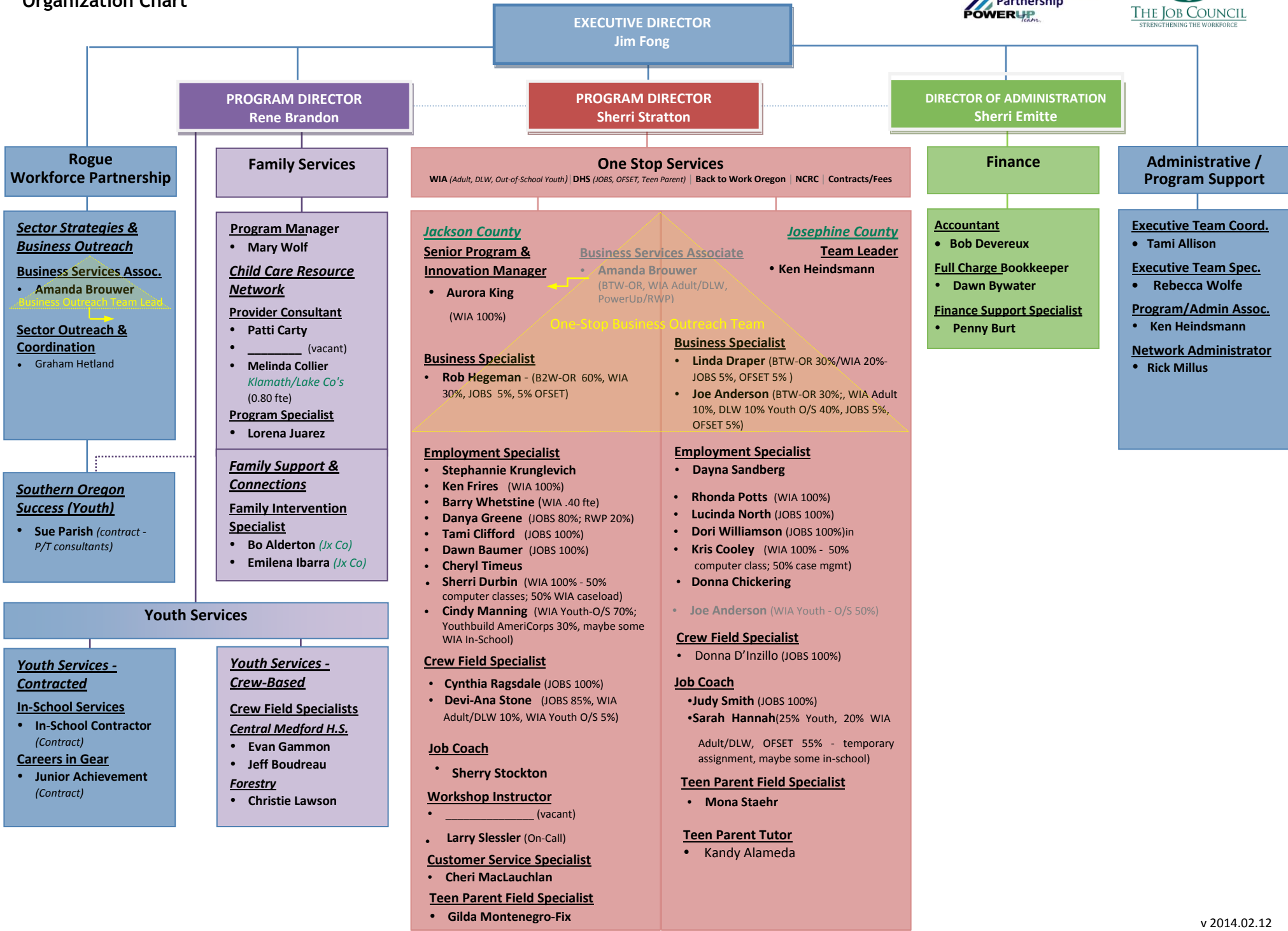
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					DOLLAR CHANGE	PERCENTAGE CHANGE
\$ 3,278,701	\$ 3,228,404	<b>PERSONAL SERVICES</b>	\$ 3,719,938	\$ 3,523,578	\$ 196,360	5.57%
\$ 2,049,188	\$ 1,969,326	WAGES	\$ 2,201,656	\$ 2,139,716		
\$ 1,229,513	\$ 1,259,078	FRINGE/TAX	\$ 1,518,282	\$ 1,383,862		
\$ 1,087,519	\$ 908,361	<b>MATERIAL &amp; SERVICES</b>	\$ 788,178	\$ 875,658	\$ (87,480)	-9.99%
\$ 31,380	\$ 13,194	AUDIT	\$ 27,340	\$ 70,200		
\$ 7,500	\$ -	BOOKS & PERIODICALS	\$ -	\$ -		
\$ 63,205	\$ 39,614	COMMUNICATIONS	\$ 96,461	\$ 96,461		
\$ 10,000	\$ -	CONTINGENCY	\$ -	\$ -		
\$ 27,500	\$ 76,597	CONTRACTED SERVICES	\$ 24,600	\$ 88,859		
\$ 58,286	\$ 8,130	EQUIPMENT	\$ 19,610	\$ 23,162		
\$ 699,950	\$ 568,715	FACILITIES	\$ 508,013	\$ 520,322		
\$ 36,850	\$ 18,781	INSURANCE & BONDING	\$ 26,000	\$ 26,000		
\$ 90,848	\$ 52,547	IT	\$ 52,360	\$ 16,860		
\$ 7,000	\$ -	PRINTING	\$ -	\$ -		
\$ 30,000	\$ 117,930	SUPPLIES	\$ 19,000	\$ 19,000		
\$ 25,000	\$ 12,853	VEHICLES	\$ 14,794	\$ 14,794		
\$ 42,488	\$ 27,559	<b>TRAVEL &amp; TRAINING</b>	\$ 17,738	\$ 35,634	\$ (17,896)	-50.22%
\$ 42,488	\$ 27,559	TRAVEL & TRAINING	\$ 17,738	\$ 35,634		
\$ 92,669	\$ -	<b>RWP PROGRAMS &amp; SUPPORT</b>	\$ 19,000	\$ 53,925	\$ (34,925)	-64.77%
\$ 62,669		RWP SUPPORT	\$ -	\$ -		
\$ 30,000		POWERUP CONTRACTED SERVICES	\$ 19,000	\$ 53,925		
\$ 1,412,311	\$ 1,407,337	<b>CLIENT SERVICES</b>	\$ 1,833,615	\$ 1,371,742	\$ 461,873	33.67%
\$ 472,179	\$ 314,886	CONTRACTED/PROGRAM SERVICES	\$ 545,310	\$ 435,857		
\$ 232,706	\$ -	EMPLOYER PAYMENTS	\$ -	\$ -		
\$ 18,616	\$ 406,929	PARTICIPANT SUPPORT SERVICES	\$ 149,575	\$ 43,280		
\$ 316,480	\$ 151,614	PARTICIPANT WAGES/STIPENDS/TAXES	\$ 97,682	\$ 128,108		
\$ 372,330	\$ 533,908	TUITION/TRAINING PAYMENTS	\$ 1,041,048	\$ 764,497		
\$ 209,406	\$ -	<b>DISCRETIONARY/CONTINGENCY</b>	\$ 460,024	\$ -	\$ 460,024	
\$ 124,369		NON FEDERAL	\$ -	\$ -		
\$ 85,037		PLANNED CARRYOUT	\$ 460,024	\$ -		
<b>\$ 6,123,094</b>	<b>\$ 5,571,661</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 6,838,493</b>	<b>\$ 5,860,537</b>	<b>\$ 977,956</b>	<b>16.69%</b>

## ADOPTED

## PY 2014 PERSONNEL BUDGET

<b>POSITION</b>	<b>FTE'S</b>	<b>WAGES</b>	<b>FRINGE</b>	<b>TOTAL</b>
<b>ADMINISTRATION</b>				
Executive Director	1.000	\$92,556	\$57,483	\$150,039
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<b>TOTAL PY14 PERSONNEL BUDGET</b>	<b>50.072</b>	<b>\$2,201,656</b>	<b>\$1,518,282</b>	<b>\$3,719,938</b>

Organization Chart





THE JOB COUNCIL

PERSONNEL POLICIES

ADOPTED: April 11, 1983  
AMENDED: February 21, 1984  
AMENDED: April 30, 1984

ADOPTED: October 24, 1985  
EFFECTIVE: July 1, 1985

ADOPTED: August 28, 1986  
EFFECTIVE: July 1, 1986

ADOPTED: June 25, 1987  
EFFECTIVE: July 1, 1987

ADOPTED: June 28, 1990  
EFFECTIVE: July 1, 1990

ADOPTED: December 10, 2001  
EFFECTIVE: December 10, 2001

UPDATES: October 6, 2003  
Revision to Policy 8.3D Holiday compensation & 2.1 Active  
Employee definition

UPDATES: July 7, 2010  
Comprehensive policy changes relating to RIF are in process

UPDATES: January 31, 2011  
Revision to Policy 8.3A Holidays

UPDATES: March 30, 2011  
Revision to Policy 8.4 PTO  
(effective July 1, 2011)

UPDATES: July 5, 2011  
Revision to Policy Section 8.4 PTO  
(effective July 1, 2011)

UPDATES: September 20, 2011  
Addition to Personnel Policy Definitions Section 2.0  
2.21 Furlough Days

UPDATES: November 28, 2011  
Revision to definitions 2.7, 2.21, 2.22  
Revision to Section 3.5 F 2  
Revision to Sections 4.1 A-D, 4.3 E.1, 4.7 B

UPDATES: December 22, 2011  
Revision to Section 8.4 B PTO Accrual

UPDATES: September 30, 2014 (retroactive to July 1, 2014)  
Addition to Section 3.6 E

UPDATES: November 5, 2014 (retroactive to November 18, 2013)  
Revision to Section 4.1 C removal of severance language

THE JOB COUNCIL  
PERSONNEL POLICIES

1.0 GENERAL PROVISIONS

1.1 Introduction

The Intergovernmental Entity Agreement establishes The Job Council as an organization authorized by Jackson and Josephine Counties, and provides that the County Commissioners of each County govern TJC as its Board of Directors. The Board of Directors, through the Intergovernmental Entity Agreement, delegates the responsibility for day-to-day operation of TJC to the Executive Director.

The Intergovernmental Entity Agreement (establishing TJC) specifically delegates to the Executive Director:

- A. Procurement of personal and professional services for TJC operations, including the selection, hiring and termination of staff.
- B. The establishment and maintenance of a system of personnel rules and policies, including a compensation and classification system.

1.2 Guiding Principles

The guiding principles for the administration and application of these personnel policies are intended to maintain a balance between consistent, easy to understand rules and rules that provide exceptions for unforeseen circumstances.

The guiding principles are:

- A. Balance the needs of TJC and its employees.
- B. Maintain integrity in both the process and result.
- C. Use policy application to further organizational excellence.

- D. Strive for clarity in policy and application of the policies.
- E. Be consistent in interpretation and application of the policies.
- F. Strive for fairness.
- G. Maintain organizational flexibility.
- H. Provide for and use clear decision processes and paths.
- I. Maintain confidence in TJC as an organization.
- J. Promote organizational stability.
- K. Always acknowledge the needs of individuals.
- L. Strive to promote high worker morale and workplace harmony.

### 1.3 Application

This document contains the official personnel policies that apply to the career and management service staff of TJC. It sets forth those policies pertaining to hiring, promotion, demotion, termination, layoff, rates of pay, hours of work, benefits, discipline, grievances and other conditions of employment.

Except where specifically noted, these Personnel Policies do not apply to:

- A. Temporary employees;
- B. Work experience trainees;
- C. Independent contractors, subcontractors and sub-grantees;
- D. Others who serve TJC on a voluntary basis or who oversee or serve TJC by virtue of their positions in other agencies or government, such as:
  - 1. Elected officials;

2. Members of the Rogue Valley Workforce Development Council and other boards and committees; and
3. Volunteer personnel and personnel appointed to serve without pay.

#### 1.4 Purpose

The purpose of these policies is to achieve the following objectives:

- A. To establish for TJC a system of personnel administration.
- B. To provide for the establishment of a Compensation and Classification System based upon the relative duties and responsibilities of jobs at TJC.

#### 1.5 Commitment to Equal Employment Opportunity (EEO)

TJC is an equal opportunity employer. All employment policies, actions, and activities, including but not limited to those described in TJC=s Personnel Policies, shall be based on organizational necessity and individual qualifications and performance and not on race, color, national origin, gender, age, disability, religion, marital status, expunged juvenile record, application for workers= compensation benefits, or association with anyone of a particular race, color, national origin, marital status, gender, age, or religion.

Employment applicants and employees, and individuals who apply for and/or TJC clients shall receive fair, equitable, respectful, and non-discriminatory treatment by TJC staff at all levels. TJC programs shall focus on maximizing each person=s ability to achieve his or her program objectives while minimizing real and perceived barriers caused by discrimination.

TJC shall promote nondiscrimination by regularly reviewing employment and service practices susceptible to discrimination and taking prompt action to correct any identified concerns. Staff training on equal opportunity/nondiscrimination shall be provided periodically to keep staff up-to-date on equal employment policy and responsibilities.

TJC=s Equal Employment Opportunity Officer shall coordinate equal opportunity activities and report directly to the Executive Director on equal opportunity matters. It is the policy of TJC to take affirmative action toward the elimination and prevention of discrimination and harassment, whether intentional or not, in TJC employment practices.

#### 1.6 Organization of Personnel Administration

- A. Administration of the Personnel Policies and Equal Employment Opportunities Policies shall be the responsibility of the Executive Director who may delegate their administration in whole or in part.
- B. The Executive Director shall appoint an Equal Employment Opportunity Officer to assist in the administration of EEO policies. TJC=s EEO Officer will update and monitor compliance with these provisions and may be called upon by staff to provide consultation on matters that may affect Equal Employment Opportunity.
- C. The Executive Director may obtain necessary supplementary services from persons or agencies competent in personnel administration.

#### 1.7 Employee Personnel Committee

##### A. Purpose

The Employee Personnel Committee shall advocate for the concerns of career service employees, assist in informal resolution of conflict, participate in the development of personnel policies, and advise the Executive Director on issues of employment or quality of work life. The role of the EPC will include:

1. Meeting with the Executive Director to discuss career service employees' requests and concerns.

2. Participating in the revision of or additions to the personnel policies, by initiating requests for changes and commenting on proposed changes or additions.

3. Meeting with the Executive Director with the goal of reaching consensus in the interpretation or application of the personnel policies.

4. Providing input to the Executive Director or proposed changes to the compensation and classification system.

5. Assisting in the informal and formal resolution of conflict when requested by career service staff.

6. Attend disciplinary meetings and hearings when requested by a career service staff member. The role of the EPC member is that of an observer, a facilitator, or an advisor to the career service employee.

B. Composition

The composition of the Employee Personnel Committee shall be generally representative of career service employees, both by program, team and location and shall be set by policy written and approved by the Employee Personnel Committee. Composition may be revised by a duly elected Employee Personnel Committee to suit organizational needs. The EPC shall provide the Executive Director a list of current members and operating policies.

## 1.8 Adoption and Amendment of Personnel Policies

### A. Authority

1. The Board of Directors has delegated responsibility for the establishment and management of TJC=s personnel system, policies and implementing procedures to the Executive Director.

2. The Executive Director shall develop, modify, amend and adopt Personnel Policies and procedures as needed by TJC.

3. The Executive Director retains final authority on interpretation and implementation of Personnel Policies, procedures and decisions.

### B. Review and Comment

1. The Executive Director shall have the authority to amend these policies to conform with State and Federal law, statutes and regulations, and current benefit plans, and to make typographical and grammatical changes without review or comment by employees.

2. With the exception of modifications covered above, managers, career service employees and the EPC shall have the right to comment on Personnel Policy modifications prior to their adoption by the Executive Director. The Executive Director may assign review responsibilities to specific staff groups and/or committees for comment.

### C. Personnel Procedures

The Executive Director shall have the authority to develop and establish procedures as necessary to implement policies. Managers, career service staff and the EPC may review and comment on any implementation procedures.



D. Right to Appear Before the Board of Directors

When issues regarding personnel related policy changes come before the Board of Directors, The Employee Personnel Committee may send a representative to the Board of Directors meeting. The representative has the right to make a statement regarding the proposed changes.

E. Issue Resolution

A goal of these policies is to provide clear guidelines for personnel administration. It is, however, recognized that issues will arise that are subject to interpretation. Where differences in interpretation exist, resolution will be attempted with the goal of mutual agreement between the Executive Director, manager and affected employee(s). If invited by the Executive Director or affected employee(s), the EPC may participate in the resolution process.

The Executive Director shall retain final authority in resolving issues of interpretation

## 2.0 DEFINITIONS

Terms used in these rules are defined as follows:

### 2.1 Active Employee (revised 10/6/03 per SE memo)

An individual employed at TJC receiving pay for work or PTO taken, but not employed by contract.

### 2.2 Age Discrimination in Employment Act of 1967 (ADEA) (29 U.S.C.626) EEOC Federal law that protects individuals who are 40 years of age or older from employment discrimination.

### 2.3 Allocation

Determination of classification description, job title and wage range.

### 2.4 Appointing Authority

The Board of Directors has delegated authority to the Executive Director to appoint staff. The Executive Director may delegate such authority to other management staff members.

### 2.5 Appointment

The authorized filling of a position with an applicant. Appointments include several types: career service, management service and temporary employment. Appointments may be full-time or part-time.

### 2.6 Board of Directors

The Board of Directors is the legal entity and policy making body of TJC and is comprised of the Jackson and Josephine County Commissioners.

### 2.7 Career Service

An individual in an active employment position at TJC, not including management and professional exempt service or temporary employment individuals.

2.8 Career Service Pathway

The Career Service Pathway is an organizational infrastructure developed to provide occupational and/or departmental pathways where skill sets of lower level classifications are embedded in upper level classifications. The Career Service Pathway is based on aligning related functions into individualized program pathways to increase integrity and define skill sets critical to the needs of the organization. The detail of the organizational infrastructure is maintained in the Career Service Pathway Chart.

2.9 Chain of Command

The sequence used to gain approval of a request, or a management decision. The sequence is supervisor, manager, program director, executive director.

2.10 Classification

A job category with a separate title and description. A classification may have multiple job assignments describing job specialties within the classification.

2.11 Classification Description

The written description containing a title, statement of duties, authority, responsibilities and minimum qualifications.

2.12 Complaint

That which impacts TJC programs or activities but does not allege a violation of enabling legislation, regulations, grant or other agreement under state or federal law.

2.13 Continuous Employment

Unbroken employment with TJC. Broken employment occurs when an individual is terminated from TJC and then rehired.

2.14 Date of Hire

The first day of paid employment with TJC.

2.15 Demotion

The movement of an employee from one classification to another classification having a lower salary range.

2.16 Displacement

The movement of an employee to a classification in which she/he was previously employed, in lieu of layoff.

2.17 Discharge

The termination of employment for cause.

2.18 Employed Status

An active individual employed at TJC and including individuals on leave without pay.

2.19 Employee Personnel Committee (EPC)

A committee of career service individuals elected to represent career service employees.

2.20 Executive Director

The individual appointed by the Board of Directors in the classification of Executive Director of the Job Council.

2.21 Exempt/At Will Employee

Exempt employees are defined as management and professional exempt level employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provision. Exempt/At Will employees may be laid off or terminated at any time for any reason.

2.22 Exempt Service

Those individuals designated as Managers and

Professional exempt who are salaried employees exempt from wage and hour laws and regulations.

2.23 Full Time Employee

An individual regularly scheduled to work the full number of hours in the adopted TJC work week.

2.24 Furlough Days

A temporary excused unpaid absence from work equivalent to a 7.5 hour workday for full time employees.

2.25 Grievance

An allegation of a violation of enabling legislation, regulations, grant provisions, agreements, under which TJC carries out its duties.

2.26 Grievance Officer

An individual appointed by the Executive Director to be the point of contact for filing of grievances. The Grievance Officer may assist in the resolution of grievances.

2.27 Hourly Employee

An individual in a career service or temporary appointment position.

2.28 Immediate Family

An employee's mother, father, spouse, sister, brother, children, spouse's relatives in the same categories or other people who reside with the employee or for whose care the employee is responsible.

2.29 Job Council, The

TJC is the organization formed by the consortium of Jackson and Josephine counties, for the purposes set forth in the Intergovernmental Agreement or other agreements which may apply.

### 2.30 Layoff

The termination of an employee from employment with TJC because of shortage of funds or for other reasons not reflecting discredit on an employee and for reasons outside his or her control.

### 2.31 Limited Duration Employee

Individuals hired into a position with a defined time limit of employment that is six months or more but has a predetermined ending date for employment typically less than twelve months.

### 2.32 Managers

Employees appointed by the Executive Director who develop/recommend broad policies; exercise overall responsibility for execution of these policies; have managerial responsibility or functional responsibility for program, fiscal, planning, data processing, or risk management activities. Also referred to as management service employees.

2.33 Older Workers Benefit Protection Act of 1990 (OWBPA)  
ADEA was amended in 1990 to include an older worker benefit protection to specifically prohibit employers from denying benefits to older employees. This act ensures that older workers are not discriminated against in hiring and reduction of force activities

### 2.34 Part-Time Employee

An employee regularly scheduled to work less than the adopted Job Council work week.

### 2.35 PERS 1039 Employee

Individuals retired from PERS are subject to a maximum of 1039 hours worked per year without penalty as per PERS regulations. Under most circumstances, TJC will not employ a PERS 1039 staff member more than that threshold during a calendar year

### 2.36 Personnel Action

Any official action taken with reference to appointment, compensation, promotion, layoffs, dismissal, or any other action affecting status of employment or salary level.

2.37 Personnel Action Form (PAF)

A form used to implement and record a personnel action.

2.38 Personnel File or Personnel Record

Those confidential records which contain employment history materials relating to individual employees.

2.39 Position

An authorized job within a classification. For example, there may be ten Employment Counselors (positions) within the Employment Counselor classification. Authorized positions are listed in the personnel budget.

2.40 Probation, Initial

A period of six (6) months, beginning at the date of original hire, as a career service or management service employee, during which the employee is required to demonstrate, by performance, their fitness for the position to which s/he has been appointed.

2.41 Probation to the Position

A period of normally six (6) months, following an employee's assignment to a regular position by promotion, transfer, involuntary demotion or disciplinary action. The employee is required to demonstrate, by actual performance, his/her fitness for the position to which s/he has been appointed.

2.42 Project

A specific activity or program of limited duration.

2.43 Probationary Employee

A career or management service individual who is

serving initial probation or probation to position.

2.44 Promotion

The movement of an employee from one position to a position in a classification with a higher wage range.



2.45 Reallocation

The changing of the classification description, or creation of new classifications (i.e. duties and responsibilities) and/or wage range of a classification to more accurately reflect the function and responsibilities of the position.

2.46 Reassignment

Reassignment is the action taken during a RIF to offer individuals, in lieu of layoff an opportunity to accept a lower or higher range or previously held position within the career service pathway. A change in scope of work within the career service pathway classification would not be considered a reassignment.

2.47 Recall from Layoff

The appointment of an eligible person on the eligible for recall list to a career service position in TJC.

2.48 Seniority

The status earned by length of employment with TJC and by length of employment in a position as a career service employee at TJC. Seniority is calculated by seniority points.

2.49 Seniority Points

Seniority points reflect a combination of credit for time as a Job Council career service employee and time in each career service position held within TJC.

2.50 Seniority Points, The Job Council

One (1) point for each full hour (not including overtime) of employment as a regular employee with TJC.

2.51 Seniority Points, Classification

One (1) point for each full hour (not including overtime) of service in career service positions within the classification for which seniority is being calculated, including both currently held and previously held positions.

2.52 Stand Alone Position

Positions that are considered to be vital to the organization and/or program design and yet unique to the program or pathway are identified on the pathway longevity list as stand alone positions.

2.53 Supervisor

An individual who oversees the performance of other individuals.

2.54 Temporary Assignment

A temporary assignment occurs when a career service employee is assigned to a position vacancy to meet the work requirements of TJC on a temporary basis or to provide training opportunities.

2.55 Temporary Employee

An individual who is not a career service or management service employee, appointed to a current temporary or authorized position.

2.56 Temporary Employment Pool

A list of individuals who have applied for a temporary position and have been previously screened for hiring, and are available for a specified classification(s).

2.57 Temporary Position

A position established for the duration of a project or other specified period of time, and not anticipated to be budgeted from year to year on a continuing basis.

2.58 Termination Date

An individual's last day of paid employment with TJC.

2.59 TJC

The Job Council acronym.

2.60 Transfer

Reassignment of an employee from one position to another position or from one location to another within the same classification. Transfers do not require a posting/hiring process.

2.61 Vacancy

A position which is not occupied and for which personnel funds are budgeted and authorized.

2.62 Work Day

Any twenty four (24) consecutive hours beginning at 12:01 A.M.

2.63 Work Experience Trainee

A participant enrolled in work experience or limited work experience. These trainees are not covered by provisions in the personnel policies and receive only those benefits required by law.

2.64 Work Week

Any seven (7) consecutive work days which begins at 12:01 A.M. Monday and ends at 12:00 midnight Sunday.

## 3.0 THE CLASSIFICATION SYSTEM

### 3.1 Classification System

The Executive Director shall be responsible for developing and maintaining a compensation and classification system. The system is an inventory of all classifications in the career and management service and shall indicate clearly the job title, classification description, and wage range for each classification.

### 3.2 Classification Descriptions

Each classified position shall be described by name, general statement of duties, distinguishing features of the classification, essential functions, other functions, work environment, physical requirements, desirable qualifications, and compensation.

### 3.3 Maintenance of the Classification System

The inventory of all current classifications shall be maintained as a Job Council Policy, and is an extension of the Personnel Policies.

### 3.4 Allocation and Reallocation

#### A. Allocation

When a new classification is proposed, a description of the duties and responsibilities of the classification shall be submitted to the Executive Director. The Executive Director shall have an analysis conducted to determine how the new classification will affect the duties and responsibilities of current staff and to determine proper allocation.

#### B. Reallocation

1. Reallocation of an existing position is the changing of the classification description (i.e. duties and responsibilities) and/or wage range of a classification to more accurately reflect the function and responsibilities of the job. Reallocation does not include:

- a. Change of Classification title without reflecting a change in function or responsibilities of the classification the new title shall be credited to all employees who are currently in the classification and to current employees and eligible-for-recall employees who have previously held the classification, so that seniority under the old classification title will be credited under the new title.
- b. Change in function and responsibility and/or wage range and job title of a classification that is a substantial departure from the function and responsibilities being performed in the existing job shall be considered a new classification rather than a reallocation, and shall be allocated and filled as a new position.

## 2. Reallocation Procedure

- a. If a career service employee or a manager feels that the duties and responsibilities of a job are inconsistent with the classification description and/or wage range, he/she may request a classification analysis to determine if the job is properly allocated.
- b. A career service or management service employee requesting a classification analysis shall submit a written request to his or her supervisor containing:
  - (1) Rationale for the proposed change.
  - (2) Detailed evidence supporting the contention that the job should be reallocated.
- c. The supervisor shall review the request and submit it, with comments, along the chain of command to the Executive Director.

- d. The Executive Director shall assign appropriate staff the responsibility for conducting job analyses. This individual shall review the information submitted and collect any additional data deemed necessary to conduct an analysis.
- e. Upon completion of the analysis, the individual who conducted the study shall submit a recommendation to the Executive Director. The Executive Director shall approve, approve with revisions, or deny the recommended action.
- f. An employee requesting reallocation shall be informed in writing if the request for reallocation is denied.
- g. For seniority purposes only, when reallocation occurs, the reallocated classification will be credited to those employees who have previously held the classification (whether currently on staff or eligible for recall) as well as employees who currently hold the classification. Thus, time in the "old" and "new" classification will be credited in computing seniority in classification.
- h. When reallocation occurs, it shall not affect probationary status of employees who hold the classification.
- i. When a classification is reallocated to a higher wage range, the employee(s) in the classification will receive a wage increase to the extent necessary to bring his/her hourly wage within the new wage range.

### 3.5 Rates of Pay and Pay Periods

The Executive Director shall establish a classification and wage range schedule that includes all approved pay ranges. The Executive Director shall set individual employee compensation for each classification guided by length of service, performance, relative compensation of other incumbents and the availability of budgeted funds.

Each employee shall be paid a rate of pay within the salary range for the classification in which she/he is employed. The normal rate of pay shall be the monthly rate computed and credited on an hourly basis.

- A. A wage range schedule for temporary employees whose pay does not fall within the established wage range schedule may be maintained as part of the Compensation and Classification Policy.
- B. Career Service, temporary employees and work experience trainees shall be paid only for actual hours worked, at the hourly rate.

#### C. Pay Periods

Pay periods will be based on a schedule published by the Finance Section and approved by the Executive Director.

#### D. Entrance Salary

An employee will be appointed at Step A of the range of the classification assigned. If a manager believes it is necessary to make an appointment above Step A, authorization must be obtained from the Executive Director. In determining such requests, the Executive Director shall give consideration to the qualifications and experience of the candidate, availability of applicants and the resulting salary relationship with other similar positions and classifications.

E. Reinstatement Due to Recall

When an employee is recalled from layoff, she/he shall be paid the rate of pay within the pay range of the position which most nearly approaches the rate of pay earned in the position from which the employee was laid off. In addition, the employee shall not be required to serve a probationary period in a position for which she/he has successfully completed probation.

F. Overtime

1. Overtime shall be paid to career service and temporary employees, as well as work experience trainees in accordance with federal Fair Labor Standards Act (FLSA) and Oregon Revised Statute provisions. Managerial service staff are considered exempt from overtime rules as consistent with the FLSA.
2. Management and Professional Exempt service employees are not eligible for overtime, but may be provided time off at the discretion of the Executive Director.
3. Overtime is defined as any time worked in excess of forty (40) hours in a work week.
4. Work week is seven (7) consecutive work days which begins at 12:01 a.m. Monday and ends 12:00 midnight Sunday.
5. Overtime is calculated on the basis of hours actually worked. Employers are not required to include paid time off, or other hours not actually worked in determining total hours worked for the payment of overtime. Thus, The Job Council does not include leave or Holiday pay when computing overtime.
6. When overtime work is required, the following will apply:
  - a. overtime may only be worked with prior approval from the supervisor.



- b. overtime will be compensated at one and one half times the regular straight time rate to career service and temporary employees;
  - c. overtime is calculated to the nearest quarter hour.
7. Employees may not work overtime without prior approval. Unauthorized overtime work may be subject to disciplinary action.

### 3.6 Compensation Adjustments Due to Classification Changes

#### **Career Service Staff: (rev. 1/18/12)**

##### A. Wage Increase at End of Six (6) Months at Entry Level

- 1. Individuals who remain at the entry level of a wage range (the lowest wage within the range) for six (6) months, will be considered for a wage increase within the same range.
- 2. Individuals promoted or hired above the entry step shall be considered for an increase after twelve (12) months.

##### B. Promotion

When an employee is promoted she/he will receive a pay increase to the salary range of the new classification. The employee will usually be placed on probation to the position for up to six (6) months and will be evaluated prior to the end of the probation.

##### C. Demotion

When an employee is demoted or takes a voluntary demotion to a classification having a lower wage range, for reasons which do not reflect discredit on his/her employment record, the employee's hourly wage will not be decreased as long as the rate is within the wage range of the new classification. Otherwise, the employee's hourly wage will be adjusted to the highest wage within the wage range of the new position. The Executive Director may make exceptions to this policy for the good of the organization.

##### D. Temporary Assignment to Higher Classification

When a career service employee is appointed to a temporary assignment in a classification at a higher pay range, the career service employee shall receive a pay increase to the higher of (1) 5% above his/her current pay rate of pay or

the starting pay rate for the classification of the assignment; or (2) a pay increase as determined by the Executive Director for that portion of the career service employee's time on temporary assignment.

In situations where the temporary assignment pay rate is determined by the Executive Director, a "scope of duties" will be developed for the temporary assignment and will be placed in the employee's personnel file as a justification of the determination. (Also refer to Section 4.3.E.1.

**Professional and Management Exempt:**

Refer to ADM Policy 2-08 amending Section 2.19 (Currently section 2.21) of Personnel Policies.

It is at the Executive Director's discretion, with input from Program Directors, and based on performance evaluations, how compensation adjustments are made for Professional and Management Exempt employees.

3.6 E With the approval of the Executive Director, Program Directors may increase an employee's compensation by 5-10% over and above their current rate of pay in order to compensate them for an additional scope of work added to their current classification. The additional scope of work must be documented in writing, and attached to the Personnel Action Form (PAF). If the additional scope of work is completed, or no longer needed, the employee will revert to their prior rate of pay.

#### 4.0 TYPES OF APPOINTMENTS

##### 4.1 Management and Professional Exempt Service Appointments

Appointment by the Executive Director to a classification designated by the Executive Director as a management or a Professional Exempt classification. See Compensation and Classification System for job classification details.

###### A. Conditions of Employment

The conditions of employment for management service and Professional Exempt appointments will be generally consistent with those conditions applying to career service staff, including appointment, probation, discipline, discharge, promotion, demotion and transfer, EXCEPT THAT the provisions relating to layoff and recall do not apply.

###### B. Management and Professional Exempt Service Appointment

Management and Professional Exempt service appointments will be subjected to layoff and recall based solely on the needs of TJC as determined by the Executive Director. No recall list will be maintained nor are recall rights extended to management and Professional Exempt service appointments, other than those established for individuals who have previously occupied career service positions.

###### C. Management and Professional Exempt Status

Management and Professional Exempt employees are considered salaried employees and are not entitled to overtime compensation. Nothing in this policy, or elsewhere, shall be construed to require compensation for hours worked, regardless of the number of hours actually worked, beyond the current monthly salary. The overtime exemption shall be consistent with the federal Fair Labor Standards Act (FLSA).

For partial pay periods worked, the salary of management service staff shall be computed and credited on an hourly basis.

D. Evaluation

Management and Professional Exempt employees shall be evaluated prior to the end of initial probation and probation to the position and annually thereafter, in accordance with TJC Evaluation Procedures.

4.2 Career Service Appointments

Appointment by the Executive Director to a classification designated a career service classification. See Compensation and Classification System for job classification details.

4.3 Temporary Assignments

- A. It is TJC's intent to create opportunities for and interest in career advancement consistent with organizational needs for providing services. In addition to the ability to apply for position vacancies, employees may take advantage of temporary assignments at a level higher than or equal to their career position. Opportunities for temporary assignments shall be posted on staff bulletin boards and announced by E-mail for a minimum of three (3) working days prior to filling the assignment. The posting announcement shall include a job description consistent with TJC's Classification System. In an emergency where an immediate temporary assignment is needed, **or** when the assignment is for less than 21 working days, the Executive Director may waive the posting.
- B. Temporary assignments are for the purpose of meeting the work requirements of TJC and may also serve the function of providing training opportunities for employees.

- C. In keeping with TJC's intent to encourage employee advancement, it is possible for an employee, who does not meet the minimum qualifications, to be approved for a temporary assignment.
- D. Applicants for temporary assignments shall notify their supervisors of their intention to apply prior to submitting an application.
- E. Compensation for temporary assignments will be provided as follows.
  - 1. A career service employee appointed to a temporary assignment in a classification at a higher pay range shall receive a pay increase to the higher of (1) 5% above his/her current pay rate of pay or the starting pay rate for the classification of the assignment; or (2) a pay increase as determined by the Executive Director for that portion of the career service employee's time on temporary assignment.

In situations where the temporary assignment pay rate is determined by the Executive Director, a "Scope of Duties" will be developed for the temporary assignment and will be placed in the employee's personnel file as a justification of the determination.

- 2. If, during the term of a temporary assignment, an employee would have normally been eligible for an annual step increase in the former position, the step increase will be granted effective on the date the employee was eligible to receive the step increase when they return to the former position subject to evaluation and recommendation by his/her supervisor.
- 3. classification.

Comment [TA1]: N/A due to RIF

#### 4.4 Temporary Appointment and Temporary Employees

- A. Temporary appointments are the hiring of Temporary employees. The Executive Director may make a temporary appointment to prevent undue delay in the provision of services, or when a short-term increase in workload requires additional employees. The Executive Director should consider the use of career service employees in a temporary assignment prior to making a temporary appointment.
- B. Generally, a temporary appointment is limited to a maximum of six (6) consecutive months, or for the duration of a project of specified term. However, if situations warrant, the Executive Director may make a temporary appointment that exceed these guidelines. In those cases, the temporary appointment will be made to meet the needs of TJC, not to deny benefits to a temporary employee and not to violate the intent of extending fair and equitable treatment to all employees.
- C. The Executive Director may authorize the use of temporary employees in situations where funding is not budgeted on a continuing basis.
- D. Temporary employees may be part-time or full-time and are designated temporary when appointed.
- E. The Executive Director may discharge a temporary employee, with or without cause, at any time during the temporary service.
- F. In the case of a reduction in force, temporary employees will be terminated before regular employees. Seniority rules do not apply to temporary employees, who may be terminated in any order determined by the Executive Director.

- G. Wages to be paid to temporary employees are established at the time of hire or at the time of entry into the temporary employment pool (as applicable). Hourly wages for temporary employees are determined by TJC Compensation and Classification System employee wage schedule. Temporary employees will normally start at Step B of the employee wage schedule to partially compensate for the lack of benefits provided. In the case of positions not included in the Compensation and Classification System, a temporary employee wage schedule will be included in the Compensation and Classification system.

#### 4.5 Conditions of Employment for Temporary Employees

- A. Temporary employees are eligible to apply for job vacancies posted in-house only when they are in an active employee status.
- B. Supervisors of temporary employees are responsible for ensuring that temporary employees are oriented to their job duties, the worksite, and applicable policies and procedures.
- C. Temporary employees are subject to the same general working conditions as regular employees.
- D. Temporary employees are subject to TJC's policies and procedures.
- E. Temporary employees receive only those benefits required by law.

#### 4.6 Temporary Employee Pools

- A. The use of temporary employee pools of pre-qualified employees may be used in situations where employees are needed on short notice for temporary appointments.
- B. Entry into the temporary employee pool shall be specified on a PAF and may include a specified end date or be left open. The individual may request removal from the pool. TJC may remove an individual from the pool if the individual has not responded to a work call, or with the

approval of the Executive Director.

- C. Individuals in a temporary employee pool are not employees except during the time they are in active work status on temporary appointments.

#### 4.7 Part-Time Appointments

- A. Part-time appointments may be created when positions are deemed by the supervisor/manager and approved by the Executive Director to require someone less than full-time on either a daily or weekly basis.
- B. Part-time appointments may be made in career service, management and professional exempt, or temporary appointments.

Revisions made 2011 11 16



## 5.0 FILLING POSITIONS, RECRUITMENT AND SELECTION

Appointments to vacant positions shall be made with the objective of maintaining a staff of highly qualified individuals for TJC while providing opportunities and incentives for advancement for current employees. Appointees, including persons presently employed, must possess the minimum qualifications stated in the job announcements. The following procedures shall be followed in the order given to fill a position.

### 5.1 Approval to Fill a Position

When a vacancy occurs, or a new position is deemed necessary, the supervisor must receive approval to fill the position via the chain of command with final approval from the Executive Director.

### 5.2 Filling Positions by Transfer

Employees will be given the opportunity to accept appointments to vacant positions provided they are able to satisfactorily perform the required duties.

### 5.3 Transfers Between Offices and Teams

When a vacancy occurs in one office or team and management desires to transfer a career service employee from the same classification from another office or team to fill that position, a written notice of the vacancy shall be posted in both offices, as well as a 72 hour e-mail notice. Every effort shall be made to fill the vacancy with a qualified volunteer. Management shall select the employee to be transferred based upon needs of the organization.

### 5.4 Filling Vacancies from Eligible-for-Recall List

Career service employees who successfully completed probation to position and had satisfactory employment records in career service classifications and who were separated from TJC through layoff or who elected to displace to a lower classification in lieu of layoff shall be recalled to position vacancies under the provisions of Section 15.4.

## 5.5 Filling Temporary Positions

Temporary positions shall be filled according to the following procedure, in the order given.

- A. Career service employees scheduled to be laid off shall be given the opportunity to accept temporary positions, provided they are qualified to satisfactorily perform the required duties.
- B. The Executive Director shall offer a temporary position to an individual on the Eligible-for-Recall List who has previously been in the same or a similar classification, with consideration to seniority in the same or similar position.
- C. If no one on the Eligible-for-Recall List has held the same or similar classification, the Executive Director shall offer the position to an individual from the Eligible-for-Recall List who has the ability to perform the duties of the classification.
- D. If a qualified individual is in a different temporary position or in the temporary employment pool, she/he may be offered the position.
- E. If the Executive Director determines that there are no qualified individuals in any of the above categories who can adequately perform the required duties or are willing to accept appointment to the position, she/he may appoint a qualified person, using the regular recruitment process, or if an immediate need exists, the Executive Director may appoint a qualified individual.

## 5.6 Filling Career Positions

It is the policy of TJC to make every effort to promote from within the organization. This is to be accomplished by posting career position vacancies in-house for a period of not less than five (5) working days prior to designating the position vacancy as open-competitive. If the Executive Director approves that the preferential in-house posting period does not meet the needs of the organization (i.e., insufficient number of potential in-house applicants or some other compelling reason), position vacancies may be concurrently posted in-house and open-competitive.

### A. In-House Posting

The opportunity shall be provided for management, career, temporary TJC employees currently on staff, TJC employees on the Eligible-for-Recall list, and TJC work experience trainees currently stationed at TJC or work experience trainees outstationed on behalf of TJC to apply and be considered for a vacancy.

1. Notice of all position vacancies shall be posted in established places in TJC offices, for a period of not less than five (5) working days prior to the designation of a position vacancy as open-competitive and the release of the vacancy announcement to recruitment sources. In addition, notice shall be mailed to employees on the Eligible-for-Recall List. Due to the short minimum posting period, a duly recorded telephone call from an employee on the Eligible-for-Recall List prior to the closing date and time, certifying that documents have been mailed or will be delivered within forty-eight (48) hours, shall be accepted as timely application. Any applicant, including a person presently employed by TJC, must apply in writing for the position for which she/he is applying. Application may be made by completing all the requirements as specified in the job announcement.

2. At the close of the in-house posting period, the manager and Executive Director or his/her designee shall review the applications to determine if there are qualified candidates on staff or on the Eligible-for-Recall list who would be qualified to fill the vacant position. If there are qualified candidates, the manager shall utilize interviews, the individual=s performance records, the classification description, and application information to select an applicant to fill the vacancy.
3. If the manager and Executive Director determine that there are no qualified or too few qualified in-house applicants, the position will be designated open-competitive. Any employee who applied prior to the open-competitive recruitment process shall be considered again along with open-competitive applicants.

B. Open-Competitive Posting

When the manager and Executive Director determine that open-competitive posting is appropriate, the following procedures will apply.

1. Notice of all open-competitive position vacancies shall be sent to established local agencies and organizations that can assist in the recruitment of women, minorities, individuals with disabilities, seniors, and veterans.
  - a. These notices will also be sent to established community recruitment sources, local newspapers, and the Oregon Employment Department offices in both counties to assure reaching qualified prospective applicants.
  - b. Media advertising and other recruitment measures may be undertaken, as needed.
  - c. All job announcements shall indicate that TJC is an Equal Opportunity

Employer.

2. All position vacancies designated open-competitive shall remain open for accepting applications for a minimum of ten (10) calendar days. Longer open application periods may be desirable in order to attract qualified applicants.

C. Previous Posting

1. In-House

In the event that a position vacancy occurs within six (6) months of the closing date of a same or similar previously advertised position where classification, duties and team are the same, applicants from a previous posting of the same or similar classification may be considered for current position recruitment.

2. Open-Competitive

In the event that a position vacancy occurs within six (6) months of the closing date of a previously advertised position in the same classification, such position may not require new recruitment efforts. Applicants from a previous position posting of same or similar classification may be considered for current position recruitment.

D. Re-Posting

If a sufficient number of applications from qualified applicants is not received for position openings, the Executive Director may determine that the position be re-advertised and the recruitment period be extended.

5.7 Applications

- A. Any applicant, including persons presently employed by TJC, must apply in writing for the position for which she/he is applying as specified in the job announcement.

- B. All applications and resumes must be received no later than the closing date and time listed in the job announcement, except as noted in 5.6 A.
  - 1. Applications and resumes received after such time will not be considered for that position.
  - 2. Current TJC employees may submit applications and resumes during the open-competitive period even if they did not apply during the five (5) day in-house notice period.
- C. Applicants may apply for more than one open position simultaneously. Separate application packets for each position are required.
- D. All application packets submitted for open positions will be stored by TJC for six (6) months. Application packets six (6) months old or older may be destroyed. Resumes and EEO forms from application packets are maintained for three years from the closing date of the position. EEO forms are maintained separately from application packets from the time application packets are submitted for consideration.

#### 5.8 Screening Applicants

The following screening procedures shall be followed for all applicant hires, resulting from both in-house and open competitive recruiting efforts.

- A. All applications submitted for a position vacancy shall be reviewed for application completion and evaluated for meeting minimum qualifications specified in the posted job description and recruitment materials.
- B. Managers are responsible for the preliminary screening of applications based on minimum skill, education and experience levels for the position. Managers are responsible for selecting interview candidates.

- C. Managers will follow all or part of the following interviewing steps:
1. Review information submitted in the application packets for candidate qualification.
  2. Conduct performance tests, if appropriate.
  3. Interview candidates by committee or by an individual, as appropriate.
    - a. Interview committees are encouraged to assist in the selection of the most qualified candidate.
    - b. Managers will select the interview committee members to insure the composition of the committee is balanced and impartial. Career service employees may be included as committee members.
    - c. A uniform set of interview questions or topics will be used with each candidate interviewed.
  4. Gather employment reference information.
- D. The manager shall review recommendations and input from the interview committee, conduct an interview if appropriate, and make a final hiring recommendation to the Executive Director. The Executive Director shall make the final hiring decision.

#### 5.9 Notification to Applicants

Applicants who are interviewed but not hired shall be notified of their non-selection within ten working days of the date of selection. Applicants not selected for an interview will receive notification within 18 working days of the closing date of the position posting. Current TJC employees not selected for an interview will be notified in person or by telephone by the appropriate manager.

## 6.0 PROBATION

### 6.1 General

The probation period shall be an integral part of the hiring, promotion and discipline process for both management service and career service employees. It shall be utilized by supervisors as an opportunity to observe the employee's work, to train and aid the employee in adjusting to his/her position. The probation period will also serve as a time period to evaluate the employee and if necessary, discharge the employee. Salary increases are not awarded during any probationary period. There are three types of probationary periods - initial probation, probation to the position and probation as a disciplinary action. Performance evaluations are conducted prior to the completion of the probationary periods and subsequently in accordance with the approved Evaluation Procedures.

### 6.2 Initial Probation

#### A. Duration of Initial Probation

Employees shall be subject to an initial probation period of six (6) months of employment, commencing on the hire date into a career or management position. Any interruption of service (such as a leave of absence) may extend the length of probation. Any deviation from this policy must have prior approval from the Executive Director.

#### B. Dismissal During Initial Probation Period

At any time during the probation period, upon recommendation of the manager, the Executive Director may terminate an employee from his or her position without cause. Notification of termination will be provided in writing to the individual.

#### C. Action at End of Initial Probation Period

Prior to the completion of an employee's initial probation period, his/her supervisor shall,



through performance evaluation, recommend one of the following actions:

1. Successful Completion of Probation

The supervisor shall recommend that the employee has successfully completed probation.

2. Extension of Probation Period

A manager may recommend extending an employee's probation period for a specified time not to exceed an additional ninety (90) days. The employee shall be notified of the reason for extension through the performance evaluation. An additional performance evaluation shall be required at the end of this additional period.

3. Termination of Employment

Recommend that the employee's services be terminated.

6.3 Probation to the Position

Probation to the position is a period during which an employee is required to demonstrate his or her ability to perform the functions of a position not previously held. Probation periods are used for new hires, promotions, transfers or recalls. For new hires, initial probation and probation to the position are simultaneous.

A. Probation to the position usually lasts six (6) months, but may be shortened, lengthened, or waived if circumstances so warrant. Supervisors are responsible for recommending the length of probation.

B. Time spent as a temporary employee in a similar position may be credited towards the probation period.

C. Successful Completion of Probation Period

An evaluation shall be completed by the employee's supervisor prior to the completion of the probation. If the employee's performance is determined to meet or exceed the requirements for the classification, the supervisor shall recommend that the employee be taken off probation to the position if the employee was hired at the entry level, and recommend a pay increase in accordance with the Compensation and Classification Plan. Such increase shall be effective the date that the probation ends.

D. Failure to Meet Required Work Standards During Probation to Position

If at anytime during the probation period the employee's supervisor determines that the employee's performance does not meet required work standards and that reasonable progress is not being made toward meeting these standards, the supervisor may recommend to the Executive Director that the employee be dismissed from the position. An employee dismissed under these provisions shall be reinstated to his/her previously held position consistent with seniority provisions of these Policies.

Other employees adversely affected by the reinstatement of an employee to his/her previously held position shall likewise be reinstated to their previously held positions. If the adversely affected employee is a new hire and no positions are available, termination may be necessary. No new probation period shall be required in the lower position, unless recommended by the supervisor to the Executive Director.

6.4 Probation During an Involuntary Demotion Disciplinary Action Period

A. Successful Completion of Disciplinary Probation Period

If the employee's supervisor finds that performance has been satisfactory during the disciplinary probation period, she/he shall recommend to the Executive Director that the employee successfully completed probation and should continue in the current position.

B. Failure to Meet Required Work Standards During Disciplinary Probation Period

If the supervisor determines that the employee's performance does not meet required work standards for the classification, she/he may recommend termination of the employee to the Executive Director. Reasons for recommending termination shall be set forth in writing and approved by the Executive Director before implementation.

## 7.0 PERFORMANCE EVALUATION SYSTEM

A performance evaluation system shall be utilized by TJC to evaluate staff performance levels and to determine appropriate salary adjustments.

### 7.1 Objectives of Performance Evaluation

- A. To provide the employee information relating to how well she/he is performing on the job;
- B. To provide a basis for evaluating performance during probation;
- C. To facilitate the annual salary review decisions;
- D. To provide the employee with information regarding how she/he can improve performance and add to the success of the team;
- E. Determine performance objectives for the future which can document the training and/or experience needed to make the employee more valuable to the team and increase his/her professional skills;
- F. To solicit feedback and suggestions from employees regarding their work assignments and potential improvements relating to their jobs and the team as a whole, in order to assist supervisor in supporting the employee and team;
- G. To identify training and/or equipment needs that will make the employee more productive; and
- H. To identify employees demonstrating interest and ability for future advancement opportunities.

### 7.2 Frequency of Evaluations

- A. For a new hire, the first evaluation shall occur within the 30 day period prior to the end of probation to TJC and annually thereafter on the date the probation ended.

- B. For an employee hired or promoted above Step A in the classification, the evaluation will normally occur after six (6) months, but no salary increase shall be granted until the employee is in the job for one (1) year, then shall occur annually thereafter. If the Program Director/Executive Director determines that an employee hired or promoted above Step A in the classification should receive a salary increase at the end of six (6) months, justification must be in writing, approved by Executive Director and placed in the employee's file.

8.0 WORK HOURS/SCHEDULES, ATTENDANCE, VACATIONS, PAID AND UNPAID LEAVES

8.1 Hours of Work/Schedules

Managers shall assure that all programs are adequately staffed during hours when TJC offices are open to the public, and that overall organizational needs are met. The normal work schedule for full-time employees is from 8:00 a.m. to 5:00 p.m., Monday through Friday. Managers may accommodate organization and employee needs through flexible scheduling. Managers may include working different hours or days from the usual schedule. Employees on flexible schedules shall maintain consistent working hours except under unusual circumstances. The following applies to regular and temporary employees.

A. Rest Periods

One fifteen (15) minute rest period may be taken by each employee as close to the middle of each four hour work period or major portion thereof as is practical. Employees who work beyond their regular quitting time into the next four hour work period or major portion thereof may take a fifteen (15) minute rest period before they start any overtime work.

Rest periods may not be accrued, combined with meal periods or used to otherwise shorten the normal work day.

B. Meal Periods

Normally, employees shall be scheduled for a meal period of one hour duration. However, a meal period of 30 minutes may be taken if it conforms with the following rules:

A meal period of not less than 30 minutes for each work period of not less than six or more than eight hours for a meal to be taken between the second and fifth hour worked (if work period is seven hours or less) or between the third and sixth hour worked (if the work period is greater than seven hours) during which time the employee

is relieved of all duties.

C. Reduced Work Hours

Employees may request a reduced work week of less than forty (40) hours. Managers may accommodate such requests for part-time schedules, subject to organizational needs for providing services. Hiring of additional part-time employees and/or increasing the hours of currently employed part-time staff shall be considered as viable scheduling alternatives. These options shall be given every reasonable consideration in an effort to accommodate employees' individual needs and to extend employment opportunities. Employees who are scheduled for reduced work hours shall be considered part-time employees as of the effective date of the action, and shall be subject to the provisions of this Personnel Policy for part-time employees.

D. Increased Work Hours for Part-Time Employees

In the event of a reduction in hours by another employee in the same position, or a leave of absence or other position vacancy, part-time employees shall be given consideration for filling the partial or full vacancy by increasing hours. Otherwise, such vacancies, if filled, shall be filled according to the provisions of Section 5.0. Nothing in this section shall be construed to impair the ability of TJC to create and fill part-time or temporary positions.

E. Compensatory Time

Compensatory time, sometimes referred to as "comp" time, represents time off in lieu of receiving overtime pay.

TJC does not permit employees to accrue or to use compensatory time. Cash payment is the only permissible method of compensation for overtime work.

Flexible schedules may be approved in order to accommodate organizational and employee needs. However, they are not intended to be

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instituted to avoid payment of overtime compensation.

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Attendance

Employees are expected to be at the assigned worksite during their scheduled work hours. Employees who are unable to report to work are to notify their immediate supervisor each day within one-half hour of the start of the normal TJC work schedule to give the reason for the absence and the expected duration of the absence. An earlier notice is helpful in scheduling replacement coverage. Should an employee fail to notify his/her supervisor when he/she is unable to report to work for a period of three (3) consecutive work days, TJC may assume that the employee has quit.

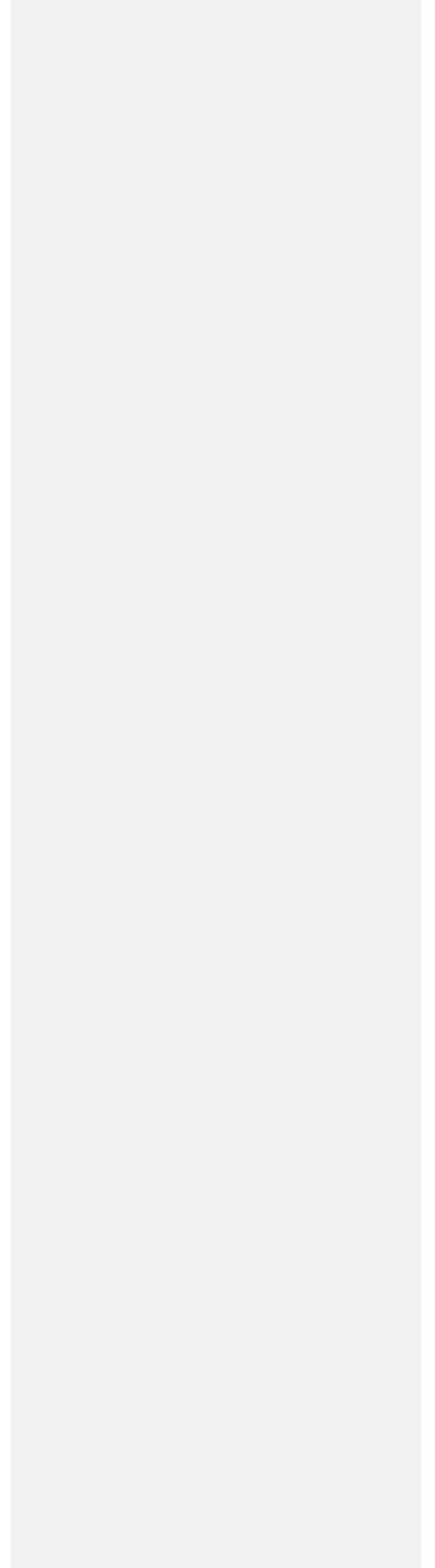
## A. Absence Due to Adverse Weather Conditions

Occasionally, adverse weather conditions severely impair the ability of some employees to get to work on time, or to get to work at all. Other early dismissals from work may be necessary for safety reasons. In such instances, employees shall be compensated as follows:

1. Employees who report to the worksite within one (1) hour of their scheduled starting time will be compensated for a full day's work, provided it is reasonable to assume that weather conditions did in fact cause the delay. Employees reporting later than one (1) hour after their scheduled starting time shall be compensated for actual hours worked.
2. Employees who are unable to report to work due to adverse weather conditions shall be permitted to charge the time to their accrued (PTO) account.
3. If an individual employee requests to leave early due to weather conditions, time in excess of one-half hour shall be charged to PTO.
4. If the office is closed due to a management decision, and/or employees are excused on an office-wide basis for safety reasons, employees shall receive their regular

compensation for scheduled work hours  
missed.

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B. Absence Without Permission

No employee may be absent from duty without authorization from his/her supervisor. Any career or temporary employee absent without authorization for any period of time, except for an unavoidable situation, shall be subject to disciplinary action, including suspension or discharge.

8.3 Holidays -Revised 1/31/11

A. Designated Holidays

The following shall be considered holidays for TJC employees.

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1st
Martin Luther King Day	3 <sup>rd</sup> Monday in January
Presidents Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1 <sup>st</sup> Monday in Sept.
Veterans Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in Nov.
	Friday after Thanksgiving
	Friday after 4 <sup>th</sup> Thursday
	Christmas Day
	December 25th

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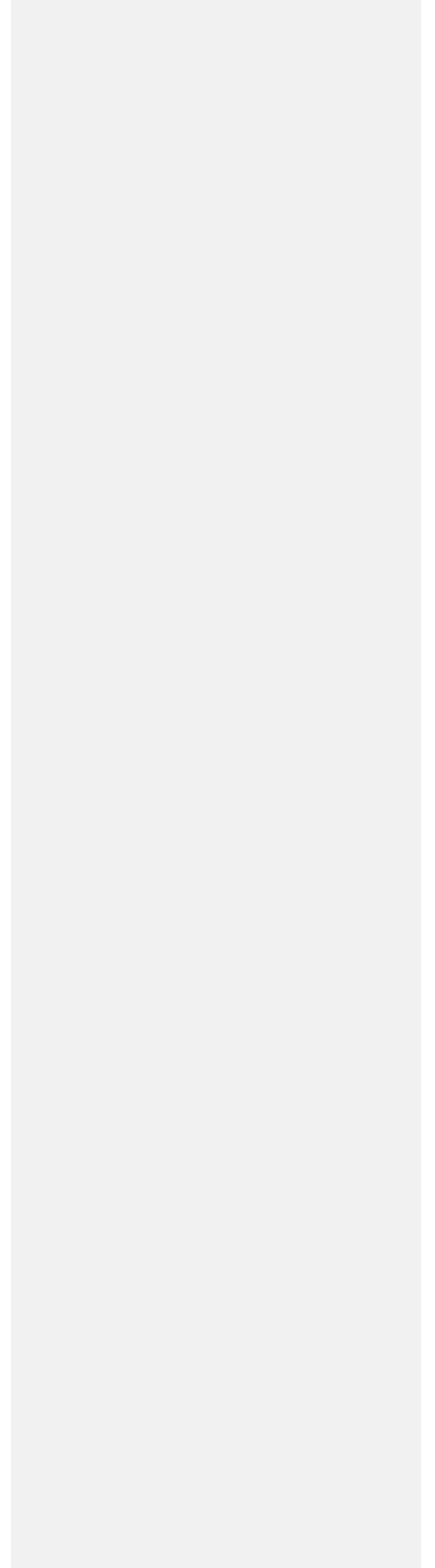
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B. Holiday on Saturday or Sunday

When a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. When a

holiday falls on a Sunday, the following Monday shall be observed as a holiday.



C. Other Holiday

TJC shall comply with any Federal or State executive order declaring a National or State day of mourning or celebration. For accounting purposes a day of mourning or celebration shall be treated as a holiday.

D. Holiday Compensation(Revised 10/6/03 per SE memo)

Full-time employees shall be entitled to eight (8) hours of holiday pay for each designated holiday. Holiday pay does not count as "work" hours in a week. Holiday pay shall be prorated for part-time employees based on the Full Time Equivalent (FTE) shown on the employee's current Personnel Action Form. To be eligible for holiday pay, an employee must be in active employment status both before and after the designated holiday. Temporary employees will not receive holiday pay.

E. Employees who are required by their supervisor to work on a day designated by TJC as a holiday shall be compensated at time-and-one-half for the actual hours they are required to work and the employee shall receive the normal pay for the day.

Revised 07/01/11

8.4 Paid Time Off (PTO) Leave

The Job Council offers paid time off (PTO) as a benefit to employees to be used for paid absences at the employee's discretion for vacation, personal health and well being days, illness or for other reasons needed for non-work related time off. PTO use must be approved by the employee's supervisor in advance, except for unanticipated or emergency time off.

PTO requests shall be submitted to the supervisor as far in advance as possible. Supervisors shall be responsible for scheduling and approving leaves for employees under their supervision. Supervisors shall make every reasonable effort to accommodate requests for PTO.

A. PTO Accrual for Career Service Employees

PTO leave with pay shall accrue at the rate shown below, based on actual (regular full time employee) hours paid for each pay period. The rate of accrual increases per the schedule below.

Employment Period	PTO Accrual Level
1 - 5 years	30 days/240 hours
6 - 10 years	33 days/264 hours
11 - 15 years	36 days/288 hours
16 + years	39 days/312 hours

B. PTO Accrual for Exempt Service Employees

Employees designated at exempt staff level positions shall accrue three (3) days extra PTO leave. This leave shall accrue and be charged the same as PTO accrual and shall be prorated for less than full time employment

Employment Period	PTO Accrual Level
1 - 5 years	30 days/240 hours
6 - 10 years	33 days/264 hours
11 - 15 years	36 days/288 hours
16 + years	39 days/312 hours
Exempt Level	Add 3 days/24 hours

C. Effect of Leave Without Pay on PTO Accrual

Employees on without Pay will have PTO pro-rated for the impacted fiscal year. Total employment period will reflect the leave period with reduced longevity duration.

D. PTO Accrual for Part-Time Employees

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PTO leave with pay shall accrue on a pay period basis and shall be prorated based on the approved PAF FTE.

E. PTO Leave During Initial Probation

A full time probationary employee will accumulate and have available for use eight (8) hours per month during the probationary period. Use of PTO shall be pro-rated for less than full time employment. Failure to successfully complete initial probation will result in the loss of accumulated leave, without compensation.

F. Temporary Employees

Temporary employees are not eligible for PTO leave.

G. PTO Leave Use

Full time career and exempt employees who have \_\_\_\_\_ completed one year of service are required to use \_\_\_\_\_ a minimum number of hours of accrued PTO leave \_\_\_\_\_ per fiscal year for time away from work. \_\_\_\_\_ Employees from 1-10 years of service are required \_\_\_\_\_ to use 120 hours per fiscal year and employees \_\_\_\_\_ with 11 or more years of service are required to \_\_\_\_\_ use 140 hours. These provisions are enforced by a \_\_\_\_\_ "use it or lose it" rule. An employee who fails \_\_\_\_\_ to use the minimum hours of PTO leave in any \_\_\_\_\_ fiscal year will forfeit the difference between \_\_\_\_\_ the hours of leave taken and the required minimum \_\_\_\_\_ usage of accrued PTO hours.


Minimum required PTO use by part-time employees will be pro-rated based on their FTE.

Employees may use their PTO leave accrual based on the PTO balance of the previous pay period. Any accrual earned in the current pay period will be available for future use.

Leave shall be recorded for each quarter of an hour taken.

H. Cash Disbursement for PTO Leave

Cash disbursement for up to 120 hours of accrued PTO hours per fiscal year is allowed. When requesting cash disbursement for leave, employees will ensure that after cashing out leave, they will be able to meet the minimum PTO hour usage requirement.



Supervisors must sign all requests for cash disbursement of PTO leave. (See PTO usage procedures)

~~I.~~  
I. Maximum Accrual of Roll Over PTO Hours

All employees are limited to a maximum amount of PTO accrual (PTO banked amounts) of 66 days/528 hours.

K. Accrual of PTO Leave During Unpaid Leave of Absence

No PTO shall accrue during any unpaid leave of absence.

L. PTO Leave Pay Upon Termination

An employee whose employment is terminated for



any reason, excluding an employee on initial probation, shall be entitled to cash compensation for all unused PTO leave.

8.5 Other Leaves of Absence With Pay

A. Jury Duty and Other Required Court Appearances

Employees are expected to fulfill their obligation as citizens if called to serve on a jury or subpoenaed as a witness in a court of law. When work is missed as a result of this service, such time missed shall be with pay. Jury duty pay shall be retained by the employee.

B. National Guard/Military Reserve Leave

Employees who are members of the National Guard or U.S. Military Reserves and who have completed six continuous months of employment, are entitled to annual military training leave, not to exceed 15 days in any calendar year, and shall receive such leave without loss of time, pay or regular vacation and without impairment to other benefits to which the employee would otherwise be entitled.

C. Other

The Executive Director may grant other leaves with pay as appropriate or necessary.

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## 8.6 Leaves of Absence Without Pay

Any employee, including an employee on probation, may request a leave of absence without pay, when time off is desired beyond the time available under categories of paid leave. A leave of absence may be requested for any compelling personal reason. Such reasons may include, but are not limited to: maternity, paternity, disability, education, prolonged illness, prolonged illness of family member. TJC shall make every reasonable effort to accommodate such requests. Leave of absence without pay shall not be approved for the purpose of allowing the employee to accept another job outside of TJC, unless it can be clearly shown that such a temporary position would enhance the employee's usefulness and productivity to TJC upon his/her return.

A. If leave of absence without pay is granted to an employee on probation, the probationary period may be extended by the amount of time on leave without pay.

B. Use of Paid Leave Prior to Leave of Absence Without Pay

1. Accrued PTO must be exhausted prior to the commencement of an unpaid leave of absence.

C. Request for Leave of Absence Without Pay

Leave requests shall be submitted in writing to the employee's supervisor, as far in advance of the proposed leave as possible (thirty [30] calendar days, where practical). Such request shall include:

1. The reason for the requested leave, and
2. The length of time requested and the start and end dates.

D. Authority for Approval/Denial of Request

1. A leave of ten (10) working days or less may be approved or denied by the employee's supervisor. The employee may appeal a

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denial of such a request via the chain of command to the Executive Director for review and final decision.

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2. A leave of more than ten (10) working days shall be reviewed by the supervisor and a recommendation made via the chain of command to the Executive Director.

3. In the event a supervisor recommends denial of a request for leave of absence without pay, the employee may request a hearing by the Employee Personnel Committee prior to the Executive Director's review. The EPC may then review the case and make a recommendation to the Executive Director.

4. The Executive Director retains final authority to approve or deny any request for leave of absence without pay.

E. Benefits While on Leave Without Pay

1. If the insurance policy allows, medical insurance for the first ninety (90) days of an approved leave of absence without pay shall be made available at the employee's own expense to employees with up to five (5) years paid employment. For employees with five (5) plus years of paid employment, TJC will provide the employer's portion of medical insurance coverage for the first ninety (90) days of an approved unpaid leave, if permitted by policy. The employee is responsible for the employee co-payment throughout the period of the unpaid leave.

2. If the medical insurance policy allows, after PTO is exhausted medical insurance coverage for the first ninety (90) days of disability leave shall be provided by TJC.

F. Effect of Unpaid Leave on Probation Date

If an individual takes leave of absence without pay during his/her probationary period, the supervisor may extend the probation date by the amount of leave without pay.

G. Reinstatement After Leave

At the end of the approved leave, the employee shall be reinstated to his/her former or equivalent classification. If she/he decides not to return to TJC, she/he should notify TJC in writing as soon as possible.

When the employee returns to work and if they have allowed their insurance coverage to lapse they may not re-enter the plan until the next enrollment period subject to the plan's regulations.

H. Request to Return to Work Prior to the Proposed End Date

A written request by an employee to return to work before the approved leave end date may be approved by the employee's supervisor.

I. Family and Medical Leave Act Policy

~~\_\_\_\_\_~~ The purpose of family and medical leave is to allow employees to balance their work and family life by taking reasonable unpaid leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition.

~~\_\_\_\_\_~~ 1. Eligible Employees

~~\_\_\_\_\_~~ An employee is eligible for FMLA leave if she/he:

a. has been employed by TJC for at least 12 months (which need not be consecutive months); and

~~\_\_\_\_\_~~ b. has been employed for at least 1,250 actual work hours during the 12-month period immediately preceding the commencement of the leave.

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~~\_\_\_\_\_~~ 2. Leave Entitlement

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~~\_\_\_\_\_~~ An eligible employee is

entitled to up \_\_\_\_\_ to a total of 12 work weeks of paid (if \_\_\_\_\_ accrued paid leave is used) or unpaid \_\_\_\_\_ leave during any program year (July 1 \_\_\_\_\_ through June 30) for one or more of the \_\_\_\_\_ following reasons:

\_\_\_\_\_ a. for the birth of a son or \_\_\_\_\_ daughter, and to care for the \_\_\_\_\_ newborn child;

\_\_\_\_\_ b. for placement with the \_\_\_\_\_ employee of a son or daughter \_\_\_\_\_ for adoption or foster care;

\_\_\_\_\_ c. to care for the employee's \_\_\_\_\_ spouse (husband or wife as \_\_\_\_\_ defined or recognized under \_\_\_\_\_ State law), son or daughter \_\_\_\_\_ (biological, adopted, foster \_\_\_\_\_ child, step- legal ward, or \_\_\_\_\_ other child for whom the \_\_\_\_\_ employee has assumed parental \_\_\_\_\_ responsibility), or parent \_\_\_\_\_ (biological parent or \_\_\_\_\_ individual who served as the \_\_\_\_\_ employee's parent when the \_\_\_\_\_ employee was a child' does \_\_\_\_\_ not include parents-in-law) \_\_\_\_\_ with a serious health \_\_\_\_\_ condition; and/or

\_\_\_\_\_ d. because of a serious health \_\_\_\_\_ condition that makes the \_\_\_\_\_ employee unable to perform \_\_\_\_\_ the functions of the \_\_\_\_\_ employee's job.

\_\_\_\_\_ e. Leave may be taken \_\_\_\_\_ intermittently or \_\_\_\_\_ on a \_\_\_\_\_ reduced leave schedule when \_\_\_\_\_ medically necessary and in \_\_\_\_\_ other situations approved by \_\_\_\_\_ TJC. In these situations, \_\_\_\_\_ the

amount of leave credited \_\_\_\_\_  
\_\_\_\_\_ toward the maximum 12-week \_\_\_\_\_  
\_\_\_\_\_ entitlement will be \_\_\_\_\_  
\_\_\_\_\_ calculated following FMLA \_\_\_\_\_  
\_\_\_\_\_ regulations.

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3. Paid/Unpaid Leave

a. An employee may request paid \_\_\_\_\_ time off, within the amount \_\_\_\_\_ of his/her leave accrual and \_\_\_\_\_ as allowed by TJC personnel \_\_\_\_\_ policies, for reasons which \_\_\_\_\_ would also qualify for FMLA leave, without requesting an \_\_\_\_\_ FMLA leave. Normally, paid \_\_\_\_\_ time off which does not \_\_\_\_\_ exhaust the employee's leave \_\_\_\_\_ account will not be counted \_\_\_\_\_ against the maximum 12-week \_\_\_\_\_ FMLA entitlement. However, \_\_\_\_\_ if a request for paid time off is denied, and the reason \_\_\_\_\_ for the time off qualifies \_\_\_\_\_ for the FMLA leave, the \_\_\_\_\_ employee may re-submit the \_\_\_\_\_ leave request as an FMLA \_\_\_\_\_ request and it will be \_\_\_\_\_ treated and credited as such.

b. When, for FMLA-qualifying \_\_\_\_\_ reasons, an employee will \_\_\_\_\_ require unpaid time off, in \_\_\_\_\_ addition to paid time off or \_\_\_\_\_ because accrued leave has \_\_\_\_\_ been exhausted prior to the \_\_\_\_\_ event for which FMLA leave is \_\_\_\_\_ needed, the *entire period* of \_\_\_\_\_ the leave will be counted \_\_\_\_\_ against the maximum 12-week \_\_\_\_\_ FMLA entitlement.

c. During an FMLA leave, an \_\_\_\_\_ employee must first exhaust \_\_\_\_\_ his/her accrued paid time off \_\_\_\_\_ prior to using unpaid leave.

4. Benefits During FMLA Leave

a. Medical benefits

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TJC medical

insurance \_\_\_\_\_ benefits  
will continue \_\_\_\_\_  
\_\_\_\_\_ throughout an approved period \_\_\_\_\_  
\_\_\_\_\_ of FMLA leave, with the same \_\_\_\_\_  
\_\_\_\_\_ employee co-payment as when \_\_\_\_\_  
\_\_\_\_\_ the employee is in regular \_\_\_\_\_  
\_\_\_\_\_ work status. Employees on \_\_\_\_\_  
\_\_\_\_\_ FMLA leave shall be offered \_\_\_\_\_  
\_\_\_\_\_ the same opportunities to \_\_\_\_\_  
\_\_\_\_\_ change or add benefits as \_\_\_\_\_  
\_\_\_\_\_ employees in regular work \_\_\_\_\_  
\_\_\_\_\_ status.

\_\_\_\_\_ If an employee fails to \_\_\_\_\_ return to work following an \_\_\_\_\_ FMLA leave for reasons other \_\_\_\_\_ than a serious health \_\_\_\_\_ condition or other \_\_\_\_\_ circumstances beyond his/her \_\_\_\_\_ control (as defined in FMLA \_\_\_\_\_ regulations), the employee \_\_\_\_\_ will be required to repay TJC \_\_\_\_\_ the amount of medical \_\_\_\_\_ insurance premiums paid by \_\_\_\_\_ TJC on the employee's behalf \_\_\_\_\_ during unpaid portions of the \_\_\_\_\_ FMLA leave.

\_\_\_\_\_ b. Other benefits

\_\_\_\_\_ During the unpaid portion of \_\_\_\_\_ an FMLA leave, the employee \_\_\_\_\_ will not receive benefits \_\_\_\_\_ associated with paid work \_\_\_\_\_ time and will not accrue \_\_\_\_\_ seniority points. Benefits \_\_\_\_\_ will be provided as outlined \_\_\_\_\_ in TJC's Personnel Policies.

\_\_\_\_\_ 5. Application for Leave

\_\_\_\_\_ a. If the need for FMLA leave is \_\_\_\_\_ foreseeable, the employee \_\_\_\_\_ shall notify her or his \_\_\_\_\_ supervisor at least 30 days \_\_\_\_\_ before the planned start date \_\_\_\_\_ of the leave.

\_\_\_\_\_ b. In all other cases, the \_\_\_\_\_ employee shall notify her or \_\_\_\_\_ his supervisor as far in \_\_\_\_\_ advance of the leave as \_\_\_\_\_ possible. In the case of a \_\_\_\_\_ medical or other emergency, \_\_\_\_\_ the employee or his/her \_\_\_\_\_ representative shall contact \_\_\_\_\_

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\_\_\_\_\_ TJC as soon as possible \_\_\_\_\_  
\_\_\_\_\_ following the event.

\_\_\_\_\_ c. When a leave is  
required for \_\_\_\_\_ the employee's  
own serious \_\_\_\_\_ medical  
condition or to care \_\_\_\_\_ for  
the employee's seriously \_\_\_\_\_  
\_\_\_\_\_ ill family member, a \_\_\_\_\_  
\_\_\_\_\_ physician's certification is \_\_\_\_\_  
\_\_\_\_\_ required within 15 calendar \_\_\_\_\_  
\_\_\_\_\_ days following the leave \_\_\_\_\_  
\_\_\_\_\_ request.

\_\_\_\_\_ In situations where  
the \_\_\_\_\_ medical need for a  
leave is \_\_\_\_\_ obvious, the  
Executive \_\_\_\_\_ Director  
may waive the \_\_\_\_\_  
\_\_\_\_\_ requirement for medical \_\_\_\_\_  
\_\_\_\_\_ certification.

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6. Reinstatement After Leave

a. On return from FMLA leave, an \_\_\_\_\_ employee shall be reinstated \_\_\_\_\_ to the same position held \_\_\_\_\_ when the leave commenced, or \_\_\_\_\_ to an equivalent position \_\_\_\_\_ with equivalent pay, \_\_\_\_\_ benefits, and other terms and \_\_\_\_\_ conditions of employment.

b. An employee's right to \_\_\_\_\_ reinstatement following an \_\_\_\_\_ FMLA leave shall be no \_\_\_\_\_ greater than his/her rights \_\_\_\_\_ if she/he had been \_\_\_\_\_ continuously employed during \_\_\_\_\_ the same period.

c. When the reason for the FMLA \_\_\_\_\_ leave is the employee's own \_\_\_\_\_ serious medical condition, \_\_\_\_\_ the employee shall submit a \_\_\_\_\_ fitness-for-duty \_\_\_\_\_ certification from his/her \_\_\_\_\_ medical care provider \_\_\_\_\_ indicating that the employee \_\_\_\_\_ is able to perform the \_\_\_\_\_ essential functions of \_\_\_\_\_ his/her job and noting any \_\_\_\_\_ restrictions/accommodation \_\_\_\_\_ needed.

d. It is the employee's \_\_\_\_\_ responsibility to stay in \_\_\_\_\_ touch with his/her supervisor \_\_\_\_\_ regarding changes in the \_\_\_\_\_ expected duration or \_\_\_\_\_ scheduling of leave.

7. Coordination with Other Leave Laws

\_\_\_\_\_ a. When an employee is entitled \_\_\_\_\_ to a leave of absence under \_\_\_\_\_ both the FMLA and one or more \_\_\_\_\_ other leave laws (State FMLA, \_\_\_\_\_ parental leave, etc.), \_\_\_\_\_ whichever applicable \_\_\_\_\_ provisions provide the \_\_\_\_\_ greater advantage to the \_\_\_\_\_ employee shall be followed.

\_\_\_\_\_ b. Where a leave of absence \_\_\_\_\_ qualifies under more than one \_\_\_\_\_ leave law, the leave shall be \_\_\_\_\_ credited concurrently to both \_\_\_\_\_ entitlements, to the extent \_\_\_\_\_ allowed by law.

## 9.0 TJC PROVIDED BENEFITS

Employees are eligible for benefits described in this section in accordance with applicable law and regulation, insurance policies and according to their employment status with TJC and number of hours worked. Insurance benefits are provided according to the provisions of the insurance policies and the following status:

- 9.1 Full-Time Career and Management Service Employees:  
Eligible for full insurance coverage.
- 9.2 Part-Time Career and Management Service Employees:  
Eligible to receive insurance coverage if regularly scheduled to work twenty (20) hours or more per week, or as provided in the current insurance policies.
- 9.3 Temporary Employees: Not eligible for insurance coverage except for those benefits required by law.
- 9.4 Work Experience Trainees: Not eligible for insurance coverage except those benefits required by law.
- 9.5 Insurance Benefits

The extent and nature of the various plans and benefits are described in the literature provided by the carrier.

### A. Eligibility for Career and Management Service

Career Service and Management Service employees are eligible to participate in insurance plans offered by TJC.

### B. Premiums

TJC will pay a budgeted and approved portion of the monthly premiums on insurance plans. Employees will pay the remaining portion. Payment amounts shall be set by the Executive Director.

### C. Insurance Starting Date for New Employees

New employees= insurance coverage will begin as specified in the insurance policy.

D. Coverage During Leave of Absence With Pay

Employees on leaves of absence with pay will have their insurance plans continued with TJC continuing to pay the employer share of the premium.

E. Coverage During Leave of Absence Without Pay

1. If the insurance policy allows, health insurance for the first ninety (90) days of an approved unpaid personal leave shall be made available at the employee=s own expense to employees with up to five (5) years paid employment. For employees with five (5) plus years of paid employment, TJC will provide health insurance coverage for the first ninety (90) days of an approved unpaid leave, if permitted by policy(ies).

2. If the health insurance policy allows, after health insurance coverage for the first ninety (90) days of disability leave shall be provided by TJC as stipulated by the Family Medical Leave Act.

F. Coverage for Employees Returning From Leave Without Pay

When the employee returns to work from leave without pay and they have allowed their insurance coverage to lapse, they may re-enter the plan(s) as stipulated by the policy(ies).

G. Coverage While on Active Recall from Layoff List

An employee whose name remains on the Active Recall from Layoff List may continue their insurance coverage for eighteen (18) months, by the employee, if the policy so allows.

Employees on the Recall from Layoff list have the options of continuing coverage by TJC's health policies, subject to the policy provisions and federal law. Employees shall contact the Finance Manager or TJC's Agent of Record for information.

#### H. Coverage After Termination from TJC

If the insurance policies permit, employees terminating from TJC will be covered by insurance through the end of their last month of employed status.

Terminated employees have options of continuing coverage by TJC=s health policies, subject to the policy provisions and federal law. Terminating employees should contact the Finance Manager or TJC=s Agent of Record for information.

#### I. Coverage After Retirement Termination from TJC

TJC has an insurance policy to cover insurance benefits through age 65. See the Finance Manager for details.

### 9.6 Retirement Plan

TJC participates in the Oregon Public Employees Retirement System (PERS). Information is available from the Finance Manager or PERS. PERS provides investment options for participating employees. Upon retirement, PERS offers options for the receipt of retirement funds as well as medical insurance coverage. Information is available from the PERS Employee Handbook, direct from PERS, or from TJC=s Finance Manager.

### 9.7 Deferred Compensation Plan

TJC participates in deferred compensation plans. Information is available from the Finance Manager.

### 9.8 Workers Compensation

TJC provides Worker's Compensation coverage. Questions concerning Worker's Compensation should be directed to the Finance Manager, or to the Worker's Compensation carrier.



#### 9.9 Federal Social Security Benefits

TJC is a participant in the Social Security System. Questions concerning Social Security should be directed to the Finance Manager or the Social Security Administration.

#### 9.10 Unemployment Insurance

TJC provides Unemployment Insurance (UI) to staff. Questions regarding UI should be directed to the Finance Manager or the Oregon State Employment Department.

#### 9.11 Payroll Deductions

TJC Finance Department has the ability to make some deductions from employees' checks as authorized, such as credit unions and United Way, subject to approval by the Executive Director.

## 10.0 EMPLOYEE DEVELOPMENT AND TRAINING

### 10.1 General Policy

The policy of TJC is to encourage and promote training opportunities for employees. To this end, the employee development and training activities will be designed to meet organizational needs, and to prepare employees for positions of greater responsibility.

#### A. Employee Orientation

Supervisors shall be responsible for ensuring that new employees are oriented to the worksite. New employees will receive orientations from Central Support, Finance, and their supervisor or a person named by the Executive Director to do orientations. New employees shall receive information on how to electronically access via the TJC Intranet the Personnel Policies, the Compensation and Classification Policy, Complaint and Grievance Procedures, TJC general policies, benefit package and the rules of operation of the Employee Personnel Committee. Information not available via TJC Intranet shall be made available in written form.

Printed copies of the Personnel Policies, the Compensation and Classification System and TJC Operating Policies shall be kept in each office to be available for copying if an employee desires a printed copy.

#### B. On-The-Job Training

On-the-job training is provided to employees in performing the duties, responsibilities and tasks unique to the particular job by instructing/ assisting the employee in actual "hands-on" experience in the assigned job. It also includes cross-training among employees for different jobs and/or responsibilities in TJC.

## C. Job-Related Training

This training involves the development of skills which an employee uses in his/her assigned or potential position. These learning experiences may also focus on generic skills which are common to many different jobs, such as time management, report writing, etc., or specific skills such as counseling techniques, accounting, etc. This training may be provided by TJC staff, partner organization staff, colleges and universities, federal and state staff, as well as training consultants and training conferences.

### 10.2 Eligibility for Training

All employees are eligible to participate in staff development and training activities. Employees are encouraged to discuss their training needs and goals with their supervisors during the employee=s annual evaluation, as well as other appropriate times. All requests must be approved through the chain of command.

### 10.3 Expenses

Travel expenses, per diem, and wages will be provided by TJC to permit employees to attend pre-approved job-related training. Refer to TJC's travel policy for details.

### 10.4 Continuing Education

Employees are encouraged to pursue their personal education goals but costs for continuing education will not be provided. Supervisors may pre-approve flexible scheduling to enable employees to pursue further education.

## 11.0 EMPLOYEE CONDUCT, CONFLICT OF INTEREST, POLITICAL ACTIVITIES, SEXUAL HARASSMENT

### 11.1 Purpose

The operation of TJC requires employees to conduct themselves professionally, not engage in any conflict of interest activities, and hold themselves to the highest standard of ethics in the work they do. The purpose of this policy is to establish standards of conduct for all employees by setting forth those acts or actions that are incompatible with the best interests of the public, and by directing disclosure by employees of private financial or other interests in matters affecting TJC.

### 11.2 Employee Conduct Generally

The expected standard of conduct for TJC employees shall be of the highest standard for public service in both his/her official conduct.

### 11.3 Conflicts of Interest

No employee shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her independence of judgment or action in the performance of his/her duties at TJC. Personal, as distinguished from financial interest, includes an interest arising from blood or family relationships or close business or political association.

Specific conflicts of interest are enumerated below for the guidance of employees.

#### A. Interest in Appointments

Canvassing of members of the Board of Directors directly or indirectly in order to obtain preferential consideration for employment or promotion with TJC may result in disciplinary action for the employee.

B. Disclosure of Confidential Information

Disclosure of confidential information concerning the property, governance, or activities of TJC, or any agency, employer, or client served by TJC without proper legal authorization; or, using such information to advance the financial or other private interest of the employee or employee's friends or relatives is prohibited.

C. Representing Private Interests

An employee may appear before the Board of Directors on behalf of himself/herself or constituents in the course of his/her TJC employment. However, no employee shall accept a retainer or compensation that is contingent upon a specific action by the Board of Directors, TJC, or contractor with TJC.

D. Oregon Code of Ethics

No employee of TJC shall have any conflict of interest in any contract with TJC made by him/her in his/her official capacity or by any committee, board or commission of which she/he is a member, agent or employee.

E. Disclosure of Potential Conflict of Interest

An employee of TJC who has financial or other private interest in any contract, project, or program being considered by TJC shall disclose on the records of TJC the nature and extent of such interest, real or apparent.

F. Nepotism

TJC shall not hire an individual into a position where she/he would supervise or be supervised by a member of their immediate family.

If the situation occurs where an employee supervises an immediate family member, TJC shall make every effort to ensure that direct supervision by an immediate family member will not occur.

#### 11.4 Acceptance of Gifts and Favors

Acceptance of any remuneration in addition to regular compensation of an employee, whether in the form of service, loan, thing or promise, from any person who to his/her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with TJC is prohibited.

##### A. Acceptable Items

1. Items/services that are customarily provided by partner agencies in the interest of conducting shared partnership activities. Examples: meeting rooms, shared transportation to meetings, meeting materials(including refreshments).
2. Lunches/refreshments provided as a part of a training, meeting or work session between partner agencies.
3. Plaques from community partners and other entities customarily given as a gesture of appreciation or award for a public service provided by TJC or one of its employees or agents.
4. Perishable/consumable items of nominal value, such as cut flowers, garden produce, cookies, etc., may be accepted on behalf of TJC for sharing with staff. Donation to a nonprofit community agency is appropriate.

##### B. Unacceptable Items

1. Nothing of monetary value, whether a gift, service, or favor, shall be accepted from individuals or entities that are seeking a service, contract, or other financial gain from TJC. This includes potential contractors, suppliers, participants, and employees.

2. Nothing of monetary value shall be accepted from subcontractors or vendors, except that product samples of nominal value may be accepted from a vendor or contractor. Gifts/favors of greater than nominal value or that could give the appearance of benefiting either the individual staff member or influencing TJC policy shall be politely refused.

#### 11.5 Restrictions on Political Activities

##### A. Political Activities During Work Hours

No employee of TJC shall solicit money, influence, service, or other thing of value or otherwise aid or promote the nomination or election of any person to public office while on the job. Nothing in this subsection is intended to restrict the right of the employee to express his/her personal political views.

##### B. Use of Position for Political Influence

No employee shall promise an appointment to any TJC position, favorable treatment or the influence of his/her office, or other favor or reward in return for partisan political activity on his/her behalf, or on behalf of any candidate or cause.

##### C. Hatch Act

TJC employees are subject to the restrictions of the Hatch Act regarding political activities. The Hatch Act is a federal law that restricts political activities by federal employees and organizations or individuals who receive federal funds.

#### 11.6 Sexual Harassment

- A. TJC is an equal opportunity employer and is committed to maintaining a work environment free of sexual harassment. TJC will take immediate and appropriate corrective action upon becoming aware of instances of sexual harassment as

defined in this policy.

- B. Sexual harassment is unwelcome visual, verbal or physical conduct of a sexual nature. Conduct is unwelcome if the victim did not solicit it and the victim regarded it as undesirable or offensive.
- C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - 1. submitting to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a training program; or
  - 2. submitting to or rejecting such conduct is used as the basis for decisions affecting that individual's status as an employee or participant in a training program; or
  - 3. such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or as a participant in a training program, or creating an intimidating, hostile, or offensive work or training environment.
- D. Sexual harassment can be expressed through offensive conduct and/or sexual demands, such as:
  - 1. physical - unwelcome touching, pinching, grabbing, gesturing
  - 2. verbal - unwelcome requests or demands for dates or sexual favors; lewd and suggestive remarks, sounds, comments
  - 3. visual - unwelcome exposure to sexual photos, drawings, cartoons, graffiti, leering.
- E. There are two forms of sexual harassment, quid pro quo and hostile environment.
  - 1. Quid pro quo harassment is the type of



sexual harassment in which submission to or rejection of sexual conduct is used as a basis for determining employment or training benefits. Quid pro quo sexual harassment involves:

- a. a harasser in a position of authority (e.g., supervisor, instructor, or other agent of TJC), who
  - b. can make training or employment decisions affecting the victim (e.g., placement, promotion, provision of training services) and
  - c. is using this authority or position as leverage to obtain sexual favors from the victim or retaliate because the victim has refused to provide them (e.g., terminating the victim or denying placement, promotion, training requests, raises or awards to the victim, because the victim has refused sexual advances and/or sought assistance in remedying the situation).
2. Hostile environment harassment is characterized by offensive conduct of a sexual nature that is so pervasive and severe as to create abusive and hostile work environment. Hostile environment sexual harassment can occur:
- a. among employees or trainees, between employees and trainees, or between trainees, staff, and/or non-employees visiting or doing business at TJC where the victim is subject to unwelcome sexual conduct based on her or his gender and
  - b. the unwelcome sexual conduct is pervasive or severe enough to unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment. @

- F. Employees are strongly encouraged to report sexual harassment (whether by staff, participants, or others visiting or doing business with TJC) to their supervisors, the Executive Director, and/or the Equal Opportunity Officer as soon as possible. Reports may be made either verbally or in writing, but written reports are encouraged. Employees are also strongly encouraged to report any behavior that they perceive as possible sexual harassment, whether or not they think it falls within the formal definition. Any TJC supervisor or other manager who becomes aware of an alleged or actual incident or pattern of sexual harassment, whether reported verbally or in writing, is REQUIRED to report the information to the Executive Director as soon as possible.
  
- G. The employee or other victim of sexual harassment at TJC may also use TJC=s Complaint and Grievance Procedures to file a formal complaint. Staff and participants may also access the Directorate of Civil Rights complaint procedure described in TJC=s Complaint and Grievance Procedures.

#### 11.7 Applicability

When an employee has doubt as to the applicability of a provision of this policy to a particular situation, she/he should request a policy interpretation from the Executive Director.

#### 11.8 Effect of Violation of This Policy

Violations may constitute a cause for suspension, removal from employment, or other disciplinary action

## 12.0 EMPLOYEE DISCIPLINE

The principal objective of any disciplinary action shall be to improve the performance, efficiency, and morale of TJC employees. Improper employee conduct shall be considered cause for disciplinary action.

### 12.1 Disciplinary Action

The Executive Director is responsible to see that employee discipline is corrective, progressive, and lawful.

- A. "Corrective" means that the supervisor understands an employee's deficiencies, and attempts to help an employee to correct these deficiencies to restore the employee to the productive and positive status.
- B. "Progressive" means that disciplinary actions shall be instituted relative to the severity of the offense. Disciplinary actions may include, but are not limited to: an oral warning or warnings; written reprimand (including an appropriate time frame for employee corrective action); institution of other disciplinary actions, for example: probation, suspension from work without pay, or demotion in status which can include a pay decrease; and finally discharge from employment with The Job Council.
- C. "Lawful" means that discipline and the procedure by which it is administered do not violate the employee's civil rights. The employee shall have the opportunity to refute charges in writing to the supervisor and in a hearing before the Executive Director. The employee may request the Employee Personnel Committee and/or Grievance Officer to assist in resolving a conflict.

### 12.2 Supervisor's Responsibilities

Each supervisor with TJC has the responsibility to use the following process in discipline: identify work related deficiencies in employees, work with the employees to correct those deficiencies, and, if this fails, recommend disciplinary action.

### 12.3 Suspension for the Purpose of Investigation

The Executive Director may immediately suspend an employee where there is evidence of a severe incident of misconduct. The employee involved may be suspended with pay for up to thirty (30) calendar days. The employee will be notified, in writing that she/he has been suspended and may be subject to disciplinary action, including discharge. This notification shall state the nature of the offense for which the employee is being suspended, specifying dates, locations and the particular facts of the offense committed by the employee. The suspension period shall be for the purpose of allowing the Executive Director to investigate the incident of misconduct and to determine whether or not the suspension will result in a disciplinary action. Action at the end of the suspension period will be determined by the Executive Director.

The suspended employee may request assistance from the Employee Personnel Committee and/or Grievance Officer.

### 12.4 Discharge

The Executive Director may discharge any employee. Grounds for discharge include, but are not limited to, unsatisfactory productivity, improper attitude or behavior, and failure to work harmoniously with fellow employees or the public.

## 13.0 ACCIDENT REPORTING AND INVESTIGATION

13.1 When an accident occurs on the job, the first consideration should be to assist the injured person and secure medical attention.

13.2 TJC has procedures for the reporting of on-the-job accident and injuries. These procedures shall be consistent with TJC=s Worker's Compensation coverage requirements.

13.3 TJC has procedures for the reporting of automobile accidents that occurs while utilizing staff vehicles. These procedures shall be in accordance with TJC=s Worker's Compensation coverage and automobile insurance coverage.

13.4 TJC shall publish detailed accident reporting procedures. Questions concerning accident reporting processes should be directed to the Business Manager or Finance Manager.

## 14.0 Reduction in Force (RIF) and Recall from Reduction in Force

### 14.1 RIF Overview

A. The Executive Director or a designee may implement a RIF of employees for any reason and has final decision making authority.

B. Requests for consideration of layoff will be reviewed prior to implementation of RIF.

C. Individual(s) offered reassignment must submit a formal acceptance or rejection notification in writing within five (5) working days of offer of reassignment. Pay within employee's new classification will be that which most nearly approaches the rate of pay earned in the position from which the employee was laid off.

D. No longevity points are earned by Temporary Employees, Limited Duration Employees and PERS 1039 Employees. Employees without longevity points may be the first consideration for lay off during the RIF process.

E. Exempt/at will employees are not included in the policy based RIF process.

F. In compliance with the Older Worker Benefit Protection Act (OWBPA), employees affected by a RIF who are aged 40 and older will be provided with the age and classification levels of career positions that were and were not selected for layoff. Under the Older Workers Benefit Protection Act (OWBPA), employees aged 40 and older and affected by the RIF must be offered at least forty five (45) days *after* the last day of work to consider an agreement waiving rights and claims under the Age Discrimination and Employment Act.

### 14.2 Longevity Points

Longevity points are earned for continuous employment in a Career position. Employees earn longevity points for each hour paid. Longevity points are part of multiple factors considered when determining positions affected by the RIF and reassignment process.

#### A. Accumulation of Longevity Points

Accumulation of longevity points will cease at time of release from employment due to resignation and are

forfeited. If loss of employment is due to RIF, earned longevity points are retained through the eligible for recall time period but are forfeited thereafter.

B. Recalled Employees

Employees recalled during the recall period shall retain longevity points earned prior to the RIF.

14.3 RIF and Reassignment

Program Directors will make recommendations to the Executive Director regarding individuals affected by RIF. If the retention of an employee, who would otherwise be subject to RIF, is deemed necessary to retain, the Program Director/Chief Operating Officer may justify retaining that person(s) following the RIF and Reassignment procedure.

A. Developing a Final Reduction in Force List

The Executive Director or a designee will approve a final Reduction in Force List based on established guidelines and procedures.

B. RIF Notice

The Executive Director or a designee shall notify an employee of a pending RIF, in writing, thirty (30) calendar days prior to the effective date of the RIF, if reasonably possible.

Instances may occur in which the thirty (30) calendar days RIF notice cannot be given. If such notice cannot be given, and if the employee is not reassigned, the employee may receive, based on organizational capacity and the employee's signed Separation with Pay Equivalency Agreement, up to two weeks pay equivalency based on their current FTE level during the RIF notification period.

Career employee's entitlement to the pay equivalency is conditioned upon organizational capacity and the employee's signed Separation with Pay Equivalency Agreement authorizing a full and complete release of all claims against TJC and its employees and representatives.

C. Reassignment

Recommendations regarding reassignment will be made by Program Managers/Directors/COO. The Executive Director or a designee will make final decisions on reassignments.

An employee may accept or reject an offer of reassignment. However, a rejection of a reassignment offer will result in the employee remaining on the RIF list and subject to layoff and retain eligibility for recall status.

#### D. Job Search

Career employees who have received a notice of a RIF and who have not been reassigned shall be granted up to sixteen (16) hours of regular paid work hours for the purpose of job search.

### 14.4 Creating a Final Eligible-for-Recall List

The Executive Management Team will develop and maintain an Eligible-for-Recall list. Temporary, Limited Duration, and/or 1039 PERS employees on the final RIF list are not eligible for recall. A final Eligible-for-Recall list will only include career employees impacted by RIF. The Executive Director or a designee will retain final decision-making authority in finalizing the Eligible-for-Recall List.

### 14.5 Recall from RIF

#### A. Recall from RIF

Career employees affected by a RIF, who successfully completed probation and had satisfactory employment records may be recalled to the pathway classification position held at the time of the RIF.

##### 1) Recall Sequence

When a vacancy occurs in a pathway and classification previously impacted by a RIF, the Executive Director or a designee will follow the recall sequence selecting an employee from the final Eligible-for-Recall List from the employees who previously held the recalled classification.

If the individual does not choose to be recalled, the Executive Director or a designee will notify the next person to be offered recall.

It is the responsibility of individuals on the Eligible-for-Recall list to provide The Job Council



with up-to-date contact information and to make notification arrangements (remotely checking emails, backup for checking mail, etc.) during the Eligible-for-Recall timeframe

2) Notification of Recall

Offer of recall shall be made in writing, sent by certified mail to the last known address provided by the employee, with a copy sent by email to the last known email address provided by employee if available. Mail returned by the US Post Office as undeliverable or addressee unknown, shall be considered a failure to respond.

3) Response to Recall Notification

A response, either accepting or declining the notification of recall, shall be made in writing and/or email response and received by The Job Council within five (5) business days of certified mail receipt of the notification of recall.

4) Failure to Respond to Notification

Failure of an employee to accept recall by providing written notice and/or email response within five (5) business days of certified mail receipt of the notification of recall shall be deemed a rejection of the offer.

5) Rejection of Recall Offer

An employee who rejects an offer of recall shall be removed from the Eligible-for-Recall List unless otherwise determined by the Executive Director or a designee at his/her sole discretion.

6) Acceptance of Recall

If an employee accepts a written offer of recall, she/he shall be recalled to employment in the vacant position within previously held classification.

7) Time Limit on Eligibility for Recall

No employee shall remain on the Eligible-for-Recall List longer than six (6) months from the date the employee was laid off or reassigned.

#### 14.6 Recalled Employees

Employees who are laid off and then recalled from the Eligible-for-Recall List shall retain seniority points accrued prior to the layoff and shall be given seniority points for service as a temporary employee during a layoff if recalled to a career position.

#### 14.7 Tie in Seniority Points

In the event of a tie in seniority points, the Executive Director will make the final determination of who will be retained. Performance evaluations may be considered in making this determination.

#### 14.8 Calculation of Seniority Points

Seniority points shall be calculated for each career service position as follows:

##### A. TJC Points

One (1) point for each paid hour worked in career service employment with TJC excluding paid overtime and PTO cashout hours. Partial hours will be prorated.

plus (+)

##### B. Position Points

One (1) point for each paid hour worked, excluding paid overtime and PTO cashout hours, in the career service position for which seniority is being calculated. Partial hours will be prorated.

#### 14.9 Management Service Appointments

Management service employees do not accrue position points for time in management positions. They retain seniority points earned during time in career service positions and will be credited with TJC points as calculated in this section.

Employees who occupy career service positions or who are on Eligible for Recall lists under the provisions of these policies, shall be credited with TJC Seniority points for

any periods of management service. They shall retain any previously earned career service points.

14.10 Reclassification of Seniority Points

When a career service position is reallocated to a new compensation level or is reclassified to reflect a change in duties, position points previously earned in the old position shall be credited to the new position.

14.11 Examples of Calculating Seniority Points

The following examples are included to illustrate how computation of seniority points affects seniority for different lengths of time in various positions and time with TJC.

- A. An employee who has worked for TJC in career status capacity:

<u>Position</u>	<u>Hours in Positions</u>
Program Assistant	1040
Program Specialist	<u>1040</u>
	2080 hours (total time with TJC)

<u>Position</u>	<u>Seniority Points Position</u>	<u>Seniority Points TJC</u>	<u>Total</u>
Program Assistant	1040	2080	3120
Program Specialist	1040	2080	3120

- B. An employee who has worked for TJC in career status and management service capacity:

<u>Position</u>	<u>Hours in Positions</u>
Program Specialist	1040
Employment Counselor	5160
Program Manager	<u>5160</u>
	11,360 hours (total time with TJC)

<u>Position</u>	<u>Seniority Points Position</u>	<u>Seniority Points TJC</u>	<u>Total</u>
Program Specialist	1040	11,360	12,460
Employment Counselor	5160	11,360	16,520
Program Manager	-0-	-0-	-0-

- C. An employee who has worked for TJC in career status and management service returning to career status capacity:

<u>Position</u>	<u>Hours in Position</u>
Bookkeeper	1040
Accountant	2080
Finance Manager	2080
Accountant	<u>2080</u>
	7280 hours total time with TJC

<u>Position</u>	Seniority Points	
	<u>Position</u>	<u>TJC</u>
Bookkeeper	1040	7280
Finance Manager	-0-	7280
Accountant	4160	7280
		<u>Total</u>
		8320
		-0-
		11440

## 15.0 LAYOFF AND RECALL FROM LAYOFF

### 15.1 Policy Statement

- A. The Executive Director, after consultation with managers and the Board of Directors, may lay off employees for such reasons as shortage of funds, changes in authorizing legislation or other similarly significant reasons.
- B. Such layoffs will reflect the organizational needs and goals of TJC.

### 15.2 Reduction in Force Sequence

- A. When layoffs are pending, efforts will be made to integrate career service employees scheduled to be laid off or who are determined by the Executive Director to be vulnerable to layoff, into vacant positions through transfer. When it is necessary to reduce staff, attempts will be made to allow attrition and transfer to accomplish the necessary reductions.
- B. If further reductions are required, they will be instituted in the following order of priority:
  - 1. Work Experience employees will be laid off.
  - 2. Temporary employees will be laid off.
  - 3. Voluntary reduction in hours and part-time appointments by employees will be encouraged subject to Executive Director approval.
  - 4. Layoff will occur as follows:
    - a. Management Service appointments at the Executive Director's discretion.
    - b. Career services employees according to the seniority system described in Section 14.
    - c. An individual with more seniority may elect to be laid off in lieu of an individual with less seniority, subject

to Executive Director approval.

### 15.3 Layoff and Displacement Procedures

When the Executive Director determines that reductions in staff are necessary, the following procedures shall be followed, in the order given. These procedures apply to employees in career service positions only. Management Service employees are not eligible to exercise displacement rights into career service positions.

#### A. Development of Layoff List

A list shall be developed showing the seniority points of each employee for each career service position.

#### B. Reductions in Force Within a Classification

Reductions in force within a classification shall be made in the inverse order of seniority points of the employees within that classification, unless organizational need as determined by the Executive Director supercedes the order. Employees with the lowest number of seniority points shall be laid off first.

1. Seniority points shall be calculated as per Section 14.0 and shall be clearly indicated on the layoff list. Performance evaluations may be used to break ties in seniority points within a classification.
2. Position refers to a position with a separate job classification.
3. It is recognized that, in certain circumstances, a seniority based layoff system may cause TJC to layoff individuals who have special skills or abilities which are critical to the effective functioning of the organization.

In such circumstances, if the Executive Director determines that the ability of TJC to maintain required systems, programs or services is seriously jeopardized by the requirement to utilize the seniority based layoff process outlined in this section, the Executive Director may find that those individuals deemed critical to the organization will be exempted from the layoff provisions of this section. That finding of critical personnel needs shall be attached to the layoff list.

C. Layoff Notice

The Executive Director shall notify an employee of a pending layoff in writing, at least thirty (30) calendar days prior to the effective date of layoff. This notice shall include an explanation for the layoff. It is recognized that instances may occur where thirty (30) calendar days layoff notice cannot be given due to funding reduction, Board of Directors' actions, or when layoff occurs due to displacement. If such notice cannot be given to an employee, the employee shall receive pay for the difference between the number of days' notice and two (2) weeks.

D. Employee to be Laid Off

A career service employee who receives a layoff notice may either:

1. Accept the layoff, or
2. Elect to displace another employee in a classification previously held by the laid-off employee, provided the employee who received the layoff notice:

- a. Communicates this choice to the Executive Director in writing within five (5) working days after receiving the notice, and has a greater number of seniority points for the previously held classification than the employee to be displaced and other employees seeking to displace that employee due to layoff. Failure to give timely notice of intent to displace shall constitute acceptance of layoff.
- b. An employee subject to layoff through displacement may, in turn, either accept the layoff or elect to displace another employee using the displacement process described previously.
- c. When an employee displaces another employee under these provisions, the employee taking the position shall be paid the rate of pay within the pay range of the employee's new classification which most nearly approaches the rate of pay earned in the classification from which the employee was laid off. In addition, the employee shall not be required to serve a probationary period to the new classification, provided the probationary period was successfully completed by the employee when she/he previously held that classification.

E. Job Search

An employee who has received a notice of layoff shall be granted up to sixteen (16) hours of paid time off for job search, with additional reasonable time to be approved by the manager.

F. Grievance

Any disagreement regarding selection of employees to be laid off may be appealed by the employee through the applicable TJC Grievance Procedure.



#### 15.4 Recall from Layoff

Regular employees who successfully completed probation and had satisfactory employment records in career service classifications and who were separated from TJC service through layoff or who elected to displace to a lower position in lieu of layoff shall be non-competitively recalled to temporary or career service positions under the provisions of this section.

##### A. Eligible-for-Recall List

An Eligible-for-Recall List of career employees who were laid off or elected to displace to a lower classification, will be maintained. This list shall indicate the seniority points for each career service employee as calculated at the time of layoff or displacement to a lower classification. Management service employees who were laid off shall be included on the Eligible-for-Recall List with seniority points calculated from time in career service positions only.

##### B. Recall Sequence

When a vacancy occurs, the individual on the Eligible-for-Recall List with the greatest number of seniority points in that classification shall be recalled. In the event of a tie in points, the Executive Director shall make a determination of who shall be recalled first.

##### C. Notification of Recall

Offer of recall shall be made in writing and sent by certified mail to the address last provided by the employee. Mail returned as undeliverable or addressee unknown, etc. shall be considered a failure to respond.

##### D. Failure to Respond to Notification

Failure of an employee to respond to the Executive Director to a written offer of recall within five (5) working days of receipt of such

offer shall be deemed a rejection of the offer.

E. Rejection of Recall Offer

An employee may not reject an offer of recall to a previously held position and remain on the Eligible-for-Recall List for that position unless she/he requests a deferral of recall at that time due to medical condition (i.e.: pregnant, FMLA, or other medical reason). She/he will remain on the list for other previously held positions. An employee may not reject an offer of recall in a temporary capacity and remain eligible for other temporary positions.

F. Acceptance of Recall

If an employee accepts a written offer of recall, she/he shall be non-competitively reinstated to the vacant position without loss of seniority, PTO credit or any other employee benefit or right which has been earned at the time of the leave of absence.

G. Time Limit on Eligibility for Recall

An employee shall be eligible for recall under these provisions for a period of fifteen (15) months from the effective date of the layoff or displacement to a lower classification in lieu of layoff. Employees on the Eligible-for-Recall List shall be notified in writing prior to the expiration of their eligibility for recall.

H. Grievance

Any disagreement regarding the order of recall to positions may be appealed through TJC Employee Grievance Procedure. The aggrieved employee may ask for assistance of the Employee Personnel Committee in resolving the disagreement.

## 16.0 RESIGNATION PROCEDURE

16.1 An employee may resign from TJC service by presenting his/her resignation in writing to his/her supervisor, indicating the effective date of resignation. The employee should provide the manager at least two (2) weeks notice.

16.2 The supervisor shall forward a copy of the letter of resignation to the Executive Director.

16.3 The supervisor shall assure that necessary personnel actions are taken to terminate the employee from TJC which includes preparation of the employee's final paycheck.

16.4 The supervisor may choose to conduct voluntary exit interview prior to the employee's last day of employment.

16.5 The supervisor is responsible for ensuring that all keys, materials, and supplies issued to the employee have been returned or accounted for.

## 17.0 GRIEVANCE POLICY

It is the policy of TJC to provide an orderly process whereby employees may have complaints considered as fairly and rapidly as possible. The Executive Director shall establish and maintain a Complaint and Grievance Procedure consistent with this Policy statement.

The TJC Complaint and Grievance Procedure applies to all employees, including management service employees, career service employees and temporary employees.

The Complaint and Grievance Policy is a TJC administrative policy to be found in the compilation of TJC Operating Policies.

## 18.0 ALCOHOL AND DRUG POLICY

TJC has a responsibility to its employees, those who use or come into contact with its services, and the general public to ensure safe working and business conditions. Therefore, TJC supports a work environment where its employees are free from alcohol and illegal drugs. TJC's Drug and Alcohol Policy applies to all TJC employees, including temporary employees and work experience trainees employed by TJC. TJC follows the requirements set forth in the Drug-Free Workplace Act of 1988 for all of its operations.

While the general public, TJC clients, and staff from other organizations are not subject to TJC policies, TJC staff may require people who appear to be intoxicated or under the influence of drugs to leave TJC premises if it is determined necessary to preserve the safety and well being of others in the situation.

### 18.1 Prohibited Actions

The following actions by TJC employees are strictly prohibited and may result in disciplinary action, which may include suspension and/or termination of employment:

- A. Reporting to work under the influence of alcohol or illegal drugs.
- B. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on TJC premises or at any location during work time.
- C. The use, possession or sale of any alcohol, controlled or illegal substance, a prescription drug not medically authorized, or any other substances which could impair job performance or pose a hazard to the employee, other TJC employees, or the public, while on TJC premises or at any other location during work time.

D. Definitions

1. Under the influence: any detectable level of alcohol or illegal drugs in an employee's blood or urine or any perceptible impairment of the employee's mental or physical faculties.
2. Controlled substances: all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, whose sale, purchase, transfer, use, or possession is prohibited or restricted by law.
3. Work time: the period of time between reporting for work and leaving work for the day, including meal and rest breaks.

18.2 Employee Responsibility

- A. TJC employees are required to notify TJC in writing within five (5) calendar days of his/her conviction for a violation of a criminal drug statute which occurred on TJC premises or at any other location during work hours.
- B. TJC employees are required to notify TJC in writing within five (5) calendar days of his/her conviction for a DUI violation or court ordered diversion.

18.3 TJC Action Regarding Violation of Policy

Within 30 calendar days of receipt of notification of a conviction as described above, or a determination by TJC that the employee has violated the policy, TJC may do one of the following:

- A. Take appropriate personnel action, which may include termination, consistent with the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- B. Require the employee to participate satisfactorily in an alcohol or drug abuse assistance or rehabilitation program approved for such purposes.

- C. Any employee who is required to participate in treatment will first be evaluated for alcohol abuse by an accredited professional. The employee may be required to sign an agreement outlining the requirements regarding participation in the treatment program as a condition of continuing employment.

#### 18.4 Voluntary Alcohol/Drug Treatment

An employee who decides on her/his own to seek alcohol or drug treatment need not notify TJC, except as needed to arrange for time off. It is TJC's policy to grant PTO and/or unpaid leave (consistent with these Personnel Policies) as needed for an employee to participate in an alcohol or drug treatment program. The cost of any treatment program is the responsibility of the employee, but it may be partially covered by health insurance.

#### 18.5 Post-Treatment Requirements

Following treatment (or in conjunction with outpatient treatment), the employee may return to active employment at TJC providing she/he agrees to participate in any follow-up care recommended by treatment program staff, attend specified self-help meetings, and/or submit to random laboratory testing. The employee may also be required to meet other performance standards which relate specifically to the conduct which led to the mandated treatment program.

#### 18.6 TJC Responsibility Under Federal Grants

Within 10 calendar days of receipt of notification of a conviction as described in this section, TJC must notify its Federal funding agencies, in writing, of the conviction, as required by the Drug-Free Workplace Act of 1988.

## 18.7 Confidentiality

TJC will respect the confidentiality of any employee who voluntarily or involuntarily participates in an alcohol or drug treatment program. There is no circumstance in which any information about the employee's condition or treatment shall be divulged by TJC, unless required to do so by a court or other lawful order.

## 18.8 Employer Responsibility

In order to assure safe working and business conditions and to protect employees and the public, TJC will act to immediately and proactively address perceived drug or alcohol problems involving employees. TJC actions may involve, but are not limited to the following:

- A. Referral to professional EAP, medical, and/or evaluation services.
- B. Requiring scheduled or random laboratory testing, based on professional recommendations and/or mandated requirements.
- C. Requiring participation in rehabilitation and/or treatment programs.
- D. Requiring employees to meet performance standards related to treatment programs or mandated requirements.
- E. Developing agreements to be signed by employees that outline requirements regarding participation in evaluation, rehabilitation and/or treatment programs.
- F. Responding to court mandated or other lawful orders, judgments or restitution requirements.
- G. Specifying return-to-work requirements.
- H. Disciplinary actions.



THE JOB COUNCIL  
PERSONNEL POLICIES  
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# The Job Council

## General Ledger Report

PY14 GL Detail WIA Adult, DLW, Admin, Youth, BTWO, RR, NEG DLW

Date	Trans.	Journal	Reference
<b>01-102-12000-00-00-0000</b>			
<b>Account:</b>	<b>01-102-12000-00-00-0000 (Accounts Receivable)</b>		
7/1/2014			<i>Account Beginning Balance</i>
7/1/2014	3821-16	Journal Entry	Reverse PY13 Yearend entry
			<i>Account Subtotals</i>
6/30/2015			<i>Account Net Change</i>
6/30/2015			<i>Account Ending Balance</i>
<b>01-102-12100-00-00-0000</b>			
<b>Account:</b>	<b>01-102-12100-00-00-0000 (Payroll Advances Receivable)</b>		
7/1/2014			<i>Account Beginning Balance</i>
7/3/2014	3046-695	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3812-2	Journal Entry	Allison-Tamara-RCLS TO 000
			<i>Account Subtotals</i>
6/30/2015			<i>Account Net Change</i>
6/30/2015			<i>Account Ending Balance</i>
<b>01-102-12100-00-00-9991</b>			

**Account: 01-102-12100-00-00-9991 (Payroll Advances Receivable)**

7/1/2014 *Account Beginning Balance*

7/3/2014 3046-692 Payroll Allison-Tamara-6/30/2014-4442-

7/3/2014 3812-4 Journal Entry Allison-Tamara-RCLS TO 000

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-12100-10-00-0000**

**Account: 01-102-12100-10-00-0000 (Payroll Advances Receivable)**

7/1/2014 *Account Beginning Balance*

7/17/2014 3108-8 Payroll Timeus-Cheryl-7/17/2014-4497-

7/17/2014 3812-66 Journal Entry Timeus-Cheryl-RCLS TO 000

12/2/2014 3831-2 Payroll Timeus-Cheryl-11/21/2014-4761-

12/29/2014 3923-2 Payroll Timeus-Cheryl-12/29/2014-4822-

1/5/2015 3942-7 Journal Entry Timeus-Cheryl-11/21/2014-4761-

1/5/2015 3942-11 Journal Entry Timeus-Cheryl-12/29/2014-4822-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-12100-20-00-0000**

**Account: 01-102-12100-20-00-0000 (Payroll Advances Receivable)**

7/1/2014 *Account Beginning Balance*

7/3/2014 3046-373 Payroll Potts-Rhonda-6/30/2014-4479-

7/3/2014 3812-60 Journal Entry Potts-Rhonda-RCLS TO 000

7/17/2014 3108-1 Payroll Davidson-Janae-7/17/2014-527856-

7/17/2014 3812-22 Journal Entry Davidson-Janae-RCLS TO 000

12/24/2014 3922-3 Payroll  
 1/5/2015 3942-3 Journal Entry

D'Inzillo-Donna-12/24/2014-527972-  
 D'Inzillo-Donna-12/24/2014-527972-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-13008-00-00-9991**

**Account: 01-102-13008-00-00-9991 (Prepaid Miscellaneous)**

7/1/2014 *Account Beginning Balance*

12/1/2014 3846-64 Journal Entry Expense Go To Meeting

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-30001-00-00-0000**

**Account: 01-102-30001-00-00-0000 (Rent Revenue)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3493-4	Journal Entry	Emain SOREDI Lease Revenue
7/1/2014	3496-4	Journal Entry	Emain GRSC Lease Revenue
7/1/2014	3502-4	Journal Entry	Emain Wrk Syst Lease Revenue
7/1/2014	3505-4	Journal Entry	Emain Sust Val Lease Revenue
7/1/2014	3929-38	Journal Entry	Reverse Dup Batch 3502
7/15/2014	3131-4	Journal Entry	Emain WrkSyst Lease Rev CR 755
8/1/2014	3494-4	Journal Entry	Emain SOREDI Lease Revenue
8/1/2014	3497-4	Journal Entry	Emain GRSC Lease Revenue
8/1/2014	3503-4	Journal Entry	Emain Wrk Syst Lease Revenue
8/1/2014	3506-4	Journal Entry	Emain Sust Val Lease Revenue
9/1/2014	3495-4	Journal Entry	Emain SOREDI Lease Revenue
9/1/2014	3498-4	Journal Entry	Emain GRSC Lease Revenue
9/1/2014	3504-4	Journal Entry	Emain Wrk Syst Lease Revenue
9/1/2014	3507-4	Journal Entry	Emain Sust Val Lease Revenue

10/1/2014	3853-39	Journal Entry	Emain SOREDI Lease Revenue
10/1/2014	3853-55	Journal Entry	Emain GRSC Lease Revenue
10/1/2014	3853-83	Journal Entry	Emain Wrk Syst Lease Revenue
10/1/2014	3853-99	Journal Entry	Emain Sust Val Lease Revenue
11/1/2014	3854-39	Journal Entry	Emain SOREDI Lease Revenue
11/1/2014	3854-55	Journal Entry	Emain GRSC Lease Revenue
11/1/2014	3854-83	Journal Entry	Emain Wrk Syst Lease Revenue
11/1/2014	3854-99	Journal Entry	Emain Sust Val Lease Revenue
12/1/2014	3855-39	Journal Entry	Emain SOREDI Lease Revenue
12/1/2014	3855-55	Journal Entry	Emain GRSC Lease Revenue
12/1/2014	3855-83	Journal Entry	Emain Wrk Syst Lease Revenue
12/1/2014	3855-99	Journal Entry	Emain Sust Val Lease Revenue
1/1/2015	3905-39	Journal Entry	Emain SOREDI Lease Revenue
1/1/2015	3905-55	Journal Entry	Emain GRSC Lease Revenue
1/1/2015	3905-83	Journal Entry	Emain Wrk Syst Lease Revenue
1/1/2015	3905-99	Journal Entry	Emain Sust Val Lease Revenue

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-30001-00-00-9991**

**Account: 01-102-30001-00-00-9991 (Rent Revenue)**

7/1/2014			<i>Account Beginning Balance</i>
7/1/2014	3493-5	Journal Entry	Emain SOREDI Lease Revenue
7/1/2014	3496-5	Journal Entry	Emain GRSC Lease Revenue
7/1/2014	3502-5	Journal Entry	Emain Wrk Syst Lease Revenue
7/1/2014	3505-5	Journal Entry	Emain Sust Val Lease Revenue
7/1/2014	3929-39	Journal Entry	Reverse Dup Batch 3502
7/15/2014	3131-5	Journal Entry	Emain WrkSyst Lease Rev CR 755
8/1/2014	3494-5	Journal Entry	Emain SOREDI Lease Revenue
8/1/2014	3497-5	Journal Entry	Emain GRSC Lease Revenue
8/1/2014	3503-5	Journal Entry	Emain Wrk Syst Lease Revenue
8/1/2014	3506-5	Journal Entry	Emain Sust Val Lease Revenue
9/1/2014	3495-5	Journal Entry	Emain SOREDI Lease Revenue
9/1/2014	3498-5	Journal Entry	Emain GRSC Lease Revenue
9/1/2014	3504-5	Journal Entry	Emain Wrk Syst Lease Revenue
9/1/2014	3507-5	Journal Entry	Emain Sust Val Lease Revenue
10/1/2014	3853-40	Journal Entry	Emain SOREDI Lease Revenue



10/1/2014	3853-56	Journal Entry	Emain GRSC Lease Revenue
10/1/2014	3853-84	Journal Entry	Emain Wrk Syst Lease Revenue
10/1/2014	3853-100	Journal Entry	Emain Sust Val Lease Revenue
11/1/2014	3854-40	Journal Entry	Emain SOREDI Lease Revenue
11/1/2014	3854-56	Journal Entry	Emain GRSC Lease Revenue
11/1/2014	3854-84	Journal Entry	Emain Wrk Syst Lease Revenue
11/1/2014	3854-100	Journal Entry	Emain Sust Val Lease Revenue
12/1/2014	3855-40	Journal Entry	Emain SOREDI Lease Revenue
12/1/2014	3855-56	Journal Entry	Emain GRSC Lease Revenue
12/1/2014	3855-84	Journal Entry	Emain Wrk Syst Lease Revenue
12/1/2014	3855-100	Journal Entry	Emain Sust Val Lease Revenue
1/1/2015	3905-40	Journal Entry	Emain SOREDI Lease Revenue
1/1/2015	3905-56	Journal Entry	Emain GRSC Lease Revenue
1/1/2015	3905-84	Journal Entry	Emain Wrk Syst Lease Revenue
1/1/2015	3905-100	Journal Entry	Emain Sust Val Lease Revenue

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-30001-10-00-0000**

**Account: 01-102-30001-10-00-0000 (Rent Revenue)**

7/1/2014			<i>Account Beginning Balance</i>
7/1/2014	3490-3	Journal Entry	Bartlett VocRehab Lease Revenue
7/1/2014	3929-14	Journal Entry	Reverse Dup Batch 3490
7/16/2014	3129-3	Journal Entry	Bart VocRehab Lease Rev CR 754
8/1/2014	3491-3	Journal Entry	Bartlett VocRehab Lease Revenue
8/5/2014	3258-13	Cash Receipts	HASL BARLETT ROOM RE-771-3251
9/1/2014	3492-3	Journal Entry	Bartlett VocRehab Lease Revenue
10/1/2014	3853-15	Journal Entry	Bartlett VocRehab Lease Revenue
11/1/2014	3854-15	Journal Entry	Bartlett VocRehab Lease Revenue
12/1/2014	3855-15	Journal Entry	Bartlett VocRehab Lease Revenue
1/1/2015	3905-15	Journal Entry	Bartlett VocRehab Lease Revenue

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-30001-20-00-0000**

**Account: 01-102-30001-20-00-0000 (Rent Revenue)**

7/1/2014				<i>Account Beginning Balance</i>
7/1/2014	3054-6	Cash Receipts		OED Rent June 2014-745-3177
7/1/2014	3070-6	Journal Entry		Cor Dep 745 - OED Rent Cash Rcpt 745-3177 to 12000 acct
7/1/2014	3487-4	Journal Entry		GPO VocRehab Lease Revenue
7/1/2014	3499-4	Journal Entry		GPO OED Lease Revenue
7/1/2014	3929-3	Journal Entry		Reverse Dup Batch 3487
7/8/2014	3134-5	Journal Entry		GP OED Addnl Lease Rev CR 748/756
7/16/2014	3128-4	Journal Entry		GP VocRehab Lease Rev CR 754
8/1/2014	3488-4	Journal Entry		GPO VocRehab Lease Revenue
8/1/2014	3500-4	Journal Entry		GPO OED Lease Revenue
8/1/2014	3509-4	Journal Entry		GPO CCCSSO Lease Revenue
8/14/2014	3326-9	Cash Receipts		DESI Job Corps Rm Re-779-3271
9/1/2014	3489-4	Journal Entry		GPO VocRehab Lease Revenue
9/1/2014	3501-4	Journal Entry		GPO OED Lease Revenue
9/1/2014	3508-4	Journal Entry		GPO CCCSSO Lease Revenue
9/1/2014	3933-3	Journal Entry		Reverse Batch 3501
9/1/2014	3933-16	Journal Entry		Correct GPO OED Rent Revenue
10/1/2014	3853-4	Journal Entry		GPO VocRehab Lease Revenue
10/1/2014	3853-71	Journal Entry		GPO OED Lease Revenue
10/1/2014	3853-115	Journal Entry		GPO CCCSSO Lease Revenue
11/1/2014	3854-4	Journal Entry		GPO VocRehab Lease Revenue
11/1/2014	3854-71	Journal Entry		GPO OED Lease Revenue
11/1/2014	3854-115	Journal Entry		GPO CCCSSO Lease Revenue
12/1/2014	3855-4	Journal Entry		GPO VocRehab Lease Revenue
12/1/2014	3855-71	Journal Entry		GPO OED Lease Revenue
12/1/2014	3855-115	Journal Entry		GPO CCCSSO Lease Revenue
12/19/2014	3891-4	Journal Entry		Record GP OED PY14 Rent Revenue
1/1/2015	3905-4	Journal Entry		GPO VocRehab Lease Revenue
1/1/2015	3905-71	Journal Entry		GPO OED Lease Revenue
1/1/2015	3905-115	Journal Entry		GPO CCCSSO Lease Revenue
				<i>Account Subtotals</i>
6/30/2015				<i>Account Net Change</i>
6/30/2015				<i>Account Ending Balance</i>

Account: 01-102-30001-20-00-9991 (Rent Revenue)

7/1/2014				<i>Account Beginning Balance</i>
7/1/2014	3487-5	Journal Entry	GPO VocRehab Lease Revenue	
7/1/2014	3499-5	Journal Entry	GPO OED Lease Revenue	
7/1/2014	3929-4	Journal Entry	Reverse Dup Batch 3487	
7/8/2014	3134-6	Journal Entry	GP OED Addnl Lease Rev CR 748/756	
7/16/2014	3128-5	Journal Entry	GP VocRehab Lease Rev CR 754	
8/1/2014	3488-5	Journal Entry	GPO VocRehab Lease Revenue	
8/1/2014	3500-5	Journal Entry	GPO OED Lease Revenue	
8/1/2014	3509-5	Journal Entry	GPO CCCSSO Lease Revenue	
8/14/2014	3326-14	Cash Receipts	DESI Job Corps Rm Re-779-3271	
9/1/2014	3489-5	Journal Entry	GPO VocRehab Lease Revenue	
9/1/2014	3501-5	Journal Entry	GPO OED Lease Revenue	
9/1/2014	3508-5	Journal Entry	GPO CCCSSO Lease Revenue	
9/1/2014	3933-4	Journal Entry	Reverse Batch 3501	
9/1/2014	3933-17	Journal Entry	Correct GPO OED Rent Revenue	
10/1/2014	3853-5	Journal Entry	GPO VocRehab Lease Revenue	
10/1/2014	3853-72	Journal Entry	GPO OED Lease Revenue	
10/1/2014	3853-116	Journal Entry	GPO CCCSSO Lease Revenue	
11/1/2014	3854-5	Journal Entry	GPO VocRehab Lease Revenue	
11/1/2014	3854-72	Journal Entry	GPO OED Lease Revenue	
11/1/2014	3854-116	Journal Entry	GPO CCCSSO Lease Revenue	
12/1/2014	3855-5	Journal Entry	GPO VocRehab Lease Revenue	
12/1/2014	3855-72	Journal Entry	GPO OED Lease Revenue	
12/1/2014	3855-116	Journal Entry	GPO CCCSSO Lease Revenue	
12/19/2014	3891-5	Journal Entry	Record GP OED PY14 Rent Revenue	
1/1/2015	3905-5	Journal Entry	GPO VocRehab Lease Revenue	
1/1/2015	3905-72	Journal Entry	GPO OED Lease Revenue	
1/1/2015	3905-116	Journal Entry	GPO CCCSSO Lease Revenue	

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-30100-00-00-0000**

Account: 01-102-30100-00-00-0000 (Grant Revenue)

7/1/2014

*Account Beginning Balance*

7/1/2014	3821-15	Journal Entry	Reverse PY13 Yearend entry
7/8/2014	3091-2	Cash Receipts	CCWD WIA DRAW 13-27-749-3193
7/11/2014	3113-2	Cash Receipts	CCWD WIA DRAW 14-01-751-3195
7/18/2014	3133-2	Cash Receipts	CCWD WIA DRAW 14-02-757-3209
7/25/2014	3211-1	Cash Receipts	CCWD WIA DRAW 14-03-761-3215
8/1/2014	3259-1	Cash Receipts	CCWD WIA DRAW 14-04-768-3242
8/8/2014	3311-1	Cash Receipts	CCWD WIA DRAW 14-05-772-3255
8/18/2014	Summarized	Cash Receipts	
8/22/2014	3362-2	Cash Receipts	CCWD WIA DRAW 14-07-789-3292
9/2/2014	3410-2	Cash Receipts	CCWD WIA DRAW 14-08-794-3297
9/12/2014	3454-1	Cash Receipts	CCWD WIA DRAW 14-09-801-3324
9/12/2014	Summarized	Cash Receipts	
9/19/2014	3511-2	Cash Receipts	CCWD WIA DRAW 14-11-806-3330
9/26/2014	3561-2	Cash Receipts	WIA DRAW 14-12-810-3353
10/3/2014	3585-2	Cash Receipts	CCWD WIA DRAW 14-13-812-3355
10/14/2014	3667-2	Cash Receipts	WIA DRAW 14-14-819-3380
10/24/2014	3694-2	Cash Receipts	CCWD WIA DRAW 14-15-823-3397
10/24/2014	3694-10	Cash Receipts	CCWD WIA DRAW 14-16-823-3398
11/3/2014	3769-2	Cash Receipts	CCWD WIA DRAW 14-18-827-3413
11/7/2014	3773-2	Cash Receipts	CCWD WIA DRAW 14-19-831-3420
11/14/2014	3788-4	Cash Receipts	CCWD WIA DRAW 14-20-835-3467
11/24/2014	3857-2	Cash Receipts	WIA DRAW #14-21-841-3482
11/28/2014	3858-2	Cash Receipts	WIA DRAW #14-22-840-3481
12/12/2014	Summarized	Cash Receipts	
12/19/2014	Summarized	Cash Receipts	
12/26/2014	3958-1	Cash Receipts	WIA DRAW #14-25-857-3551
1/2/2015	Summarized	Cash Receipts	
1/16/2015	3986-2	Cash Receipts	CCWD WIA DRAY 14-28-864-3569

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-31010-00-00-0000**

**Account: 01-102-31010-00-00-0000 (Fee For Service)**

7/1/2014

*Account Beginning Balance*

8/29/2014	3415-7	Cash Receipts	LORI MCPHERSON FEE F-796-3304
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10/9/2014 3603-6 Cash Receipts

DOGS FOR THE DEAF, F-818-3376

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-31010-20-00-5000**

**Account: 01-102-31010-20-00-5000 (Fee For Service)**

7/1/2014

*Account Beginning Balance*

12/15/2014 3875-9 Cash Receipts

LINDSEY FARR, EXCEL -847-3527

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-31040-00-00-0000**

**Account: 01-102-31040-00-00-0000 (Program Reimbursement)**

7/1/2014

*Account Beginning Balance*

7/25/2014 3261-4 Cash Receipts

JOBS+ Berry 6/3 - 6/-769-3244

7/25/2014 Summarized Cash Receipts

8/7/2014 3312-6 Cash Receipts

DHS JOBS+ DAVIDSON 6-773-3258

8/7/2014 3312-9 Cash Receipts

DHS JOBS+ BERRY 6/16-773-3259

9/9/2014 3437-4 Cash Receipts

JOBS+/DAVIDSON 7/16 -800-3321

10/9/2014 Summarized Cash Receipts

11/10/2014 3775-36 Cash Receipts

JOBS+ DAVIDSON 9/16--833-3453

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-31040-20-00-0000**

**Account: 01-102-31040-20-00-0000 (Program Reimbursement)**

7/1/2014				<i>Account Beginning Balance</i>
8/7/2014	3746-18	Journal Entry	Distr 9993-Ref CR JE 3312 DHS JOBS+ Davidson	
9/9/2014	3746-19	Journal Entry	Distr 9993-Ref CR JE 3437 DHS JOBS+ Davidson	
11/10/2014	3775-37	Cash Receipts	JOBS+ DAVIDSON 9/16--833-3453	
12/26/2014	Summarized	Cash Receipts		

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-32006-00-00-0000**

**Account: 01-102-32006-00-00-0000 (Other Miscellaneous Revenue)**

7/1/2014				<i>Account Beginning Balance</i>
10/17/2014	3693-16	Cash Receipts	SAIF PY13 DIVIDEND-822-3407	

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-32006-00-00-9991**

**Account: 01-102-32006-00-00-9991 (Other Miscellaneous Revenue)**

7/1/2014				<i>Account Beginning Balance</i>
10/17/2014	3693-39	Cash Receipts	SAIF PY13 DIVIDEND-822-3407	

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-32006-10-00-0000**

**Account: 01-102-32006-10-00-0000 (Other Miscellaneous Revenue)**

7/1/2014

*Account Beginning Balance*

10/17/2014

Summarized

Cash Receipts

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-32006-20-00-0000**

**Account: 01-102-32006-20-00-0000 (Other Miscellaneous Revenue)**

7/1/2014

*Account Beginning Balance*

10/17/2014

Summarized

Cash Receipts

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40001-00-00-0000**

**Account: 01-102-40001-00-00-0000 (Organizational Expenses)**

7/1/2014

*Account Beginning Balance*

12/17/2014

3887-59

Accounts Payable

TapRock Northwest Gr-E01392-All Staff Meeting-Luncheon PY14-12/17/201

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40001-00-00-9991**

**Account: 01-102-40001-00-00-9991 (Organizational Expenses)**

7/1/2014

*Account Beginning Balance*

12/17/2014                    3887-65            Accounts Payable

TapRock Northwest Gr-E01392-All Staff Meeting-Luncheon PY14-12/17/201

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40006-20-00-0000**

**Account: 01-102-40006-20-00-0000 (Outreach)**

7/1/2014

*Account Beginning Balance*

7/23/2014                    3254-76            Accounts Payable

Grants Pass Daily Co-38572,39516,40390-AmeriCorps Enhanced Srvc Coord

7/24/2014                    3273-5             Accounts Payable

Dex Media West, Inc.-100265558-July 14 GP Dex Listing TJC-7/24/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40006-20-00-9991**

**Account: 01-102-40006-20-00-9991 (Outreach)**

7/1/2014

*Account Beginning Balance*

7/24/2014                    3273-10            Accounts Payable

Dex Media West, Inc.-100265558-July 14 GP Dex Listing TJC-7/24/2014

*Account Subtotals*

6/30/2015

*Account Net Change*



6/30/2015

Account Ending Balance

**01-102-40007-00-00-0000**

**Account: 01-102-40007-00-00-0000 (Office Expenses)**

7/1/2014

Account Beginning Balance

7/10/2014	3155-32	Accounts Payable
7/10/2014	3155-49	Accounts Payable
7/14/2014	3170-9	Accounts Payable
7/17/2014	3220-12	Accounts Payable
7/23/2014	3254-86	Accounts Payable
7/24/2014	3182-1	Accounts Payable
7/31/2014	3396-50	Accounts Payable
8/6/2014	3392-25	Accounts Payable
8/18/2014	3350-8	Accounts Payable
8/18/2014	3350-24	Accounts Payable
8/19/2014	3392-64	Accounts Payable
9/18/2014	3562-13	Accounts Payable
10/15/2014	3688-109	Accounts Payable
11/14/2014	3861-92	Accounts Payable
11/14/2014	3861-122	Accounts Payable
11/14/2014	3861-147	Accounts Payable
12/3/2014	3900-9	Accounts Payable
12/10/2014	3911-80	Accounts Payable
12/16/2014	3886-106	Accounts Payable
12/30/2014	3915-38	Accounts Payable
12/30/2014	3915-86	Accounts Payable
1/12/2015	3953-107	Accounts Payable

Office Depot Credit -719701389001-Cable cover for Board Room Main St PY14-7/10/2014
Office Depot Credit -719701389001-Packing tape strips, Pens TJC ALL PY14-7/10/2014
West Coast Paper Sol-8610556-White copy paper Main St PY14-7/14/2014
Office Depot Credit -720874449001-Pen refills Admin PY14-7/17/2014
Rogue Shred, LLC-25-2014-004-July 14 Document Destruction E Main St PY14-7/23/2014
West Coast Paper Sol--Wht copy paper 11 x 17 5 reams Bartlett PY13-7/24/2014
Xerox Corporation-075322514-July 14 Admin Copier/Copies PY14-8/1/2014
Office Depot Credit -723398320001-Office Supplies-8/6/2014
West Coast Paper Sol-8659824-White Copy Paper Admin PY14-8/18/2014
West Coast Paper Sol-8659823-White Copy Paper Finance PY14-8/18/2014
Office Depot Credit -725105103001-Supplies Bartlett PY14-8/19/2014
Office Depot Credit -730518336001-Blank Business Cards TJC ALL PY14-9/18/2014
Office Depot Credit -735308257001-AA Batteries TJC All PY14-10/15/2014
Office Depot Credit -740564422001-Business Cards TJC ALL-11/14/2014
Office Depot Credit -740564422001/593001-Blue Folders Finance Calendar PY14-11/14/2014
Office Depot Credit -740689593001-DVD 100 Pack GP PY14-11/14/2014
West Coast Paper Sol-8816866-White CopyPaper Admin/Fin + Legal ream PY14-11/14/2014
Office Depot Credit -745030012001-AA Batteries TJC All PY14-12/10/2014
Allison, Tamara-M12171401-Reimb Walmart- Frames for Staff awards PY14-12/16/2014
Burt, Penny-M01021506A-Reimb Planners Dollar Tree TJC ALL-12/30/2014
Burt, Penny-M01021506C-Reimb Windshiled Cleaner Fred Meyer TJC ALL-12/30/2014
InstaPrint-32540-White envelopes 2 boxes w/ return address-1/12/2015

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-40007-00-00-9991**

**Account: 01-102-40007-00-00-9991 (Office Expenses)**

7/1/2014

Account Beginning Balance

7/10/2014	3155-53	Accounts Payable	Office Depot Credit -719701389001-Packing tape strips, Pens TJC ALL PY1
7/17/2014	3220-3	Accounts Payable	Office Depot Credit -720874449001-Pen refills Admin PY14-7/17/2014
7/24/2014	3196-1	Accounts Payable	Superior Stamp and S-122416-Hetland,Graham,name plt/tag,(Amanda R Zam
7/31/2014	3396-6	Accounts Payable	Xerox Corporation-075322514-July 14 Admin Copier/Copies PY14-8/1/2014
8/6/2014	3392-27	Accounts Payable	Office Depot Credit -723398320001-Office Supplies-8/6/2014
8/11/2014	3512-5	Accounts Payable	US Bank-M10011406A-Amazon Tripp lite 33' ext cables RWP-8/11/2014
8/18/2014	3350-12	Accounts Payable	West Coast Paper Sol-8659824-White Copy Paper Admin PY14-8/18/2014
8/18/2014	3350-28	Accounts Payable	West Coast Paper Sol-8659823-White Copy Paper Finance PY14-8/18/2014
8/31/2014	3536-15	Accounts Payable	Xerox Corporation-075787463-Aug 14 Copier Admin PY14-9/1/2014
8/31/2014	3536-23	Accounts Payable	Xerox Corporation-075787463-July 24-Aug 21 14 Copies Admin PY14-9/1/2
8/31/2014	3536-31	Accounts Payable	Xerox Corporation-075787463-July 24-Aug 21 14 Copies color Admin PY14
8/31/2014	3536-66	Accounts Payable	Xerox Corporation-075787464-Aug 14 Copier Resource Room Bartlett PY14
8/31/2014	3536-82	Accounts Payable	Xerox Corporation-075787464-July 21-Aug21 14 Copies Resource Room Ba
9/18/2014	3562-17	Accounts Payable	Office Depot Credit -730518336001-Blank Business Cards TJC ALL PY14-9
9/21/2014	3584-19	Accounts Payable	Xerox Corporation-076249346-Aug21 Sept21 14 Copies Black Admin PY1
9/21/2014	3584-27	Accounts Payable	Xerox Corporation-076249346-Aug21 Sept21 14 Copies Color Admin PY1
9/24/2014	3584-48	Accounts Payable	Xerox Corporation-076249347-Aug21 Sept21 14 Copies Resource Room Ba
9/30/2014	3584-11	Accounts Payable	Xerox Corporation-076249346-Sept 14 Copier Admin PY14-10/1/2014
9/30/2014	3584-32	Accounts Payable	Xerox Corporation-076249347-Sept 14 Copier Resource Room Bartlett PY14
10/15/2014	3688-113	Accounts Payable	Office Depot Credit -735308257001-AA Batteries TJC All PY14-10/15/2014
10/21/2014	3725-54	Accounts Payable	Xerox Corporation-076736944-Sept - Oct 14 Admin Black Copies PY14-11
10/21/2014	3725-62	Accounts Payable	Xerox Corporation-076736944-Sept - Oct 14 Admin Color Copies PY14-11/
10/21/2014	3725-85	Accounts Payable	Xerox Corporation-076736945-Sept - Oct 14 Resource Room Bartlett Copies
10/31/2014	3725-33	Accounts Payable	Xerox Corporation-076736944-Oct 14 Admin Copier PY14-11/1/2014
10/31/2014	3725-67	Accounts Payable	Xerox Corporation-076736945-Oct 14 Resource Room Bartlett Copier PY14-
11/14/2014	3861-96	Accounts Payable	Office Depot Credit -740564422001-Business Cards TJC ALL-11/14/2014
11/14/2014	3861-126	Accounts Payable	Office Depot Credit -740564422001/593001-Blue Folders Finance Calendar 1
11/14/2014	3861-151	Accounts Payable	Office Depot Credit -740689593001-DVD 100 Pack GP PY14-11/14/2014
11/30/2014	3850-35	Accounts Payable	Xerox Corporation-077161714-Nov 14 Admin Copier PY14-12/1/2014
11/30/2014	3850-41	Accounts Payable	Xerox Corporation-077161714-Oct - Nov 14 Black Copies Admin PY14-12
11/30/2014	3850-49	Accounts Payable	Xerox Corporation-077161714-Oct - Nov 14 Color Copies Admin PY14-12/
12/1/2014	3846-63	Journal Entry	Expense Go To Meeting
12/3/2014	3900-13	Accounts Payable	West Coast Paper Sol-8816866-White CopyPaper Admin/Fin + Legal ream P
12/10/2014	3911-84	Accounts Payable	Office Depot Credit -745030012001-AA Batteries TJC All PY14-12/10/2014
12/16/2014	3886-112	Accounts Payable	Allison, Tamara-M12171401-Reimb Walmart- Frames for Staff awards PY14
12/30/2014	3915-42	Accounts Payable	Burt, Penny-M01021506A-Reimb Planners Dollar Tree TJC ALL-12/30/2014
12/30/2014	3915-90	Accounts Payable	Burt, Penny-M01021506C-Reimb Windshiled Cleaner Fred Meyer TJC ALL-
1/2/2015	3953-154	Accounts Payable	Office Depot Credit -747856444001-Self Stick Easel Pads RWP PY14-1/2/20
1/12/2015	3953-111	Accounts Payable	InstaPrint-32540-White envelopes 2 boxes w/ return address-1/12/2015

*Account Subtotals*

**01-102-40007-10-00-0000****Account: 01-102-40007-10-00-0000 (Office Expenses)**

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Account Beginning Balance

7/8/2014	3121-46	Accounts Payable	Baxter Office Produc-68902-Burgundy twin pock file folders WIA DLW PY1
7/10/2014	3155-11	Accounts Payable	Office Depot Credit -719701408001-Lysol wipes Resource Room PY14-7/10,
7/22/2014	3225-13	Accounts Payable	Superior Stamp and S-122380-Stephannie Krunglevich JX CO Adult WIA-7/2
7/24/2014	3182-11	Accounts Payable	West Coast Paper Sol--Resume paper, Blue/White Bartlett PY14-7/24/2014
7/24/2014	3182-48	Accounts Payable	West Coast Paper Sol--Wht copy paper, 10 reams Bartlett PY14-7/24/2014
7/31/2014	3396-12	Accounts Payable	Xerox Corporation-720167212-July 14 Resource Room Copier/Copies Bartlett
7/31/2014	3396-21	Accounts Payable	Xerox Corporation-720167220-July 14 Production CUBE Copier/Copies Bart
8/6/2014	3392-14	Accounts Payable	Office Depot Credit -723398320001-Office Supplies-8/6/2014
8/18/2014	3350-40	Accounts Payable	West Coast Paper Sol-8659825-Yellow,Tan paper to Bartlett PY14-8/18/2014
8/19/2014	3392-49	Accounts Payable	Office Depot Credit -725105103001-Supplies Bartlett PY14-8/19/2014
8/21/2014	3434-9	Accounts Payable	Office Depot Credit -725558973001-Tissues, legal pads Bartlett PY14-8/21/2
8/21/2014	3434-52	Accounts Payable	Office Depot Credit -725559365001-Blank Index cards Foundational Skills P
8/31/2014	3536-3	Accounts Payable	Xerox Corporation-075787462-Aug 14 Copier Finance PY14-9/1/2014
8/31/2014	3536-10	Accounts Payable	Xerox Corporation-075787462-Aug21-Aug21 14 Copies Finance PY14-9/1/2
8/31/2014	3536-18	Accounts Payable	Xerox Corporation-075787463-Aug 14 Copier Admin PY14-9/1/2014
8/31/2014	3536-26	Accounts Payable	Xerox Corporation-075787463-July 24-Aug 21 14 Copies Admin PY14-9/1/2
8/31/2014	3536-37	Accounts Payable	Xerox Corporation-075787465-Aug 14 Copies CUBE production Bartlett P
8/31/2014	3536-45	Accounts Payable	Xerox Corporation-075787465-July21-Aug21 14 Copies level 1CUBE Prod
8/31/2014	3536-52	Accounts Payable	Xerox Corporation-075787465-July21-Aug21 14 Copies level 2CUBE Prod 1
8/31/2014	3536-59	Accounts Payable	Xerox Corporation-075787465-July21-Aug21 14 Copies level 3 CUBE Prod
8/31/2014	3536-69	Accounts Payable	Xerox Corporation-075787464-Aug 14 Copier Resource Room Bartlett PY14
8/31/2014	3536-77	Accounts Payable	Xerox Corporation-075787464-July 21-Aug21 14 Copies Resource Room Ba
9/4/2014	3704-24	Accounts Payable	US Bank-M10301401F-Office Depot 6 cordless mice staff-9/4/2014
9/17/2014	3529-133	Accounts Payable	West Coast Paper Sol-8703732-Blue,white, Resume paper Bartlett-9/17/2014
9/18/2014	3562-3	Accounts Payable	Office Depot Credit -730518336001-Laminating pouches Cohorts Bartlett PY
9/18/2014	3562-32	Accounts Payable	Office Depot Credit -730518336001-Notebook Paper WIA JX CO PY14-9/18
9/18/2014	3562-44	Accounts Payable	Office Depot Credit -730518336001-Disinfecting Wipes Bartlett PY14-9/18/2
9/18/2014	3562-61	Accounts Payable	Office Depot Credit -730518336001-Shipping Labels WIA JX CO PY14-9/18
9/18/2014	3562-78	Accounts Payable	Office Depot Credit -730518336001-Self Stick Easel Pads WIA JX CO PY14
9/21/2014	3584-22	Accounts Payable	Xerox Corporation-076249346-Aug21 Sept21 14 Copies Black Admin PY1
9/21/2014	3584-58	Accounts Payable	Xerox Corporation-076249348-Aug21 Sept21 14 Copies Lev 1 Production C
9/21/2014	3584-69	Accounts Payable	Xerox Corporation-076249348-Aug21 Sept21 14 Copies Lev 2 Production C
9/21/2014	3584-76	Accounts Payable	Xerox Corporation-076249348-Aug21 Sept21 14 Copies Lev 3 Production C
9/24/2014	3584-43	Accounts Payable	Xerox Corporation-076249347-Aug21 Sept21 14 Copies Resource Room Ba
9/30/2014	3584-14	Accounts Payable	Xerox Corporation-076249346-Sept 14 Copier Admin PY14-10/1/2014
9/30/2014	3584-35	Accounts Payable	Xerox Corporation-076249347-Sept 14 Copier Resource Room Bartlett PY14

9/30/2014	3584-59	Accounts Payable
10/13/2014	3835-124	Accounts Payable
10/14/2014	3633-9	Accounts Payable
10/21/2014	3725-56	Accounts Payable
10/21/2014	3725-80	Accounts Payable
10/21/2014	3725-102	Accounts Payable
10/21/2014	3725-115	Accounts Payable
10/21/2014	3725-111	Accounts Payable
10/22/2014	3725-301	Accounts Payable
10/22/2014	3759-6	Accounts Payable
10/30/2014	3725-499	Accounts Payable
10/31/2014	3725-39	Accounts Payable
10/31/2014	3725-70	Accounts Payable
10/31/2014	3725-93	Accounts Payable
11/3/2014	3725-522	Accounts Payable
11/14/2014	3861-111	Accounts Payable
11/30/2014	3850-60	Accounts Payable
11/30/2014	3850-70	Accounts Payable
11/30/2014	3850-101	Accounts Payable
11/30/2014	3850-111	Accounts Payable
11/30/2014	3850-125	Accounts Payable
11/30/2014	3850-132	Accounts Payable
12/2/2014	3911-5	Accounts Payable
12/2/2014	3911-30	Accounts Payable
12/3/2014	3900-48	Accounts Payable
12/10/2014	3911-57	Accounts Payable
12/10/2014	3911-107	Accounts Payable
12/12/2014	3866-97	Accounts Payable
12/15/2014	3886-45	Accounts Payable
12/15/2014	3886-68	Accounts Payable
12/30/2014	3915-64	Accounts Payable
12/30/2014	3915-110	Accounts Payable
1/2/2015	3953-135	Accounts Payable

Xerox Corporation-076249348-Sept 14 Copier Production CUBE Bartlett P  
US Bank-M12011403P-Walmart AA Batteries Bartlett-10/13/2014  
West Coast Paper Sol-8743015-Paper 100 E Main St-10/14/2014  
Xerox Corporation-076736944-Sept - Oct 14 Admin Black Copies PY14-11  
Xerox Corporation-076736945-Sept - Oct 14 Resource Room Bartlett Copies  
Xerox Corporation-076736946-Sept - Oct 14 Production Cube level 1 Bartlett  
Xerox Corporation-076736946-Sept - Oct 14 Production Cube level 2 Bartlett  
Xerox Corporation-076736946-Sept - Oct 14 Production Cube level 3 Bartlett  
Office Depot Credit -736438481001-Disinf. wipes, Blk pens, Dry Erasers, Ba  
Office Depot Credit -736438481002-Dry Erasers Bartlett All PY14-11/27/20  
West Coast Paper Sol-8769923-White copy , colored, blue resume,8.5x17 Bar  
Xerox Corporation-076736944-Oct 14 Admin Copier PY14-11/1/2014  
Xerox Corporation-076736945-Oct 14 Resource Room Bartlett Copier PY14-  
Xerox Corporation-076736946-Oct 14 Production Cube Bartlett Copier PY14  
West Coast Paper Sol-8774119-Green copy paper Bartlett PY14-11/3/2014  
Office Depot Credit -740564422001-Business Cards TJC ALL-11/14/2014  
Xerox Corporation-077161715-Nov 14 Copier Resource Room Bartlett PY14  
Xerox Corporation-077161715-Oct - Nov 14 Copies Resource Room Bartlett  
Xerox Corporation-077161716-Nov 14 Copier Cube Bartlett PY14-12/1/2014  
Xerox Corporation-077161716-Oct - Nov 14 Level 1 Copies Cube Bartlett PY  
Xerox Corporation-077161716-Oct - Nov 14 Level 2 Copies Cube Bartlett PY  
Xerox Corporation-077161716-Oct - Nov 14 Level 3 Copies Cube Bartlett PY  
Office Depot Credit -743484029001-Calendar Orders Adult GP-12/2/2014  
Office Depot Credit -743484029001-Calendar Orders Adult Bartlett PY14-12  
West Coast Paper Sol-8816865-White Copy Paper, Salmon color, 1 case 11x1  
Office Depot Credit -745030012001-Tissues,pens/pencils,correction tape,Batt  
Office Depot Credit -745030012001-Correction Tape Bartlett-12/10/2014  
Pacific Office Produ-9220-4100 Cartridge Bartlett PY14-12/12/2014  
Pacific Office Produ-9226-2 61X Toner Cartridge Bartlett PY14-12/15/2014  
Pacific Office Produ-9226-96A toner cartridge Classrooms Bartlett-12/15/201  
Burt, Penny-M01021506B-Reimb. Ice Trays Fred Meyer - Bartlett-7/26/2014  
Burt, Penny-M01021506D-Reimb Postage shipping headset Hallmark Shop I  
Office Depot Credit -747856444001-Pens,Wipes,labels,planners Bartlett PY1

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40007-10-00-9991**

**Account: 01-102-40007-10-00-9991 (Office Expenses)**

7/1/2014

Account Beginning Balance

7/24/2014

3182-15

Accounts Payable

West Coast Paper Sol--Resume paper, Blue/White Bartlett PY14-7/24/2014

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**Account: 01-102-40007-20-00-0000 (Office Expenses)**

7/1/2014

Account Beginning Balance

7/22/2014

3225-16

Accounts Payable

Superior Stamp and S-122380-Dayna Sandberg JO CO Adult WIA-7/22/2014

7/31/2014

3396-27

Accounts Payable

Xerox Corporation-720167162-July 14 Programs Copier/Copies GP PY14-8/1

7/31/2014

Summarized

Accounts Payable

7/31/2014

3444-12

Accounts Payable

REVERSE-ADJUST-Xerox Corporation-720167147

7/31/2014

Summarized

Accounts Payable

REVERSE-ADJUST-Xerox Corporation-720167154

7/31/2014

3444-28

Accounts Payable

Office Depot Credit -723398320001-Office Supplies-8/6/2014

8/6/2014

3392-5

Accounts Payable

West Coast Paper Sol-8676326-White, Yellow, Blue copy paper to GP PY14-8.

8/27/2014

3390-24

Accounts Payable

West Coast Paper Sol-8676326-Resume paper, blue, white GP PY14-8/27/20

8/27/2014

3390-46

Accounts Payable

Xerox Corporation-075787461-Aug 14 Copier Programs GP PY14-9/1/2014

8/31/2014

3536-86

Accounts Payable

Xerox Corporation-075787461-July 21-Aug21 14 Copies Programs GP PY14

8/31/2014

3536-109

Accounts Payable

Xerox Corporation-075787459-Aug 14 Copies One Stop GP PY14-9/1/2014

8/31/2014

3536-116

Accounts Payable

Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY

8/31/2014

3536-125

Accounts Payable

Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY

8/31/2014

3536-149

Accounts Payable

Xerox Corporation-075787460-Aug 14 Copier Prod. CUBE GP PY14-9/1/2014

8/31/2014

3536-167

Accounts Payable

Xerox Corporation-075787460-Aug 14 Copier Prod. OED Portion CUBE GP

8/31/2014

3536-176

Accounts Payable

Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod. Level 1 CUBE

8/31/2014

3536-194

Accounts Payable

Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod OED Level 1 C

8/31/2014

3536-135

Accounts Payable

Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 2 CUBE

8/31/2014

3536-101

Accounts Payable

Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 2 OED C

8/31/2014

3536-95

Accounts Payable

Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 3 CUBE

8/31/2014

3536-157

Accounts Payable

Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level OED 3 C

8/31/2014

3536-182

Accounts Payable

Xerox Corporation-076249344-Aug 21-Sept21 14 Copies Programs GP PY1

9/21/2014

3584-90

Accounts Payable

Xerox Corporation-076249342-Sept 14 Copies One Stop GP PY14-10/1/20

9/21/2014

3584-94

Accounts Payable

Xerox Corporation-076249342-Aug21 Sept21 14 Copies One Stop GP PY

9/21/2014

3584-115

Accounts Payable

Xerox Corporation-076249343-Aug21-Sept21 14 Copies Level 1 Production

9/21/2014

3584-138

Accounts Payable

Xerox Corporation-076249343-Aug21-Sept21 14 Copies OED Level 1 Prod

9/21/2014

3584-149

Accounts Payable

Xerox Corporation-076249343-Aug21-Sept21 14 Copies Level 2 Prod Cube

9/21/2014

3584-157

Accounts Payable

9/21/2014	3584-167	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 2 Prod
9/21/2014	3584-174	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies Level 3 Prod Cube
9/21/2014	3584-184	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 3 Prod
9/30/2014	3584-82	Accounts Payable	Xerox Corporation-076249344-Sept 14 Copier Programs GP PY14-10/1/201
9/30/2014	3584-103	Accounts Payable	Xerox Corporation-0762493242-Sept 14 Copier OED portion One Stop GP
9/30/2014	3584-123	Accounts Payable	Xerox Corporation-076249343-Sept 14 Copier Production Cube GP PY14-1
9/30/2014	3584-130	Accounts Payable	Xerox Corporation-076249343-Sept 14 Copier OED Portion Production Cub
10/21/2014	3725-134	Accounts Payable	Xerox Corporation-076736942-Sept - Oct 14 Programs GP Copies PY14-11/1
10/21/2014	3725-160	Accounts Payable	Xerox Corporation-076736940-Sept - Oct 14 One Stop GP Copies PY14-11/
10/21/2014	3725-185	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Production CUBE Level 1 GP C
10/21/2014	3725-197	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-209	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-220	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-228	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE Level 2 GP Copies
10/21/2014	3725-235	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE Level 3 GP Copies
10/22/2014	3725-279	Accounts Payable	Office Depot Credit -736438482001-Medium binder clips GP All PY14-10/2/
10/22/2014	3725-316	Accounts Payable	Office Depot Credit -736438481001-Flash Drive,Blue/Blk/red pens,sticky not
10/22/2014	3725-329	Accounts Payable	Office Depot Credit -736438481001-Sm binder clips,Disinf wipes,calc NCRC
10/30/2014	3725-541	Accounts Payable	West Coast Paper Sol-8769924-White copy paper GP PY14-10/31/2014
10/31/2014	3725-125	Accounts Payable	Xerox Corporation-076736942-Oct 14 Programs GP Copier PY14-11/1/2014
10/31/2014	3725-139	Accounts Payable	Xerox Corporation-076736940-Oct 14 One Stop GP Copier PY14-11/1/2014
10/31/2014	3725-148	Accounts Payable	Xerox Corporation-076736940-Oct 14 One Stop OED portion GP Copier PY
10/31/2014	3725-169	Accounts Payable	Xerox Corporation-076736941-Oct 14 Production CUBE GP Copier PY14-1
10/31/2014	3725-177	Accounts Payable	Xerox Corporation-076736941-Oct 14 Production CUBE OED portion GP C
11/30/2014	3850-141	Accounts Payable	Xerox Corporation-077161712-Nov 14 Copier Programs GP PY14-12/1/2014
11/30/2014	3850-157	Accounts Payable	Xerox Corporation-077161712-Oct - Nov 14 Copies Programs GP PY14-12/
11/30/2014	3850-165	Accounts Payable	Xerox Corporation-077161710-Nov 14 Copier Resource Rm One Stop TJC G
11/30/2014	3850-173	Accounts Payable	Xerox Corporation-077161710-Nov 14 Copier Resource Rm One Stop OED C
11/30/2014	3850-185	Accounts Payable	Xerox Corporation-077161710-Oct - Nov 14 Copies Resource Rm One Stop
11/30/2014	3850-193	Accounts Payable	Xerox Corporation-077161711-Nov 14 Copier Color CUBE Production TJC
11/30/2014	3850-82	Accounts Payable	Xerox Corporation-077161711-Nov 14 Copier Color CUBE Production OED
11/30/2014	3850-5	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 1 Color CUBE Proc
11/30/2014	3850-25	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 1 Color CUBE Proc
11/30/2014	3850-45	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 2 Color CUBE Proc
11/30/2014	3850-80	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 2 Color CUBE Proc
11/30/2014	3850-112	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 3 Color CUBE Proc
11/30/2014	3850-149	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 3 Color CUBE Proc
12/2/2014	3911-10	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Adult GP-12/2/2014
12/10/2014	3911-126	Accounts Payable	Office Depot Credit -745030012001-Correct.tape, cleaners, GP-12/10/2014
12/10/2014	3911-138	Accounts Payable	Office Depot Credit -745030013001-Cleaner Lysol GP PY14-12/10/2014
12/15/2014	3886-23	Accounts Payable	Pacific Office Produ-9226-2 61X toner Cartridge GP PY14-12/15/2014
1/8/2015	3953-58	Accounts Payable	Heindsmann, Ken-M01121502-Staples: Logitech 400 wireless for projectors-1

Account Subtotals

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**Account: 01-102-40007-20-00-9991 (Office Expenses)**

7/1/2014

Account Beginning Balance

7/31/2014	3444-11	Accounts Payable	ADJUST-Xerox Corporation-720167147-July 14 One Stop Copier/Copies GP
7/31/2014	3444-35	Accounts Payable	ADJUST-Xerox Corporation-720167154-July 14 Production CUBE Copier/C
8/6/2014	3392-10	Accounts Payable	Office Depot Credit -723398320001-Office Supplies-8/6/2014
8/27/2014	3390-32	Accounts Payable	West Coast Paper Sol-8676326-White, Yellow, Blue copy paper to GP PY14-8
8/27/2014	3390-56	Accounts Payable	West Coast Paper Sol-8676326-Resume paper, blue, white GP PY14-8/27/20
8/31/2014	3536-134	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY
8/31/2014	3536-154	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY
8/31/2014	3536-185	Accounts Payable	Xerox Corporation-075787460-Aug 14 Copier Prod. OED Portion CUBE GP
8/31/2014	3536-142	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod OED Level 1 CI
8/31/2014	3536-100	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 2 OED CI
8/31/2014	3536-191	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level OED 3 CI
9/21/2014	3584-154	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies OED Level 1 Prod
9/21/2014	3584-172	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 2 Prod
9/21/2014	3584-189	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 3 Prod
9/30/2014	3584-108	Accounts Payable	Xerox Corporation-0762493242-Sept 14 Copier OED portion One Stop GP
9/30/2014	3584-135	Accounts Payable	Xerox Corporation-076249343-Sept 14 Copier OED Portion Production Cub
10/21/2014	3725-202	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-214	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-225	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/22/2014	3725-284	Accounts Payable	Office Depot Credit -736438482001-Medium binder clips GP All PY14-10/2
10/22/2014	3725-334	Accounts Payable	Office Depot Credit -736438481001-Sm binder clips, Disinf wipes, calc NCRC
10/30/2014	3725-546	Accounts Payable	West Coast Paper Sol-8769924-White copy paper GP PY14-10/31/2014
10/31/2014	3725-153	Accounts Payable	Xerox Corporation-076736940-Oct 14 One Stop OED portion GP Copier PY
10/31/2014	3725-182	Accounts Payable	Xerox Corporation-076736941-Oct 14 Production CUBE OED portion GP C
11/30/2014	3850-178	Accounts Payable	Xerox Corporation-077161710-Nov 14 Copier Resource Rm One Stop OED C
11/30/2014	3850-90	Accounts Payable	Xerox Corporation-077161711-Nov 14 Copier Color CUBE Production OED
11/30/2014	3850-30	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 1 Color CUBE Proc
11/30/2014	3850-96	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 2 Color CUBE Proc
11/30/2014	3850-158	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 3 Color CUBE Proc
12/2/2014	3911-14	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Adult GP-12/2/2014
12/10/2014	3911-131	Accounts Payable	Office Depot Credit -745030012001-Correct.tape, cleaners, GP-12/10/2014
12/15/2014	3886-33	Accounts Payable	Pacific Office Produ-9226-2 61X toner Cartridge GP PY14-12/15/2014
1/8/2015	3953-68	Accounts Payable	Heindsmann, Ken-M01121502-Staples: Logitech 400 wireless for projectors-1

Account Subtotals

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*Account Net Change*

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*Account Ending Balance*

**01-102-40009-00-00-0000**

**Account: 01-102-40009-00-00-0000 (Insurance)**

7/1/2014

*Account Beginning Balance*

7/1/2014 3120-30 Accounts Payable

CityCounty Insurance-18763-GL/Auto Package Down Payment PY14-7/7/20

7/1/2014 3373-26 Accounts Payable

Association of Orego-082614-Membership fee for CIS Services 7/1/14-6-30-1

9/25/2014 3461-12 Accounts Payable

CityCounty Insurance-09181402-50024 TJC1201300 GL/Auto Package Pay

12/18/2014 3887-34 Accounts Payable

CityCounty Insurance-122314-50024 TJC1201300 GL/Auto Package Paym

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40009-00-00-9991**

**Account: 01-102-40009-00-00-9991 (Insurance)**

7/1/2014

*Account Beginning Balance*

7/1/2014 3089-85 Accounts Payable

United Risk Solution-18762-Annual Installment Directors/Officers Liability I

7/1/2014 3120-34 Accounts Payable

CityCounty Insurance-18763-GL/Auto Package Down Payment PY14-7/7/20

7/1/2014 3373-30 Accounts Payable

Association of Orego-082614-Membership fee for CIS Services 7/1/14-6-30-1

8/1/2014 3292-15 Accounts Payable

Philadelphia Insuran-04021429075-RWP Umbrella/Liability Partial Payment

8/15/2014 3120-18 Accounts Payable

Philadelphia Insuran-04021285181-RWP Umbrella/Liability Partial Pmt PY14-

9/25/2014 3461-16 Accounts Payable

CityCounty Insurance-09181402-50024 TJC1201300 GL/Auto Package Pay

10/1/2014 3581-11 Accounts Payable

Philadelphia Insuran-04021764633-PHPK1188449 Acct# 81074618 PY14-

10/1/2014 3581-14 Accounts Payable

Philadelphia Insuran-04021764633-PHUB462538 Non Profit - Umbrella Ac

11/1/2014 3759-152 Accounts Payable

Philadelphia Insuran-04021932952-Umbrella/Liability RWP partial payment I

12/9/2014 3861-56 Accounts Payable

Philadelphia Insuran-04000077253-RWP Umbrella/Liability Final Payment P

12/18/2014 3887-38 Accounts Payable

CityCounty Insurance-122314-50024 TJC1201300 GL/Auto Package Paym

*Account Subtotals*



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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40009-10-00-0000**

**Account: 01-102-40009-10-00-0000 (Insurance)**

7/1/2014

*Account Beginning Balance*

7/1/2014 3148-7 Accounts Payable

United Risk Solution-18843-Classroom Trng Accident Premium PY14-7/1/20

12/31/2014 3916-8 Journal Entry

To record Umbrella Policy for 7/1/14 - 12/31/14

1/1/2015 3895-9 Accounts Payable

Yondorf & Dale, LLC-01021501-Dec 14-Dec 15 Bartlett Ins Umbrella/Comm

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40009-20-00-0000**

**Account: 01-102-40009-20-00-0000 (Insurance)**

7/1/2014

*Account Beginning Balance*

7/1/2014 3148-11 Accounts Payable

United Risk Solution-18843-Classroom Trng Accident Premium PY14-7/1/20

*Account Subtotals*

6/30/2015

*Account Net Change*

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*Account Ending Balance*

**01-102-40010-00-00-0000**

**Account: 01-102-40010-00-00-0000 (Postage and Shipping)**

7/1/2014

*Account Beginning Balance*

7/9/2014 3155-115 Accounts Payable

Neopost USA Inc.-NWAR51208-Cartridge for JXCO Postage Meter PY14-7/9/14

7/31/2014 3256-10 Accounts Payable

Secured Courier, Inc-3344-July 14 Courier Srv/ PY14-7/31/2014

8/18/2014	3291-22	Accounts Payable
8/31/2014	3403-10	Accounts Payable
9/8/2014	3403-61	Accounts Payable
9/30/2014	3626-149	Accounts Payable
10/31/2014	3800-114	Accounts Payable
11/18/2014	3704-125	Accounts Payable
11/30/2014	3848-131	Accounts Payable
12/12/2014	3866-61	Accounts Payable
12/31/2014	3953-53	Accounts Payable
1/15/2015	3848-89	Accounts Payable

Neopost USA Inc.-51898346-Aug 18-Nov 17, 2014 Meter Rental Mfd PY14-  
 Secured Courier, Inc-M09101401-Aug 14 Courier Srv/ PY14-8/31/2014  
 Hasler Mailing Syste-M09081404-Postage Medford PY14-9/8/2014  
 Secured Courier, Inc-M10171402-Sept 14 Courier Srv/ PY14-9/30/2014  
 Secured Courier, Inc-M11181402-Oct 14 Monthly Courier Srv/ PY14-10/31/  
 Neopost USA Inc.-52169006-Nov 18,14 - Feb 17,15; Meter Rental Medford-1  
 Secured Courier, Inc-M12121402-Nov 14 Monthly Courier Srv/ PY14-11/30  
 Hasler Mailing Syste-M12121408-Dec 14 Postage Medford PY14-12/12/201  
 Secured Courier, Inc-M01151501-Dec 14 Monthly Courier Srv/ PY14-12/31/  
 United States Postal-01081501-BRM Permit TJC All-11/20/2014

*Account Subtotals*

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*Account Ending Balance*

**01-102-40010-00-00-9991**

**Account: 01-102-40010-00-00-9991 (Postage and Shipping)**

7/1/2014

*Account Beginning Balance*

7/9/2014	3155-119	Accounts Payable
7/10/2014	3155-36	Accounts Payable
7/14/2014	3170-13	Accounts Payable
7/23/2014	3254-90	Accounts Payable
7/31/2014	3256-14	Accounts Payable
8/18/2014	3291-26	Accounts Payable
8/19/2014	3392-66	Accounts Payable
8/31/2014	3403-14	Accounts Payable
9/8/2014	3403-65	Accounts Payable
9/30/2014	3626-153	Accounts Payable
10/31/2014	3800-118	Accounts Payable
11/18/2014	3704-131	Accounts Payable
11/30/2014	3848-135	Accounts Payable
12/12/2014	3866-65	Accounts Payable
12/31/2014	3953-61	Accounts Payable
1/15/2015	3848-93	Accounts Payable

Neopost USA Inc.-NWAR51208-Cartridge for JXCO Postage Meter PY14-7/  
 Office Depot Credit -719701389001-Cable cover for Board Room Main St P  
 West Coast Paper Sol-8610556-White copy paper Main St PY14-7/14/2014  
 Rogue Shred, LLC-25-2014-004-July 14 Document Destruction E Main St P  
 Secured Courier, Inc-3344-July 14 Courier Srv/ PY14-7/31/2014  
 Neopost USA Inc.-51898346-Aug 18-Nov 17, 2014 Meter Rental Mfd PY14-  
 Office Depot Credit -725105103001-Supplies Bartlett PY14-8/19/2014  
 Secured Courier, Inc-M09101401-Aug 14 Courier Srv/ PY14-8/31/2014  
 Hasler Mailing Syste-M09081404-Postage Medford PY14-9/8/2014  
 Secured Courier, Inc-M10171402-Sept 14 Courier Srv/ PY14-9/30/2014  
 Secured Courier, Inc-M11181402-Oct 14 Monthly Courier Srv/ PY14-10/31/  
 Neopost USA Inc.-52169006-Nov 18,14 - Feb 17,15; Meter Rental Medford-1  
 Secured Courier, Inc-M12121402-Nov 14 Monthly Courier Srv/ PY14-11/30  
 Hasler Mailing Syste-M12121408-Dec 14 Postage Medford PY14-12/12/201  
 Secured Courier, Inc-M01151501-Dec 14 Monthly Courier Srv/ PY14-12/31/  
 United States Postal-01081501-BRM Permit TJC All-11/20/2014

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40010-20-00-0000**

**Account: 01-102-40010-20-00-0000 (Postage and Shipping)**

7/1/2014

*Account Beginning Balance*

8/16/2014	3291-5	Accounts Payable
8/26/2014	3381-5	Accounts Payable
11/16/2014	3704-94	Accounts Payable

Neopost USA Inc.-51893180-Aug 16-Nov 15, 2014 Meter Rental GP PY14-7  
 Hasler Mailing Syste-M08271401-July 14 Postage GP PY14-8/26/2014  
 Neopost USA Inc.-52164043-Nov 16,14 - Feb 15,15; Meter Rental GP-10/17/

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40010-20-00-9991**

**Account: 01-102-40010-20-00-9991 (Postage and Shipping)**

7/1/2014

*Account Beginning Balance*

8/16/2014	3291-10	Accounts Payable
8/26/2014	3381-10	Accounts Payable
11/16/2014	3704-99	Accounts Payable

Neopost USA Inc.-51893180-Aug 16-Nov 15, 2014 Meter Rental GP PY14-7  
 Hasler Mailing Syste-M08271401-July 14 Postage GP PY14-8/26/2014  
 Neopost USA Inc.-52164043-Nov 16,14 - Feb 15,15; Meter Rental GP-10/17/

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40014-00-00-0000**

**Account: 01-102-40014-00-00-0000 (Dues and Subscriptions)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3048-159	Accounts Payable
7/1/2014	3053-10	Accounts Payable

Grants Pass & Jo.Co.-13535-Annual Renewal Dues 7/1/14 - 6/30/15-6/2/2014  
 Ashland Chamber of C-9551-Annual Membership Dues 2014-2015 PY14-7/1

7/1/2014	3157-37	Accounts Payable
10/2/2014	3618-69	Accounts Payable
12/15/2014	3911-182	Accounts Payable

Southern Oregon Regi-5/30/14-Membership 7/1/14 - 6/30/15 RWP PY13-5/3  
 Asante Physician Par-14703-Membership fee for Random Drug Screening PY  
 Oregon Government Et-GE0696-Annual Assessment-12/15/2014

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40014-00-00-9991**

**Account: 01-102-40014-00-00-9991 (Dues and Subscriptions)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3048-163	Accounts Payable
7/1/2014	3053-14	Accounts Payable
7/1/2014	3157-41	Accounts Payable
7/28/2014	3307-6	Accounts Payable
7/31/2014	3303-60	Accounts Payable
8/28/2014	3512-16	Accounts Payable
9/30/2014	3704-52	Accounts Payable
10/1/2014	3428-14	Accounts Payable
10/2/2014	3618-77	Accounts Payable
12/3/2014	3843-24	Accounts Payable
12/15/2014	3911-186	Accounts Payable
1/16/2015	3943-52	Accounts Payable

Grants Pass & Jo.Co.-13535-Annual Renewal Dues 7/1/14 - 6/30/15-6/2/2014  
 Ashland Chamber of C-9551-Annual Membership Dues 2014-2015 PY14-7/1  
 Southern Oregon Regi-5/30/14-Membership 7/1/14 - 6/30/15 RWP PY13-5/3  
 US Bank-M08291401G-July Cloud Adobe RWP PY14-7/28/2014  
 National Association-15-473-Jul 14- June 15 Dues Fin# 52-1167468 RWP PY  
 US Bank-M10011406E-Adobe Cloud Monthly Fee RWP-8/28/2014  
 US Bank-M10301401AA-Sept 14 Adobe PY14-9/28/2014  
 Chamber of Medford/J-1944-Annual Memb. Investment Dues 10/1/14-9/30/1  
 Asante Physician Par-14703-Membership fee for Random Drug Screening PY  
 Oregon Workforce Par-9-2044-Dues/OWP Membership Dues PY14-7/1/2014  
 Oregon Government Et-GE0696-Annual Assessment-12/15/2014  
 Biddle Consulting Gr-46990-OPAC Plus Service Plan Renewal 2/21/15-16-1

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40015-00-00-0000**

**Account: 01-102-40015-00-00-0000 (Rent)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3025-102	Accounts Payable
7/1/2014	3025-111	Accounts Payable

Restaurant Professio-070114-July 14 Porters Parking Lot Lease 34 Spaces PY  
 Diamond Parking Serv-070114-July 14 Parking Patrol Oh's PY14-7/1/2014

7/1/2014	3025-72	Accounts Payable	One Hundred Main LLC-070114-July 14 100 E Main Suite A/F Rent PY14-7
7/1/2014	3048-45	Accounts Payable	North Medford Mini S-6/16/14-July 14 E316 Storage Unit Rental PY14-6/16
7/1/2014	3048-73	Accounts Payable	North Medford Mini S-6/16/14-July 14 E321 Storage Unit Rental PY13-6/16
7/1/2014	3048-101	Accounts Payable	North Medford Mini S-6/16/14-July 14 H478 Storage Unit Rental PY14-6/16
7/1/2014	3048-129	Accounts Payable	North Medford Mini S-6/16/14-July 14 H 498 Storage Unit Rental PY14-6/16
7/1/2014	3927-2	Journal Entry	Prepaid rent was also recorded in A/R
7/1/2014	3973-3	Journal Entry	Allocation of Prepaid Rent Jul
8/1/2014	3149-10	Accounts Payable	North Medford Mini S-7/17/14-July 14 Storage Unit Rentals E316, 321: H478
8/1/2014	3198-81	Accounts Payable	Restaurant Professio-07311414-Aug 14 Porter's Parking Lot Lease 34 Spaces
8/1/2014	3198-107	Accounts Payable	One Hundred Main LLC-07311415-Aug 14 100 E Main Suite A/E Rent PY14-8/15
8/1/2014	3973-19	Journal Entry	Allocation of Prepaid Rent Aug
9/1/2014	3347-10	Accounts Payable	Restaurant Professio-09021401-Sept 14 Porter's Parking Lot Lease 34 Spaces
9/1/2014	3324-9	Accounts Payable	One Hundred Main LLC-09021403-Sept 14 100 E Main Suite A/E Rent PY14-9/15
9/1/2014	3338-14	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 E316 Storage Unit Rental PY14-8/17
9/1/2014	3338-42	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 E321 Storage Unit Rental PY14-8/17
9/1/2014	3338-70	Accounts Payable	North Medford Mini S-8/17/14-Sept 14 H478 Storage Unit Rental PY 14-8/17
9/1/2014	3338-98	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 H 498 Storage Unit Rental PY14-8/17
9/1/2014	3358-16	Accounts Payable	Diamond Parking Serv-082814-Aug/Sept 14 Porter's So Pkg Lot Patrolling M
9/1/2014	3973-35	Journal Entry	Allocation of Prepaid Rent Sept
10/1/2014	3529-22	Accounts Payable	North Medford Mini S-9/16/2014A-Oct 14 E316 Storage Unit Rental PY14-9/16
10/1/2014	3529-50	Accounts Payable	North Medford Mini S-9/16/2014B-Oct 14 E321 Storage Unit Rental PY14-9/16
10/1/2014	3529-78	Accounts Payable	North Medford Mini S-9/16/2014C-Oct 14 H478 Storage Unit Rental PY14-9/16
10/1/2014	3529-106	Accounts Payable	North Medford Mini S-9/16/2014D-Oct 14 H 498 Storage Unit Rental PY14-9/16
10/1/2014	3535-33	Accounts Payable	Restaurant Professio-M10021402-Oct 14 Porter's Parking Lot Lease 34 Spaces
10/1/2014	3535-59	Accounts Payable	One Hundred Main LLC-M10021403-Oct 14 100 E Main Suite A/E Rent PY14-10/16
10/1/2014	3973-51	Journal Entry	Allocation of Prepaid Rent Oct
11/1/2014	3660-14	Accounts Payable	North Medford Mini S-10/17/2014A-Nov 14 E316 Storage Unit Rental PY14-10/17
11/1/2014	3660-42	Accounts Payable	North Medford Mini S-10/17/2014B-Nov 14 E321 Storage Unit Rental PY14-10/17
11/1/2014	3660-70	Accounts Payable	North Medford Mini S-10/17/2014C-Nov 14 H478 Storage Unit Rental PY14-10/17
11/1/2014	3660-98	Accounts Payable	North Medford Mini S-10/17/2014D-Nov 14 H 498 Storage Unit Rental PY14-10/17
11/1/2014	3681-68	Accounts Payable	Restaurant Professio-M11031405-Nov 14 Porter's Parking Lot Lease 34 Spaces
11/1/2014	3681-149	Accounts Payable	One Hundred Main LLC-M11031403-Nov 14 100 E Main Suite A/E Rent PY14-11/17
11/1/2014	3895-71	Accounts Payable	One Hundred Main LLC-M11.1.14-To record double payment to vendor-11/17/14
11/1/2014	3973-67	Journal Entry	Allocation of Prepaid Rent Nov
11/14/2014	3806-62	Cash Receipts	100 MAIN LLC, OCT'14-836-3477
11/18/2014	3800-185	Accounts Payable	Restaurant Professio-10646339-1/2 Property Tax Payment for Portor's Parking
12/1/2014	3818-36	Accounts Payable	One Hundred Main LLC-M12011405-Dec 14 100 E Main Suite A/E Rent PY14-12/15
12/1/2014	3818-106	Accounts Payable	Restaurant Professio-M12011407-Dec 14 Porter's Parking Lot Lease 34 Spaces
12/1/2014	3818-211	Accounts Payable	North Medford Mini S-11/16/2014A-Dec 14 E316 Storage Unit Rental PY14-11/16
12/1/2014	3818-247	Accounts Payable	North Medford Mini S-11/16/2014B-Dec 14 E321 Storage Unit Rental PY14-11/16
12/1/2014	3818-275	Accounts Payable	North Medford Mini S-11/16/2014C-Dec 14 H478 Storage Unit Rental PY14-11/16
12/1/2014	3818-303	Accounts Payable	North Medford Mini S-11/16/2014D-Dec 14 H 498 Storage Unit Rental PY14-11/16
12/1/2014	3835-48	Accounts Payable	Rogue Community Coll-12021401-Room Rental TRC 100 All Staff 12/1/14-12/31/14
12/1/2014	3973-83	Journal Entry	Allocation of Prepaid Rent Dec
1/1/2015	3895-88	Accounts Payable	North Medford Mini S-01061501A-Jan 15 E316 Storage Unit Rental PY14-1/15

1/1/2015	3895-136	Accounts Payable	North Medford Mini S-01061501B-Jan 15 E321 Storage Unit Rental PY14-1
1/1/2015	3895-166	Accounts Payable	North Medford Mini S-01061501C-Jan 15 H478 Storage Unit Rental PY14-
1/1/2015	3895-194	Accounts Payable	North Medford Mini S-01061501D-Jan 15 H 498 Storage Unit Rental PY14
1/1/2015	3904-142	Accounts Payable	One Hundred Main LLC-M01021503-Jan 15 100 E Main Suite A/E Rent PY
1/1/2015	3904-159	Accounts Payable	Restaurant Professio-M01021505-Jan 15 Porter's Parking Lot Lease 34 Space
1/1/2015	3973-99	Journal Entry	Allocation of Prepaid Rent Jan

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40015-00-00-9991**

**Account: 01-102-40015-00-00-9991 (Rent)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3025-110	Accounts Payable	Restaurant Professio-070114-July 14 Porters Parking Lot Lease 34 Spaces PY
7/1/2014	3025-119	Accounts Payable	Diamond Parking Serv-070114-July 14 Parking Patrol Oh's PY14-7/1/2014
7/1/2014	3025-84	Accounts Payable	One Hundred Main LLC-070114-July 14 100 E Main Suite A/F Rent PY14-7
7/1/2014	3048-49	Accounts Payable	North Medford Mini S-6/16/14-July 14 E316 Storage Unit Rental PY14-6/16
7/1/2014	3048-77	Accounts Payable	North Medford Mini S-6/16/14-July 14 E321 Storage Unit Rental PY13-6/16
7/1/2014	3048-105	Accounts Payable	North Medford Mini S-6/16/14-July 14 H478 Storage Unit Rental PY14-6/1
7/1/2014	3048-133	Accounts Payable	North Medford Mini S-6/16/14-July 14 H 498 Storage Unit Rental PY14-6/1
7/1/2014	3927-3	Journal Entry	Prepaid rent was also recorded in A/R
7/1/2014	3973-4	Journal Entry	Allocation of Prepaid Rent Jul
8/1/2014	3149-14	Accounts Payable	North Medford Mini S-7/17/14-July 14 Storage Unit Rentals E316, 321: H4
8/1/2014	3198-85	Accounts Payable	Restaurant Professio-07311414-Aug 14 Porter's Parking Lot Lease 34 Spaces
8/1/2014	3198-111	Accounts Payable	One Hundred Main LLC-07311415-Aug 14 100 E Main Suite A/E Rent PY1
8/1/2014	3973-20	Journal Entry	Allocation of Prepaid Rent Aug
9/1/2014	3347-14	Accounts Payable	Restaurant Professio-09021401-Sept 14 Porter's Parking Lot Lease 34 Spaces
9/1/2014	3324-13	Accounts Payable	One Hundred Main LLC-09021403-Sept 14 100 E Main Suite A/E Rent PY1
9/1/2014	3338-18	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 E316 Storage Unit Rental PY14-8
9/1/2014	3338-46	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 E321 Storage Unit Rental PY14-8/
9/1/2014	3338-74	Accounts Payable	North Medford Mini S-8/17/14-Sept 14 H478 Storage Unit Rental PY 14-8/1
9/1/2014	3338-102	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 H 498 Storage Unit Rental PY14-
9/1/2014	3358-20	Accounts Payable	Diamond Parking Serv-082814-Aug/Sept 14 Porter's So Pkg Lot Patrolling M
9/1/2014	3973-36	Journal Entry	Allocation of Prepaid Rent Sept
10/1/2014	3529-26	Accounts Payable	North Medford Mini S-9/16/2014A-Oct 14 E316 Storage Unit Rental PY14-
10/1/2014	3529-54	Accounts Payable	North Medford Mini S-9/16/2014B-Oct 14 E321 Storage Unit Rental PY14-9
10/1/2014	3529-82	Accounts Payable	North Medford Mini S-9/16/2014C-Oct 14 H478 Storage Unit Rental PY14-
10/1/2014	3529-110	Accounts Payable	North Medford Mini S-9/16/2014D-Oct 14 H 498 Storage Unit Rental PY14

10/1/2014	3535-37	Accounts Payable	Restaurant Professio-M10021402-Oct 14 Porter's Parking Lot Lease 34 Space
10/1/2014	3535-63	Accounts Payable	One Hundred Main LLC-M10021403-Oct 14 100 E Main Suite A/E Rent PY
10/1/2014	3973-52	Journal Entry	Allocation of Prepaid Rent Oct
11/1/2014	3660-18	Accounts Payable	North Medford Mini S-10/17/2014A-Nov 14 E316 Storage Unit Rental PY14
11/1/2014	3660-46	Accounts Payable	North Medford Mini S-10/17/2014B-Nov 14 E321 Storage Unit Rental PY14
11/1/2014	3660-74	Accounts Payable	North Medford Mini S-10/17/2014C-Nov 14 H478 Storage Unit Rental PY14
11/1/2014	3660-102	Accounts Payable	North Medford Mini S-10/17/2014D-Nov 14 H 498 Storage Unit Rental PY
11/1/2014	3681-74	Accounts Payable	Restaurant Professio-M11031405-Nov 14 Porter's Parking Lot Lease 34 Space
11/1/2014	3681-153	Accounts Payable	One Hundred Main LLC-M11031403-Nov 14 100 E Main Suite A/E Rent PY
11/1/2014	3895-77	Accounts Payable	One Hundred Main LLC-M1.1.14-To record double payment to vendor-11/1/14
11/1/2014	3973-68	Journal Entry	Allocation of Prepaid Rent Nov
11/14/2014	3806-66	Cash Receipts	100 MAIN LLC, OCT'14-836-3477
11/18/2014	3800-189	Accounts Payable	Restaurant Professio-10646339-1/2 Property Tax Payment for Portor's Parking
12/1/2014	3818-40	Accounts Payable	One Hundred Main LLC-M12011405-Dec 14 100 E Main Suite A/E Rent PY
12/1/2014	3818-112	Accounts Payable	Restaurant Professio-M12011407-Dec 14 Porter's Parking Lot Lease 34 Space
12/1/2014	3818-217	Accounts Payable	North Medford Mini S-11/16/2014A-Dec 14 E316 Storage Unit Rental PY14
12/1/2014	3818-251	Accounts Payable	North Medford Mini S-11/16/2014B-Dec 14E321 Storage Unit Rental PY14
12/1/2014	3818-279	Accounts Payable	North Medford Mini S-11/16/2014C-Dec 14 H478 Storage Unit Rental PY14
12/1/2014	3818-307	Accounts Payable	North Medford Mini S-11/16/2014D-Dec 14 H 498 Storage Unit Rental PY14
12/1/2014	3835-52	Accounts Payable	Rogue Community Coll-12021401-Room Rental TRC 100 All Staff 12/1/14-1
12/1/2014	3973-84	Journal Entry	Allocation of Prepaid Rent Dec
1/1/2015	3895-92	Accounts Payable	North Medford Mini S-01061501A-Jan 15 E316 Storage Unit Rental PY14
1/1/2015	3895-142	Accounts Payable	North Medford Mini S-01061501B-Jan 15 E321 Storage Unit Rental PY14
1/1/2015	3895-170	Accounts Payable	North Medford Mini S-01061501C-Jan 15 H478 Storage Unit Rental PY14
1/1/2015	3895-198	Accounts Payable	North Medford Mini S-01061501D-Jan 15 H 498 Storage Unit Rental PY14
1/1/2015	3904-146	Accounts Payable	One Hundred Main LLC-M01021503-Jan 15 100 E Main Suite A/E Rent PY
1/1/2015	3904-163	Accounts Payable	Restaurant Professio-M01021505-Jan 15 Porter's Parking Lot Lease 34 Space
1/1/2015	3973-100	Journal Entry	Allocation of Prepaid Rent Jan
1/6/2015	3911-203	Accounts Payable	Medford Library Meet-LQHCZTA-Deposit for Room Rentals 2015-12/30/201

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40015-10-00-0000**

**Account: 01-102-40015-10-00-0000 (Rent)**

7/1/2014

*Account Beginning Balance*

7/1/2014 3025-59 Accounts Payable

Yondorf & Dale, LLC-7/1/14-July 14 Rent Taylor/Bartlett Building PY14-7/14

8/1/2014 3198-9 Accounts Payable

Diamond Parking Serv-07311408-Aug 14 Parking Patrol Oh's PY14-8/1/2014

8/1/2014	3198-123	Accounts Payable	Yondorf & Dale, LLC-07311409-Aug 14 Rent Taylor/Bartlett Building PY14
8/21/2014	3337-36	Accounts Payable	Diamond Parking Serv-710-Sept-Dec 14 Parking MGR (5 spaces) Bartlett PY
9/1/2014	Summarized	Accounts Payable	
9/1/2014	3321-18	Accounts Payable	REVERSE-ADJUST-Yondorf & Dale, LLC-09021405
10/1/2014	3535-9	Accounts Payable	Yondorf & Dale, LLC-M10021401-Oct 14 Rent Taylor/Bartlett Building PY1
11/1/2014	3681-33	Accounts Payable	Yondorf & Dale, LLC-M11031406-Nov 14 Rent Taylor/Bartlett Building PY
12/1/2014	3818-134	Accounts Payable	Yondorf & Dale, LLC-M12011405-Dec 14 Rent Taylor/Bartlett Building PY
12/18/2014	3887-20	Accounts Payable	St. Mark's Episcopal-12181407-Rm Rntl JX CO One Stop Meeting-12/18/201
1/1/2015	3904-9	Accounts Payable	Yondorf & Dale, LLC-M01021505-Jan 15 Rent Taylor/Bartlett Building PY1
1/1/2015	3911-214	Accounts Payable	Diamond Parking Serv-12301401-Jan-June 15 Parking MGR (5 spaces) Bart

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40015-20-00-0000**

**Account: 01-102-40015-20-00-0000 (Rent)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3025-5	Accounts Payable	Parkway Village, LLC-070114-July 14 Rent 1569 NE F St Adult GP PY14-7
7/1/2014	3025-17	Accounts Payable	Parkway Village, LLC-070114-July 14 CAM Fees 1569 NE F St GP PY14-7/
7/1/2014	3025-29	Accounts Payable	Parkway Village, LLC-070104-July 14 Rent 1519 NE F St Annex GP PY14-7
7/1/2014	3025-41	Accounts Payable	Parkway Village, LLC-070114-July 14 CAM Fees 1519 NE F Sr GP PY14-7/
8/1/2014	3198-28	Accounts Payable	Parkway Village, LLC-07311410-Aug 14 Rent 1569 NE F St Adult GP PY14
8/1/2014	3198-40	Accounts Payable	Parkway Village, LLC-07311411-Aug 14 CAM Fees 1569 NE F St GP PY14
8/1/2014	3198-52	Accounts Payable	Parkway Village, LLC-07311412-Aug 14 Rent 1519 NE F St Annex GP PY1
8/1/2014	3198-64	Accounts Payable	Parkway Village, LLC-07311413-Aug 14 CAM Fees 1519 NE F Sr GP PY14
9/1/2014	3323-41	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 Rent 1569 NE F St Adult GP PY1
9/1/2014	3323-5	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 CAM Fees 1569 NE F St GP PY14
9/1/2014	3323-17	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 Rent 1519 NE F St Annex GP PY1
9/1/2014	3323-29	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 CAM Fees 1519 NE F Sr GP PY14
9/1/2014	3390-35	Accounts Payable	Parkway Village, LLC-37421-Leasehold Improvements 1569 NE F Street PY1
10/1/2014	3534-29	Accounts Payable	Parkway Village, LLC-M10021405A-Oct 14 Rent 1519 NE F St Annex GP P
10/1/2014	3534-41	Accounts Payable	Parkway Village, LLC-M10021405B-Oct 14 Rent 1569 NE F St Adult GP P
10/1/2014	3534-53	Accounts Payable	Parkway Village, LLC-M10021405C-Oct 14 CAM Fees 1519 NE F ST GP P
10/1/2014	3534-65	Accounts Payable	Parkway Village, LLC-M10021405D-Oct 14 CAM Fees 1569 NE F ST GP P
11/1/2014	3681-97	Accounts Payable	Parkway Village, LLC-M11031404A-Nov 14 Rent 1519 NE F St Annex GP F
11/1/2014	3681-109	Accounts Payable	Parkway Village, LLC-M11031404B-Nov 14 Rent 1569 NE F St Adult GP I
11/1/2014	3681-121	Accounts Payable	Parkway Village, LLC-M11031404C-Nov 14 CAM Fees 1519 NE F Sr GP P
11/1/2014	3681-133	Accounts Payable	Parkway Village, LLC-M11031404D-Nov 14 CAM Fees 1569 NE F St GP P



12/1/2014	3818-48	Accounts Payable	Parkway Village, LLC-M12011406A-Dec 14 Rent 1519 NE F St Annex GP P
12/1/2014	3818-60	Accounts Payable	Parkway Village, LLC-M12011406B-Dec 14 Rent 1569 NE F St Adult GP F
12/1/2014	3818-72	Accounts Payable	Parkway Village, LLC-M12011406-Dec 14 CAM Fees 1519 NE F Sr GP PY1
12/1/2014	3818-86	Accounts Payable	Parkway Village, LLC-M12011406D-Dec 14 CAM Fees 1569 NE F St GP P'
1/1/2015	3904-181	Accounts Payable	Parkway Village, LLC-M01021504A-Jan 15 Rent 1519 NE F St Annex GP P
1/1/2015	3904-193	Accounts Payable	Parkway Village, LLC-M01021504B-Jan 15 Rent 1569 NE F St Adult GP P
1/1/2015	3904-205	Accounts Payable	Parkway Village, LLC-M01021504C-Jan 15 CAM Fees 1519 NE F ST GP P'
1/1/2015	3904-217	Accounts Payable	Parkway Village, LLC-M01021504D-Jan 15 CAM Fees 1569 NE F St GP PY

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40015-20-00-9991**

**Account: 01-102-40015-20-00-9991 (Rent)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3025-10	Accounts Payable	Parkway Village, LLC-070114-July 14 Rent 1569 NE F St Adult GP PY14-7
7/1/2014	3025-22	Accounts Payable	Parkway Village, LLC-070114-July 14 CAM Fees 1569 NE F St GP PY14-7/
7/1/2014	3025-34	Accounts Payable	Parkway Village, LLC-070104-July 14 Rent 1519 NE F St Annex GP PY14-7
7/1/2014	3025-46	Accounts Payable	Parkway Village, LLC-070114-July 14 CAM Fees 1519 NE F Sr GP PY14-7/
8/1/2014	3198-33	Accounts Payable	Parkway Village, LLC-07311410-Aug 14 Rent 1569 NE F St Adult GP PY14
8/1/2014	3198-45	Accounts Payable	Parkway Village, LLC-07311411-Aug 14 CAM Fees 1569 NE F St GP PY14
8/1/2014	3198-57	Accounts Payable	Parkway Village, LLC-07311412-Aug 14 Rent 1519 NE F St Annex GP PY1
8/1/2014	3198-69	Accounts Payable	Parkway Village, LLC-07311413-Aug 14 CAM Fees 1519 NE F Sr GP PY14
9/1/2014	3323-46	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 Rent 1569 NE F St Adult GP PY1
9/1/2014	3323-10	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 CAM Fees 1569 NE F St GP PY14
9/1/2014	3323-22	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 Rent 1519 NE F St Annex GP PY1
9/1/2014	3323-34	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 CAM Fees 1519 NE F Sr GP PY14
9/1/2014	3390-45	Accounts Payable	Parkway Village, LLC-37421-Leasehold Improvements 1569 NE F Street PY1
10/1/2014	3534-34	Accounts Payable	Parkway Village, LLC-M10021405A-Oct 14 Rent 1519 NE F St Annex GP P
10/1/2014	3534-46	Accounts Payable	Parkway Village, LLC-M10021405B-Oct 14 Rent 1569 NE F St Adult GP P'
10/1/2014	3534-58	Accounts Payable	Parkway Village, LLC-M10021405C-Oct 14 CAM Fees 1519 NE F ST GP P
10/1/2014	3534-70	Accounts Payable	Parkway Village, LLC-M10021405D-Oct 14 CAM Fees 1569 NE F ST GP P
11/1/2014	3681-102	Accounts Payable	Parkway Village, LLC-M11031404A-Nov 14 Rent 1519 NE F St Annex GP F
11/1/2014	3681-114	Accounts Payable	Parkway Village, LLC-M11031404B-Nov 14 Rent 1569 NE F St Adult GP I
11/1/2014	3681-126	Accounts Payable	Parkway Village, LLC-M11031404C-Nov 14 CAM Fees 1519 NE F Sr GP P
11/1/2014	3681-138	Accounts Payable	Parkway Village, LLC-M11031404D-Nov 14 CAM Fees 1569 NE F St GP P
12/1/2014	3818-53	Accounts Payable	Parkway Village, LLC-M12011406A-Dec 14 Rent 1519 NE F St Annex GP P
12/1/2014	3818-65	Accounts Payable	Parkway Village, LLC-M12011406B-Dec 14 Rent 1569 NE F St Adult GP F

12/1/2014	3818-77	Accounts Payable
12/1/2014	3818-91	Accounts Payable
1/1/2015	3904-186	Accounts Payable
1/1/2015	3904-198	Accounts Payable
1/1/2015	3904-210	Accounts Payable
1/1/2015	3904-222	Accounts Payable

Parkway Village, LLC-M12011406-Dec 14 CAM Fees 1519 NE F Sr GP PY1  
 Parkway Village, LLC-M12011406D-Dec 14 CAM Fees 1569 NE F St GP P  
 Parkway Village, LLC-M01021504A-Jan 15 Rent 1519 NE F St Annex GP P  
 Parkway Village, LLC-M01021504B-Jan 15 Rent 1569 NE F St Adult GP P  
 Parkway Village, LLC-M01021504C-Jan 15 CAM Fees 1519 NE F ST GP P  
 Parkway Village, LLC-M01021504D-Jan 15 CAM Fees 1569 NE F St GP PY

*Account Subtotals*

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*Account Ending Balance*

**01-102-40016-10-00-0000**

**Account: 01-102-40016-10-00-0000 (Utilities)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3065-48	Accounts Payable
7/11/2014	3143-9	Accounts Payable
7/14/2014	3145-9	Accounts Payable
7/31/2014	3298-21	Accounts Payable
7/31/2014	3299-33	Accounts Payable
7/31/2014	3300-9	Accounts Payable
8/12/2014	3347-59	Accounts Payable
8/14/2014	3347-36	Accounts Payable
8/31/2014	3403-37	Accounts Payable
8/31/2014	3442-33	Accounts Payable
8/31/2014	3533-35	Accounts Payable
9/11/2014	3533-58	Accounts Payable
9/14/2014	3533-79	Accounts Payable
9/30/2014	3553-9	Accounts Payable
9/30/2014	3569-45	Accounts Payable
9/30/2014	3626-13	Accounts Payable
9/30/2014	3626-120	Accounts Payable
10/10/2014	3639-81	Accounts Payable
10/31/2014	3843-9	Accounts Payable
10/31/2014	3759-47	Accounts Payable
10/31/2014	3759-109	Accounts Payable
11/7/2014	3800-238	Accounts Payable
11/30/2014	3843-41	Accounts Payable
11/30/2014	3850-259	Accounts Payable
11/30/2014	3866-11	Accounts Payable

S.O.S. Alarm, Inc.-Q422505-Qtr Alarm July-Sept 1569 NE F Adult PY14-7/1  
 Medford Water Commis-M07251402-July 14 Acct#1472307/Bartlett PY14-7  
 City of Medford-M07291401B-July 14 313 E. Eighth St. Bartlett Building-7/  
 Pacific Power-M08201401C-July 14 Acct# 0101/313 E 8th St/Bartlett PY14-  
 Avista Utilities-M08211402C-July 14 Acct#010146361/Bartlett PY14-8/4/20  
 Rogue Disposal and R-313 E 8th St-024-July 14 Cust#05-0133364-5/Taylor  
 Medford Water Commis-M08271401-Aug 14 Acct#1472307/Bartlett PY14-8  
 City of Medford-M08291402-Aug 14 313 E. Eighth St. Bartlett Building PY1  
 Rogue Disposal and R-M09121402-Aug 14 Cust#05-0133364-5/Taylor PY14  
 Pacific Power-M09191402-Aug 14 Acct# 0101/313 E 8th St/Bartlett PY14-9  
 Avista Utilities-M09231401-Aug 14 Acct#010146361/Bartlett PY14-9/4/201  
 Medford Water Commis-M09291403-Sept 14 Acct#1472307/Bartlett PY14-9  
 City of Medford-M09301402-Sept 14 313 E. Eighth St. Bartlett Building PY  
 City of Medford-22211-12366-Thru June 2015 Bartlett PY14-9/22/2014  
 Rogue Disposal and R-M10141401-Sept 14 Cust#05-0133364-5/Taylor PY1  
 Pacific Power-M10201402A-Sept 14 Acct# 0101/313 E 8th St/Bartlett PY14-  
 Avista Utilities-M10231401-Sept 14 Acct#010146361/Bartlett PY14-10/3/20  
 Medford Water Commis-M10281401-Oct 14 Acct#1472307/Bartlett PY14-1  
 Rogue Disposal and R-M11131401-Oct 14 Cust#05-0133364-5/Taylor PY14-  
 Avista Utilities-M11121402C-Oct 14 Acct#010146361/Bartlett PY14-11/3/2  
 Pacific Power-M11201403C-Oct 14 Acct# 0101/313 E 8th St/Bartlett PY14-1  
 Medford Water Commis-M11251401-Nov 14 Acct#1472307/Bartlett PY14-1  
 Rogue Disposal and R-M12121401-Nov 14 Cust#05-0133364-5/Taylor PY14-  
 Avista Utilities-M12231402C-Nov 14 Acct#010146361/Bartlett PY14-12/4/20  
 Pacific Power-M12221401C-Nov 14 Acct# 0101/313 E 8th St/Bartlett PY14

12/9/2014	3886-11	Accounts Payable
12/30/2014	3928-134	Accounts Payable
12/31/2014	3953-193	Accounts Payable
12/31/2014	3953-240	Accounts Payable

Medford Water Commis-M12231403-Dec 14 Acct#1472307/Bartlett PY14-1  
 Rogue Disposal and R-M01141502-Dec 14 Cust#05-0133364-5/Taylor PY14-1  
 Pacific Power-M01221503C-Dec 14 Acct# 0101/313 E 8th St/Bartlett PY14-1  
 Avista Utilities-M01221502C-Dec 14 Acct#010146361/Bartlett PY14-1/6/20  
*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40016-20-00-0000**

**Account: 01-102-40016-20-00-0000 (Utilities)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3065-32	Accounts Payable
7/1/2014	3065-94	Accounts Payable
7/31/2014	3298-40	Accounts Payable
7/31/2014	3298-5	Accounts Payable
7/31/2014	3301-5	Accounts Payable
7/31/2014	3299-5	Accounts Payable
7/31/2014	3299-17	Accounts Payable
7/31/2014	3322-5	Accounts Payable
7/31/2014	3322-17	Accounts Payable
7/31/2014	3322-29	Accounts Payable
7/31/2014	3322-41	Accounts Payable
8/31/2014	3428-7	Accounts Payable
8/31/2014	3442-5	Accounts Payable
8/31/2014	3442-17	Accounts Payable
8/31/2014	3465-5	Accounts Payable
8/31/2014	3465-17	Accounts Payable
8/31/2014	3465-29	Accounts Payable
8/31/2014	3465-41	Accounts Payable
8/31/2014	3465-53	Accounts Payable
8/31/2014	3465-65	Accounts Payable
8/31/2014	3533-7	Accounts Payable
8/31/2014	3533-19	Accounts Payable
9/30/2014	3626-118	Accounts Payable
9/30/2014	3626-32	Accounts Payable
9/30/2014	3626-44	Accounts Payable
9/30/2014	3626-80	Accounts Payable
9/30/2014	3626-96	Accounts Payable

S.O.S. Alarm, Inc.-Q422505-Qtr July-Sept 14, Alarm 1519 NE F St GP PY14  
 S.O.S. Alarm, Inc.-Q422505-Qtr July-Sept Alarm 1519 NE F GP Annex PY14-1  
 Pacific Power-M08201401A-July 14 1519 NE F YTH PY14-8/6/2014  
 Pacific Power-M08201401B-July 14 1569 NE F ST/GPO ADULT PY14-8/6/  
 Republic Services #4-M08181402-July 14 1519 NE F Adult PY14-7/31/201  
 Avista Utilities-M08211402A-July 14 Acct#290130975/1519 NE F Street/Ytl  
 Avista Utilities-M08211402B-July 14 Acct#530130975/1569 NE F Street/Ac  
 Parkway Village-37417-July 14 1519 NE F St Water/Sewer/City Fees PY14-1  
 Parkway Village-37417-July 14 1569 NE F St Water/Sewer/City Fees PY14-1  
 Parkway Village-37417-July 14 1569 NE F Dumpster/Trash GP Adult PY14-1  
 Parkway Village-37417-July 14 1519 NE F St Dumpster/Trash GP Annex PY  
 Republic Services #4-M09181401-Aug 14 1569 NE F recycling Service Adt  
 Pacific Power-M09191402-Aug 14 1519 NE F YTH PY14-9/5/2014  
 Pacific Power-M09191402-Aug 14 1569 NE F ST/GPO ADULT PY14-9/5/2  
 Parkway Village-37428-Aug 14 1519 NE F Jail Bed Fee PY14-9/1/2014  
 Parkway Village-37428-Aug 14 1569 NE F Jail bed fee GP PY14-9/1/2014  
 Parkway Village-37428-Aug 14 1519 NE F St Water/Sewer/City Fees PY14-9/  
 Parkway Village-37428-Aug 14 1569 NE F St Water/Sewer/City Fees PY14-1  
 Parkway Village-37428-Aug 14 1569 NE F St Dumpster/Trash GP Adult PY  
 Parkway Village-37428-Aug 14 1519 NE F St Dumpster/Trash GP Annex PY  
 Avista Utilities-M09231401-Aug 14 Acct#290130975/1519 NE F Street/Yth  
 Avista Utilities-M09231401-Aug 14 Acct#530130975/1569 NE F Street/Adu  
 Republic Services #4-M10161401-Sept 14 1569 NE F recycling Service Ad  
 Pacific Power-M10201402B-Sept 14 1519 NE F YTH PY14-10/6/2014  
 Pacific Power-M10201402C-Sept 14 1569 NE F ST/GPO ADULT PY14-10  
 Avista Utilities-M10231401-Sept 14 #290130975/1519 NE F Street/Yth Am  
 Avista Utilities-M10231401-Sept 14 #530130975/1569 NE F Street/Adult F

9/30/2014	3618-42	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F St Water/Sewer/City Fees PY14-1
9/30/2014	3618-66	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F St Water/Sewer/City Fees PY14-
9/30/2014	3618-90	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F St Dumpster/Trash GP Adult PY1
9/30/2014	3618-109	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F St Dumpster/Trash GP Annex PY
9/30/2014	3618-121	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F Jail Bed Fee GP PY14-10/1/2014
9/30/2014	3618-133	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F Jail Bed Fee GP PY14-10/1/2014
10/1/2014	3569-5	Accounts Payable	S.O.S. Alarm, Inc.-M10091402A-Oct-Dec 14 1519 NE F Fire Alarm Quarter
10/1/2014	3569-17	Accounts Payable	S.O.S. Alarm, Inc.-M10091402B-Oct-Dec 14 1569 NE F Alarm Quartely Bil
10/1/2014	3569-29	Accounts Payable	S.O.S. Alarm, Inc.-M10091402C-Oct-Dec 14 1519 NE F Alarm Quarterly bill
10/31/2014	3759-19	Accounts Payable	Avista Utilities-M11121401A-Oct 14 Acct#290130975/1519 NE F Street/Yth
10/31/2014	3759-31	Accounts Payable	Avista Utilities-M11121402B-Oct 14 #530130975/1569 NE F Street/Adult P'
10/31/2014	3800-97	Accounts Payable	Republic Services #4-M11181401-Oct-May 15 1569 NE F recycling Service
10/31/2014	3759-72	Accounts Payable	Pacific Power-M11201403-Oct 14 1519 NE F YTH PY14-11/4/2014
10/31/2014	3759-93	Accounts Payable	Pacific Power-M11201403C-Oct 14 1569 NE F ST/GPO ADULT PY14-11/4/2014
10/31/2014	3965-5	Accounts Payable	Parkway Village-27448-Oct 14 1519 NE F Jail Bed Fee GP PY14-11/1/2014
10/31/2014	3965-41	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F Jail Bed Fee GP PY14-11/1/2014
10/31/2014	3965-77	Accounts Payable	Parkway Village-37448-Oct 14 1519 NE F St Dumpster/Trash GP Annex PY
10/31/2014	3965-113	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F St Dumpster/Trash GP Adult PY1
10/31/2014	3965-149	Accounts Payable	Parkway Village-37448-Oct 14 1519 NE F St Water/Sewer/City Fees PY14-1
10/31/2014	3965-185	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F St Water/Sewer/City Fees PY14-1
11/30/2014	3850-211	Accounts Payable	Avista Utilities-M12231402A-Nov 14 Acct#290130975/1519 NE F Street/Yth
11/30/2014	3850-235	Accounts Payable	Avista Utilities-M12231402B-Nov 14 #530130975/1569 NE F Street/Adult P
11/30/2014	3866-30	Accounts Payable	Pacific Power-M12221401A-Nov 14 1519 NE F YTH PY14-12/8/2014
11/30/2014	3866-42	Accounts Payable	Pacific Power-M12221401B-Nov 14 Aug 13 1569 NE F ST/GPO ADULT P
11/30/2014	3965-17	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F Jail Bed Fee GP PY14-12/1/2014
11/30/2014	3965-53	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F Jail Bed Fee GP PY14-12/1/2014
11/30/2014	3965-89	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F St Dumpster/Trash GP Annex PY
11/30/2014	3965-125	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F St Dumpster/Trash GP Adult PY
11/30/2014	3965-161	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F St Water/Sewer/City Fees PY14-
11/30/2014	3965-197	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F St Water/Sewer/City Fees PY14-
12/31/2014	3953-165	Accounts Payable	Pacific Power-M01221503A-Dec 14 1519 NE F YTH PY14-1/8/2015
12/31/2014	3953-177	Accounts Payable	Pacific Power-M01221503B-Dec 14 1569 NE F ST/GPO ADULT PY14-1/8/2015
12/31/2014	3953-212	Accounts Payable	Avista Utilities-M01221502A-Dec 14 Acct#290130975/1519 NE F Street/Yth
12/31/2014	3953-224	Accounts Payable	Avista Utilities-M01221502B-Dec 14 #530130975/1569 NE F Street/Adult F
12/31/2014	3965-29	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F Jail Bed Fee GP PY14-1/1/2015
12/31/2014	3965-65	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F Jail Bed Fee GP PY14-1/1/2015
12/31/2014	3965-101	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F St Dumpster/Trash GP Annex PY
12/31/2014	3965-137	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F St Dumpster/Trash GP Adult PY
12/31/2014	3965-173	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F St Water/Sewer/City Fees PY14-
12/31/2014	3965-209	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F St Water/Sewer/City Fees PY14-
1/1/2015	3928-55	Accounts Payable	S.O.S. Alarm, Inc.-Q445010A-Jan - Mar 15 1519 NE F Fire Alarm Quarterly
1/1/2015	3928-21	Accounts Payable	S.O.S. Alarm, Inc.-Q445010B-Jan - Mar 15 1569 NE F Alarm Quartely Billin
1/1/2015	3928-39	Accounts Payable	S.O.S. Alarm, Inc.-Q445010C-Jan - Mar 15 1519 NE F Alarm Quarterly bill

Account Subtotals

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Account Net Change

6/30/2015

Account Ending Balance

**01-102-40016-20-00-9991**

**Account: 01-102-40016-20-00-9991 (Utilities)**

7/1/2014

Account Beginning Balance

7/1/2014	3065-37	Accounts Payable	S.O.S. Alarm, Inc.-Q422505-Qtr July-Sept 14, Alarm 1519 NE F St GP PY14
7/1/2014	3065-109	Accounts Payable	S.O.S. Alarm, Inc.-Q422505-Qtr July-Sept Alarm 1519 NE F GP Annex PY14
7/31/2014	3298-45	Accounts Payable	Pacific Power-M08201401A-July 14 1519 NE F YTH PY14-8/6/2014
7/31/2014	3298-10	Accounts Payable	Pacific Power-M08201401B-July 14 1569 NE F ST/GPO ADULT PY14-8/6/2014
7/31/2014	3301-10	Accounts Payable	Republic Services #4-M08181402-July 14 1519 NE F Adult PY14-7/31/2014
7/31/2014	3299-10	Accounts Payable	Avista Utilities-M08211402A-July 14 Acct#290130975/1519 NE F Street/Yth
7/31/2014	3299-22	Accounts Payable	Avista Utilities-M08211402B-July 14 Acct#530130975/1569 NE F Street/Adult
7/31/2014	3322-10	Accounts Payable	Parkway Village-37417-July 14 1519 NE F St Water/Sewer/City Fees PY14-8/6/2014
7/31/2014	3322-22	Accounts Payable	Parkway Village-37417-July 14 1569 NE F St Water/Sewer/City Fees PY14-8/6/2014
7/31/2014	3322-34	Accounts Payable	Parkway Village-37417-July 14 1569 NE F Dumpster/Trash GP Adult PY14-8/6/2014
7/31/2014	3322-46	Accounts Payable	Parkway Village-37417-July 14 1519 NE F St Dumpster/Trash GP Annex PY14-8/6/2014
8/31/2014	3428-12	Accounts Payable	Republic Services #4-M09181401-Aug 14 1569 NE F recycling Service Adult
8/31/2014	3442-10	Accounts Payable	Pacific Power-M09191402-Aug 14 1519 NE F YTH PY14-9/5/2014
8/31/2014	3442-22	Accounts Payable	Pacific Power-M09191402-Aug 14 1569 NE F ST/GPO ADULT PY14-9/5/2014
8/31/2014	3465-10	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F Jail Bed Fee PY14-9/1/2014
8/31/2014	3465-22	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F Jail bed fee GP PY14-9/1/2014
8/31/2014	3465-34	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F St Water/Sewer/City Fees PY14-9/1/2014
8/31/2014	3465-46	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F St Water/Sewer/City Fees PY14-9/1/2014
8/31/2014	3465-58	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F St Dumpster/Trash GP Adult PY14-9/1/2014
8/31/2014	3465-70	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F St Dumpster/Trash GP Annex PY14-9/1/2014
8/31/2014	3533-12	Accounts Payable	Avista Utilities-M09231401-Aug 14 Acct#290130975/1519 NE F Street/Yth
8/31/2014	3533-24	Accounts Payable	Avista Utilities-M09231401-Aug 14 Acct#530130975/1569 NE F Street/Adult
9/30/2014	3626-125	Accounts Payable	Republic Services #4-M10161401-Sept 14 1569 NE F recycling Service Adult
9/30/2014	3626-37	Accounts Payable	Pacific Power-M10201402B-Sept 14 1519 NE F YTH PY14-10/6/2014
9/30/2014	3626-49	Accounts Payable	Pacific Power-M10201402C-Sept 14 1569 NE F ST/GPO ADULT PY14-10/6/2014
9/30/2014	3626-85	Accounts Payable	Avista Utilities-M10231401-Sept 14 #290130975/1519 NE F Street/Yth Ann
9/30/2014	3626-101	Accounts Payable	Avista Utilities-M10231401-Sept 14 #530130975/1569 NE F Street/Adult F
9/30/2014	3618-52	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F St Water/Sewer/City Fees PY14-10/6/2014
9/30/2014	3618-76	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F St Water/Sewer/City Fees PY14-10/6/2014
9/30/2014	3618-100	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F St Dumpster/Trash GP Adult PY14-10/6/2014
9/30/2014	3618-114	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F St Dumpster/Trash GP Annex PY14-10/6/2014
9/30/2014	3618-126	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F Jail Bed Fee GP PY14-10/1/2014
9/30/2014	3618-138	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F Jail Bed Fee GP PY14-10/1/2014

10/1/2014	3569-10	Accounts Payable	S.O.S. Alarm, Inc.-M10091402A-Oct-Dec 14	1519 NE F Fire Alarm Quarter
10/1/2014	3569-22	Accounts Payable	S.O.S. Alarm, Inc.-M10091402B-Oct-Dec 14	1569 NE F Alarm Quartely Bil
10/1/2014	3569-34	Accounts Payable	S.O.S. Alarm, Inc.-M10091402C-Oct-Dec 14	1519 NE F Alarm Quarterly bill
10/31/2014	3759-24	Accounts Payable	Avista Utilities-M11121401A-Oct 14	Acct#290130975/1519 NE F Street/Yth
10/31/2014	3759-36	Accounts Payable	Avista Utilities-M11121402B-Oct 14	#530130975/1569 NE F Street/Adult P
10/31/2014	3800-102	Accounts Payable	Republic Services #4-M11181401-Oct-May 15	1569 NE F recycling Service
10/31/2014	3759-77	Accounts Payable	Pacific Power-M11201403-Oct 14	1519 NE F YTH PY14-11/4/2014
10/31/2014	3759-98	Accounts Payable	Pacific Power-M11201403C-Oct 14	1569 NE F ST/GPO ADULT PY14-11/
10/31/2014	3965-10	Accounts Payable	Parkway Village-27448-Oct 14	1519 NE F Jail Bed Fee GP PY14-11/1/2014
10/31/2014	3965-46	Accounts Payable	Parkway Village-37448-Oct 14	1569 NE F Jail Bed Fee GP PY14-11/1/2014
10/31/2014	3965-82	Accounts Payable	Parkway Village-37448-Oct 14	1519 NE F St Dumpster/Trash GP Annex PY
10/31/2014	3965-118	Accounts Payable	Parkway Village-37448-Oct 14	1569 NE F St Dumpster/Trash GP Adult PY1
10/31/2014	3965-154	Accounts Payable	Parkway Village-37448-Oct 14	1519 NE F St Water/Sewer/City Fees PY14-1
10/31/2014	3965-190	Accounts Payable	Parkway Village-37448-Oct 14	1569 NE F St Water/Sewer/City Fees PY14-1
11/30/2014	3850-221	Accounts Payable	Avista Utilities-M12231402A-Nov 14	Acct#290130975/1519 NE F Street/Yt
11/30/2014	3850-245	Accounts Payable	Avista Utilities-M12231402B-Nov 14	#530130975/1569 NE F Street/Adult P
11/30/2014	3866-35	Accounts Payable	Pacific Power-M12221401A-Nov 14	1519 NE F YTH PY14-12/8/2014
11/30/2014	3866-49	Accounts Payable	Pacific Power-M12221401B-Nov 14	Aug 13 1569 NE F ST/GPO ADULT P
11/30/2014	3965-22	Accounts Payable	Parkway Village-37458-Nov 14	1519 NE F Jail Bed Fee GP PY14-12/1/2014
11/30/2014	3965-58	Accounts Payable	Parkway Village-37458-Nov 14	1569 NE F Jail Bed Fee GP PY14-12/1/2014
11/30/2014	3965-94	Accounts Payable	Parkway Village-37458-Nov 14	1519 NE F St Dumpster/Trash GP Annex PY
11/30/2014	3965-130	Accounts Payable	Parkway Village-37458-Nov 14	1569 NE F St Dumpster/Trash GP Adult PY
11/30/2014	3965-166	Accounts Payable	Parkway Village-37458-Nov 14	1519 NE F St Water/Sewer/City Fees PY14-
11/30/2014	3965-202	Accounts Payable	Parkway Village-37458-Nov 14	1569 NE F St Water/Sewer/City Fees PY14-
12/31/2014	3953-170	Accounts Payable	Pacific Power-M01221503A-Dec 14	1519 NE F YTH PY14-1/8/2015
12/31/2014	3953-182	Accounts Payable	Pacific Power-M01221503B-Dec 14	1569 NE F ST/GPO ADULT PY14-1/8/
12/31/2014	3953-217	Accounts Payable	Avista Utilities-M01221502A-Dec 14	Acct#290130975/1519 NE F Street/Ytl
12/31/2014	3953-229	Accounts Payable	Avista Utilities-M01221502B-Dec 14	#530130975/1569 NE F Street/Adult I
12/31/2014	3965-34	Accounts Payable	Parkway Village-37469-Dec 14	1519 NE F Jail Bed Fee GP PY14-1/1/2015
12/31/2014	3965-70	Accounts Payable	Parkway Village-37469-Dec 14	1569 NE F Jail Bed Fee GP PY14-1/1/2015
12/31/2014	3965-106	Accounts Payable	Parkway Village-37469-Dec 14	1519 NE F St Dumpster/Trash GP Annex PY
12/31/2014	3965-142	Accounts Payable	Parkway Village-37469-Dec 14	1569 NE F St Dumpster/Trash GP Adult PY
12/31/2014	3965-178	Accounts Payable	Parkway Village-37469-Dec 14	1519 NE F St Water/Sewer/City Fees PY14-
12/31/2014	3965-214	Accounts Payable	Parkway Village-37469-Dec 14	1569 NE F St Water/Sewer/City Fees PY14-
1/1/2015	3928-60	Accounts Payable	S.O.S. Alarm, Inc.-Q445010A-Jan - Mar 15	1519 NE F Fire Alarm Quarterly
1/1/2015	3928-26	Accounts Payable	S.O.S. Alarm, Inc.-Q445010B-Jan - Mar 15	1569 NE F Alarm Quartely Billin
1/1/2015	3928-44	Accounts Payable	S.O.S. Alarm, Inc.-Q445010C-Jan - Mar 15	1519 NE F Alarm Quarterly bill

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**Account: 01-102-40017-00-00-0000 (Repairs and Maintenance)**

7/1/2014

*Account Beginning Balance*

8/29/2014 3431-25 Accounts Payable  
9/5/2014 3431-9 Accounts Payable  
9/10/2014 3547-31 Accounts Payable

Interior Office Conc-27064-Reconfigure cubicles E Main new tenents PY14-9  
Cascade Communicatio-19661-Terminate cable 36B to Patch panel Main St. 1  
Rogue Shred, LLC-M10171401-Sept 14 Document Destruction E Main St PY

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40017-00-00-9991**

**Account: 01-102-40017-00-00-9991 (Repairs and Maintenance)**

7/1/2014

*Account Beginning Balance*

8/29/2014 3431-29 Accounts Payable  
9/5/2014 3431-13 Accounts Payable  
9/10/2014 3547-35 Accounts Payable

Interior Office Conc-27064-Reconfigure cubicles E Main new tenents PY14-9  
Cascade Communicatio-19661-Terminate cable 36B to Patch panel Main St. 1  
Rogue Shred, LLC-M10171401-Sept 14 Document Destruction E Main St PY

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40017-10-00-0000**

**Account: 01-102-40017-10-00-0000 (Repairs and Maintenance)**

7/1/2014

*Account Beginning Balance*

7/1/2014 3157-9 Accounts Payable  
7/11/2014 3233-44 Accounts Payable  
8/4/2014 3348-55 Accounts Payable  
8/12/2014 3306-20 Accounts Payable  
8/19/2014 3432-9 Accounts Payable

Integrated Elevator -Inv Date: 7/14/14-Annual Maint/Safety Testing PY14-7/1  
Hardway Construction-10529-July 14 Misc tasks Bartlett PY14-7/13/2014  
Protec Security & Co-5195-Rewire elevator/pull station, replace horn/strobe -1  
Pacific Office Produ-8547-HP 4100 Printer Maint Kit Bartlett PY14-8/12/201  
Protec Security & Co-5221-Panic Button Test Bartlett PY14-9/5/2014

8/29/2014	3431-41	Accounts Payable	Interior Office Conc-27064-Removed 3 shelves,side panel Bartlett PY14-9/5/14
9/10/2014	3547-9	Accounts Payable	Rogue Shred, LLC-M10171401-Sept 14 Document Destruction 35 S Bartlett
9/22/2014	3688-21	Accounts Payable	Hardway Construction-10540-Sept tasks at Bartlett PY14-10/3/2014
9/25/2014	3550-47	Accounts Payable	Roto-Rooter Plumbing-144995-Srvc Wms Dwnstrs toilet Bartlett PY14-9/25/14
10/16/2014	3688-44	Accounts Payable	Hardway Construction-10543-Oct 14 tasks at Bartlett PY14-10/20/2014
10/16/2014	3688-67	Accounts Payable	Hardway Construction-10543-Oct 14 Materials purchased for Bartlett PY14-
10/20/2014	3725-422	Accounts Payable	Pro Electric, Inc.-1396-Labor replacing ballasts,lights Bartlett 5 hr ! 55-10/29/14
10/27/2014	3725-445	Accounts Payable	Pro Electric, Inc.-1396-Materials, ballasts, ER exit light, Bartlett PY14-10/29/14
12/15/2014	3895-40	Accounts Payable	Protec Security & Co-4996-Srvc Call to Bartlett Alarm lines-Phone lines-3/28/14

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40017-20-00-0000**

**Account: 01-102-40017-20-00-0000 (Repairs and Maintenance)**

7/1/2014

*Account Beginning Balance*

7/24/2014	3226-7	Accounts Payable	TouchPoint Networks-50214-Voicemail/phone system repair Labor GP PY14-
7/24/2014	3226-19	Accounts Payable	TouchPoint Networks-50214-Power Supply replaced for voice mail/phone sys
7/25/2014	3196-8	Accounts Payable	ACME Fire Fighting D-7869-8 yearly srvc @ 8.00 & 2 orings replaced @ 4.0
7/25/2014	3196-20	Accounts Payable	ACME Fire Fighting D-7869-2 Hydrotests @ 20.00 fire extinguishers GP-7/25/14
7/29/2014	3303-33	Accounts Payable	Hardway Construction-10535-July 14 Misc Moving GP PY14-8/13/2014
8/12/2014	3303-48	Accounts Payable	Southern Oregon Aspi-15553-July 14 Confidential Shredding PY14-8/12/2014
9/2/2014	3464-5	Accounts Payable	TouchPoint Networks-50486-Recpt phone not ringing, Service call GP PY14-
9/23/2014	3556-5	Accounts Payable	Comfort Control, Inc-33903-HVAC Qrtly Srvc 1519 NE F GP PY14-9/23/2014
9/25/2014	3556-17	Accounts Payable	Comfort Control, Inc-33924-HVAC Qrtly Srvc 1569 NE F GP PY14-9/25/2014
9/29/2014	3572-9	Accounts Payable	Comfort Control, Inc-33928-Ignition Control 1569 NE F St Adult GP PY14-9/29/14
10/23/2014	3725-26	Accounts Payable	ER Electric Service,-640-Lights replcd/reprd ER Fixture 1569 NE F Adult GF
10/27/2014	3681-55	Accounts Payable	Schermerhorn's Carpe-0731-1569 NE F St Carpet Cleaning GP PY14-10/27/14
12/3/2014	3843-145	Accounts Payable	Action Door-57874-Repair GP ADA Door NE F St. PY 14-12/3/2014
12/10/2014	3895-125	Accounts Payable	S.O.S. Alarm, Inc.-ST30171-Moved Horn and strobe, tested GP Annex PY14-
12/11/2014	3911-155	Accounts Payable	ER Electric Service,-867-Power added/projector annex, relocate outlet GP PY
1/9/2015	3963-98	Accounts Payable	Comfort Control, Inc-34168-HVAC Qrtly Srvc 1519 NE F Annex PY14-1/9/2015
1/9/2015	3963-110	Accounts Payable	Comfort Control, Inc-34169-HVAC Qrtly Srvc 1569 NE F Adult PY14-1/9/2015

*Account Subtotals*

6/30/2015

*Account Net Change*



6/30/2015

Account Ending Balance

**01-102-40017-20-00-9991**

**Account: 01-102-40017-20-00-9991 (Repairs and Maintenance)**

7/1/2014

Account Beginning Balance

7/24/2014	3226-12	Accounts Payable	TouchPoint Networks-50214-Voicemail/phone system repair Labor GP PY14-
7/24/2014	3226-24	Accounts Payable	TouchPoint Networks-50214-Power Supply replaced for voice mail/phone sys
7/25/2014	3196-13	Accounts Payable	ACME Fire Fighting D-7869-8 yearly srvc @ 8.00 & 2 orings replaced @ 4.0
7/25/2014	3196-25	Accounts Payable	ACME Fire Fighting D-7869-2 Hydrotests @ 20.00 fire extinguishers GP-7/2
7/29/2014	3303-41	Accounts Payable	Hardway Construction-10535-July 14 Misc Moving GP PY14-8/13/2014
8/12/2014	3303-53	Accounts Payable	Southern Oregon Aspi-15553-July 14 Confidential Shredding PY14-8/12/201
9/2/2014	3464-10	Accounts Payable	TouchPoint Networks-50486-Recpt phone not ringing, Service call GP PY14-
9/23/2014	3556-10	Accounts Payable	Comfort Control, Inc-33903-HVAC Qrtly Srvc 1519 NE F GP PY14-9/23/2
9/25/2014	3556-22	Accounts Payable	Comfort Control, Inc-33924-HVAC Qrtly Srvc 1569 NE F GP PY14-9/25/2
9/29/2014	3572-14	Accounts Payable	Comfort Control, Inc-33928-Ignition Control 1569 NE F St Adult GP PY14-9
10/23/2014	3725-41	Accounts Payable	ER Electric Service,-640-Lights replcd/reprd ER Fixture 1569 NE F Adult GP
10/27/2014	3681-65	Accounts Payable	Schermerhorn's Carpe-0731-1569 NE F St Carpet Cleaning GP PY14-10/27/2
12/3/2014	3843-150	Accounts Payable	Action Door-57874-Repair GP ADA Door NE F St. PY 14-12/3/2014
12/10/2014	3895-135	Accounts Payable	S.O.S. Alarm, Inc.-ST30171-Moved Horn and strobe, tested GP Annex PY14-
12/11/2014	3911-163	Accounts Payable	ER Electric Service,-867-Power added/projector annex, relocate outlet GP PY
1/9/2015	3963-103	Accounts Payable	Comfort Control, Inc-34168-HVAC Qrtly Srvc 1519 NE F Annex PY14-1/9/2
1/9/2015	3963-115	Accounts Payable	Comfort Control, Inc-34169-HVAC Qrtly Srvc 1569 NE F Adult PY14-1/9/2

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-40018-00-00-0000**

**Account: 01-102-40018-00-00-0000 (Phone and Data)**

7/1/2014

Account Beginning Balance

7/1/2014	3846-3	Journal Entry	Hunter Rcls from Prepaid
7/23/2014	3297-38	Accounts Payable	AT&T Mobility-M08181401C-July 14 541-601-6153/Brouwer, Amanda PY1
7/23/2014	3808-2	Journal Entry	Brouwer, Amanda RCLS 40018/10
7/31/2014	3297-26	Accounts Payable	AT&T Mobility-M08181401J-July 14 541-941-2353 PY14-7/25/2014
8/1/2014	3183-9	Accounts Payable	Hunter Communication-205-Aug 14 E Main St Phone/Internet PY14-7/15/20

8/25/2014	3433-8	Accounts Payable	AT&T Mobility-M09181402C-Aug 14 541-601-6153/Brouwer, Amanda PY1
8/25/2014	3433-30	Accounts Payable	AT&T Mobility-M09181402J-Aug 14 541-941-2353 PY14-9/8/2014
8/25/2014	3808-8	Journal Entry	Brouwer, Amanda RCLS 40018/10
9/1/2014	3349-9	Accounts Payable	Hunter Communication-205-Sept 14 E Main St Phone/Internet PY14-8/15/20
9/25/2014	3583-5	Accounts Payable	AT&T Mobility-M10171402C-Sept 14 541-601-6153/Brouwer, Amanda PY
9/25/2014	3583-27	Accounts Payable	AT&T Mobility-m10171402J-Sept 14 541-941-2353 PY14 CANCELLED PF
9/25/2014	3808-14	Journal Entry	Brouwer, Amanda RCLS 40018/10
10/1/2014	3473-26	Accounts Payable	Hunter Communication-M09291401B-Oct 14 E Main St Phone/Internet PY14
10/25/2014	3725-249	Accounts Payable	AT&T Mobility-M11191401C-Oct 14 541-601-6153/Brouwer, Amanda PY14
10/25/2014	3808-20	Journal Entry	Brouwer, Amanda RCLS 40018/10
11/1/2014	3639-37	Accounts Payable	Hunter Communication-M103311401B-Nov 14 E Main St Phone/Internet PY
12/1/2014	3800-229	Accounts Payable	Hunter Communication-M11281401B-Dec 14 E Main St Phone/Internet PY1
1/1/2015	3904-68	Accounts Payable	Hunter Communication-M01021501B-Jan 15 Main St Phone/Internet PY14-1

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40018-00-00-9991**

**Account: 01-102-40018-00-00-9991 (Phone and Data)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3846-4	Journal Entry	Hunter Rcls from Prepaid
7/31/2014	3297-13	Accounts Payable	AT&T Mobility-M08181401F-July 14 541-646-1149/GPO PY 14 / Heindsm
8/1/2014	3183-13	Accounts Payable	Hunter Communication-205-Aug 14 E Main St Phone/Internet PY14-7/15/20
8/25/2014	3433-17	Accounts Payable	AT&T Mobility-<09181402F-Aug 14 541-646-1149/GPO PY 14 / Heindsm
9/1/2014	3349-13	Accounts Payable	Hunter Communication-205-Sept 14 E Main St Phone/Internet PY14-8/15/20
9/25/2014	3583-14	Accounts Payable	AT&T Mobility-M10171402F-Sept 14 541-646-1149/GPO PY 14 / Heindsm
10/1/2014	3473-30	Accounts Payable	Hunter Communication-M09291401B-Oct 14 E Main St Phone/Internet PY14
10/25/2014	3725-258	Accounts Payable	AT&T Mobility-M11191401F-Oct 14 541-646-1149/GPO PY 14 / Heindsm
11/1/2014	3639-41	Accounts Payable	Hunter Communication-M103311401B-Nov 14 E Main St Phone/Internet PY
11/10/2014	3759-64	Accounts Payable	Allison, Tamara-M1121401-Reimb Cell Phone July, Aug, Sept, Oct 2014-11
11/25/2014	3850-323	Accounts Payable	AT&T Mobility-M12181401F-Nov 14 541-646-1149/GPO PY 14 / Heindsm
12/1/2014	3800-237	Accounts Payable	Hunter Communication-M11281401B-Dec 14 E Main St Phone/Internet PY1
12/25/2014	3943-17	Accounts Payable	AT&T Mobility-M01161501F-Dec 14 541-646-1149/GPO PY 14 / Heindsm
1/1/2015	3904-75	Accounts Payable	Hunter Communication-M01021501B-Jan 15 Main St Phone/Internet PY14-1

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

Account Ending Balance

**01-102-40018-10-00-0000**

**Account: 01-102-40018-10-00-0000 (Phone and Data)**

7/1/2014

Account Beginning Balance

7/1/2014	3065-81	Accounts Payable
7/1/2014	3846-18	Journal Entry
7/23/2014	3808-1	Journal Entry
8/1/2014	3183-25	Accounts Payable
8/1/2014	3233-14	Accounts Payable
8/25/2014	3808-7	Journal Entry
9/1/2014	3349-25	Accounts Payable
9/1/2014	3390-12	Accounts Payable
9/25/2014	3808-13	Journal Entry
10/1/2014	3473-42	Accounts Payable
10/1/2014	3553-32	Accounts Payable
10/25/2014	3808-19	Journal Entry
11/1/2014	3639-53	Accounts Payable
11/1/2014	3725-21	Accounts Payable
11/25/2014	3850-312	Accounts Payable
12/1/2014	3800-261	Accounts Payable
12/1/2014	3843-89	Accounts Payable
12/25/2014	3943-8	Accounts Payable
12/31/2014	3953-74	Accounts Payable
1/1/2015	3904-95	Accounts Payable
1/1/2015	3915-16	Accounts Payable

Answer Page, Inc.-015707012014-July 14 Monthly Elevator Monitoring Acct
Hunter Rcls from Prepaid
AT&T Mobility-M08181401C-July 14 541-601-6153/Brouwer, Amanda PY1
Hunter Communication-205-Aug 14 Bartlett Phone/Internet PY14-7/15/2014
Answer Page, Inc.-015708012014-Aug 14 Monthly Elevator Monitoring Acct
AT&T Mobility-M09181402C-Aug 14 541-601-6153/Brouwer, Amanda PY1
Hunter Communication-205-Sept 14 Bartlett /Phone/Internet PY14-8/15/2014
Answer Page, Inc.-M09121401-Sept14 Mo Elevator Monitoring Acct# 01623
AT&T Mobility-M10171402C-Sept 14 541-601-6153/Brouwer, Amanda PY
Hunter Communication-M09291401C-Oct 14 Bartlett Phone/Internet PY14-9
Answer Page, Inc.-M10101401-Oct 14Monthly Elevator Monitoring Acct# 01
AT&T Mobility-M11191401C-Oct 14 541-601-6153/Brouwer, Amanda PY1
Hunter Communication-M10311401C-Nov 14 Bartlett Phone/Internet PY14-
Answer Page, Inc.-M11141401-Nov 14 Monthly Elevator Monitoring Acct#0
AT&T Mobility-M12181401C-Nov 14 541-601-6153/Brouwer, Amanda PY
Hunter Communication-M11281401C-Dec 14 Bartlett Phone/Internet PY14-1
Answer Page, Inc.-M12121402-Dec 14Monthly Elevator Monitoring Acct# 0
AT&T Mobility-M01161501C-Dec 14 541-601-6153/Brouwer, Amanda PY1
Stratton, Sherri-M01121501-Reimb.Cell phone June/July - Oct/Nov 2014-12/
Hunter Communication-M01021501C-Jan 15 Bartlett Phone/Internet PY14-1
Answer Page, Inc.-M01141501-Jan 15 Monthly Elevator Monitoring Acct# 0

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-40018-20-00-0000**

**Account: 01-102-40018-20-00-0000 (Phone and Data)**

7/1/2014

Account Beginning Balance

7/1/2014	3846-47	Journal Entry
7/2/2014	3116-17	Accounts Payable
7/2/2014	3116-5	Accounts Payable
7/31/2014	3297-10	Accounts Payable
7/31/2014	3297-17	Accounts Payable
8/1/2014	3183-49	Accounts Payable
8/25/2014	3433-14	Accounts Payable
8/25/2014	3433-21	Accounts Payable
8/30/2014	3303-5	Accounts Payable
8/30/2014	3303-17	Accounts Payable
9/1/2014	3349-49	Accounts Payable
9/1/2014	3534-5	Accounts Payable
9/1/2014	3534-17	Accounts Payable
9/25/2014	3583-11	Accounts Payable
9/25/2014	3583-18	Accounts Payable
9/30/2014	3626-56	Accounts Payable
9/30/2014	3626-68	Accounts Payable
10/1/2014	3473-10	Accounts Payable
10/25/2014	3725-255	Accounts Payable
10/25/2014	3725-262	Accounts Payable
10/31/2014	3759-128	Accounts Payable
10/31/2014	3759-140	Accounts Payable
11/1/2014	3639-21	Accounts Payable
11/25/2014	3850-318	Accounts Payable
11/25/2014	3850-327	Accounts Payable
12/1/2014	3800-209	Accounts Payable
12/1/2014	3850-285	Accounts Payable
12/1/2014	3850-297	Accounts Payable
12/25/2014	3943-14	Accounts Payable
12/25/2014	3943-21	Accounts Payable
1/1/2015	3904-44	Accounts Payable
1/1/2015	3963-6	Accounts Payable
1/1/2015	3963-38	Accounts Payable

Hunter Rcls from Prepaid

Integra Telecom, Inc-12140170-July 14 Acct# 737974/1519 NE Alarms/Yout

Integra Telecom, Inc-12140170-July 14 Acct# 737974/1569 NE F/GPO Adult

AT&T Mobility-M08181401E-July 14 541-621-9143/YOUTH PY 14 / Ande

AT&T Mobility-M08181401F-July 14 541-646-1149/GPO PY 14 / Heindsm

Hunter Communication-205-Aug 14 Grants Pass Internet PY14-7/15/2014

AT&T Mobility-M09181402E-Aug 14 541-621-9143/YOUTH PY 14 / Ande

AT&T Mobility-<09181402F-Aug 14 541-646-1149/GPO PY 14 / Heindsm

Integra Telecom, Inc-12226069-Aug 14 Acct# 737974/1569 NE F/GPO Adul

Integra Telecom, Inc-12226069-Aug 14 Acct# 737974/1519 NE Alarms/You

Hunter Communication-205-Sept 14 Grants Pass Internet PY14-8/15/2014

Integra Telecom, Inc-M09181401-Sept 14 Acct# 737974/1569 NE F/GPO Ac

Integra Telecom, Inc-M09191401-Sept 14 Acct# 737974/1519 NE Alarms/Yc

AT&T Mobility-M10171402E-Sept 14 541-621-9143/YOUTH PY 14 / Ande

AT&T Mobility-M10171402F-Sept 14 541-646-1149/GPO PY 14 / Heindsm

Integra Telecom, Inc-m10211401a-Oct 14 Acct# 737974/1569 NE F/GPO Ac

Integra Telecom, Inc-M10211401-Oct 14 Acct# 737974/1519 NE Alarms/Yc

Hunter Communication-M09291401A-Oct 14 Grants Pass Internet PY14-9/15

AT&T Mobility-M11191401E-Oct 14 541-621-9143/YOUTH PY 14 / Ande

AT&T Mobility-M11191401F-Oct 14 541-646-1149/GPO PY 14 / Heindsm

Integra Telecom, Inc-M11201402A-Nov 14Acct# 737974/1569 NE F/GPO A

Integra Telecom, Inc-M11201402A-Nov 14 Acct# 737974/1519 NE Alarms/Y

Hunter Communication-M10311401A-Nov 14 GP Internet PY14-10/15/2014

AT&T Mobility-M12181401E-Nov 14 541-621-9143/YOUTH PY 14 / Ande

AT&T Mobility-M12181401F-Nov 14 541-646-1149/GPO PY 14 / Heindsm

Hunter Communication-M11281401A-Dec 14 GP Internet PY14-11/15/2014

Integra Telecom, Inc-M12191401A-Dec 14 Acct# 737974/1569 NE F/GPO A

Integra Telecom, Inc-M12191401B-Dec 14 Acct# 737974/1519 NE Alarms/Y

AT&T Mobility-M01161501E-Dec 14 541-621-9143/YOUTH PY 14 / Ande

AT&T Mobility-M01161501F-Dec 14 541-646-1149/GPO PY 14 / Heindsm:

Hunter Communication-M01021501A-Jan 15 GP Internet PY14-12/15/2014

Integra Telecom, Inc-M01211501A-Jan 15 Acct# 737974/1519 NE Alarms/Y

Integra Telecom, Inc-M01211501B-Jan 15 Acct# 737974/1569 NE F/GPO A

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40018-20-00-9991**

**Account: 01-102-40018-20-00-9991 (Phone and Data)**

7/1/2014

Account Beginning Balance

7/1/2014	3846-48	Journal Entry	Hunter Rcls from Prepaid
7/2/2014	3116-22	Accounts Payable	Integra Telecom, Inc-12140170-July 14 Acct# 737974/1519 NE Alarms/Yout
7/2/2014	3116-10	Accounts Payable	Integra Telecom, Inc-12140170-July 14 Acct# 737974/1569 NE F/GPO Adult
8/1/2014	3183-54	Accounts Payable	Hunter Communication-205-Aug 14 Grants Pass Internet PY14-7/15/2014
8/30/2014	3303-10	Accounts Payable	Integra Telecom, Inc-12226069-Aug 14 Acct# 737974/1569 NE F/GPO Adul
8/30/2014	3303-22	Accounts Payable	Integra Telecom, Inc-12226069-Aug 14 Acct# 737974/1519 NE Alarms/You
9/1/2014	3349-54	Accounts Payable	Hunter Communication-205-Sept 14 Grants Pass Internet PY14-8/15/2014
9/1/2014	3534-10	Accounts Payable	Integra Telecom, Inc-M09181401-Sept 14 Acct# 737974/1569 NE F/GPO Ac
9/1/2014	3534-22	Accounts Payable	Integra Telecom, Inc-M09191401-Sept 14 Acct# 737974/1519 NE Alarms/Yc
9/30/2014	3626-61	Accounts Payable	Integra Telecom, Inc-m10211401a-Oct 14 Acct# 737974/1569 NE F/GPO Ac
9/30/2014	3626-73	Accounts Payable	Integra Telecom, Inc-M10211401-Oct 14 Acct# 737974/1519 NE Alarms/Yc
10/1/2014	3473-15	Accounts Payable	Hunter Communication-M09291401A-Oct 14 Grants Pass Internet PY14-9/15
10/31/2014	3759-133	Accounts Payable	Integra Telecom, Inc-M11201402A-Nov 14Acct# 737974/1569 NE F/GPO A
10/31/2014	3759-145	Accounts Payable	Integra Telecom, Inc-M11201402A-Nov 14 Acct# 737974/1519 NE Alarms/Y
11/1/2014	3639-26	Accounts Payable	Hunter Communication-M10311401A-Nov 14 GP Internet PY14-10/15/2014
12/1/2014	3800-214	Accounts Payable	Hunter Communication-M11281401A-Dec 14 GP Internet PY14-11/15/2014
12/1/2014	3850-290	Accounts Payable	Integra Telecom, Inc-M12191401A-Dec 14 Acct# 737974/1569 NE F/GPO /
12/1/2014	3850-302	Accounts Payable	Integra Telecom, Inc-M12191401B-Dec 14 Acct# 737974/1519 NE Alarms/Y
1/1/2015	3904-51	Accounts Payable	Hunter Communication-M01021501A-Jan 15 GP Internet PY14-12/15/2014
1/1/2015	3963-12	Accounts Payable	Integra Telecom, Inc-M01211501A-Jan 15 Acct# 737974/1519 NE Alarms/Y
1/1/2015	3963-49	Accounts Payable	Integra Telecom, Inc-M01211501B-Jan 15 Acct# 737974/1569 NE F/GPO A

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-40019-10-00-0000**

**Account: 01-102-40019-10-00-0000 (Furnishings and Equipment)**

7/1/2014

Account Beginning Balance

10/23/2014	3688-92	Accounts Payable	Zones, Inc.-S38804790101-15 Thinkpads Lenovo for NCRC skills PY14-10/2
11/5/2014	3835-150	Accounts Payable	US Bank-M12011403X-StarCase LapTop Storage for 8 computers-11/5/2014
11/14/2014	3980-11	Accounts Payable	US Bank-M12311401S-Star Case Shipping-12/5/2014

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-40019-20-00-0000**

**Account: 01-102-40019-20-00-0000 (Non Capitalized Furnishings and Equipment)**

7/1/2014

Account Beginning Balance

10/2/2014 3574-88 Accounts Payable

Zones, Inc.-S38415380101-Ergotrom adjustable work station OFFSET GP PY1

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-40020-00-00-0000**

**Account: 01-102-40020-00-00-0000 (Software and Support)**

7/1/2014

Account Beginning Balance

7/1/2014 3115-10 Accounts Payable  
7/7/2014 3146-29 Accounts Payable  
8/1/2014 3462-10 Accounts Payable  
8/7/2014 3256-40 Accounts Payable  
8/21/2014 3434-33 Accounts Payable  
9/2/2014 3709-45 Journal Entry  
9/12/2014 3619-4 Accounts Payable  
9/12/2014 3709-46 Journal Entry  
12/18/2014 3887-3 Accounts Payable  
1/4/2015 3928-195 Accounts Payable  
1/16/2015 3975-10 Accounts Payable

Zones, Inc.-S37113390101-Antivirus renewal TJC All-7/1/2014  
US Bank-M09311401F-GoDaddy Domain renewal Jobcouncil.org PY14-7/7/  
Rogue Shred, LLC-M09041401-Document Destruction E Main St-8/22/2014  
Cybercenter Retail C-08071401-EVGA GeForce GT610 card S Durbin dual n  
Office Depot Credit -725558973001-Hard Drives TJC All PY14-8/21/2014  
Distr 9992-Ref AP JE 3384 Cybercenter Retail  
CDW Government, Inc.-PM75152-Ghost Sol Site 2.5 WIN STD 250+U-9/18/  
Distr 9992-Ref AP JE 3619 CDW Government  
Cybercenter Retail C-12181406-138 Memory Upgrades PY14-12/18/2014  
Barracuda Networks, -1142039 (RBM-RB)-Cloud Storage 12 mo 1/4/15 - 1/3  
Project A Inc.-01161503-Job Council Hosting Fee-1/16/2015

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-40020-00-00-9991**

**Account: 01-102-40020-00-00-9991 (Software and Support)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3115-14	Accounts Payable	Zones, Inc.-S37113390101-Antivirus renewal TJC All-7/1/2014
7/7/2014	3146-33	Accounts Payable	US Bank-M09311401F-GoDaddy Domain renewal Jobcouncil.org PY14-7/7/
8/1/2014	3462-14	Accounts Payable	Rogue Shred, LLC-M09041401-Document Destruction E Main St-8/22/2014
8/7/2014	3256-44	Accounts Payable	Cybercenter Retail C-08071401-EVGA GeForce GT610 card S Durbin dual n
8/21/2014	3434-37	Accounts Payable	Office Depot Credit -725558973001-Hard Drives TJC All PY14-8/21/2014
8/28/2014	3512-10	Accounts Payable	US Bank-M10011406C-Faststone Soft License screen capture utility RWP(-8
9/2/2014	3709-89	Journal Entry	Distr 9992-Ref AP JE 3384 Cybercenter Retail
9/12/2014	3709-90	Journal Entry	Distr 9992-Ref AP JE 3619 CDW Government
12/18/2014	3887-5	Accounts Payable	Cybercenter Retail C-12181406-138 Memory Upgrades PY14-12/18/2014
1/4/2015	3928-199	Accounts Payable	Barracuda Networks, -1142039 (RBM-RB)-Cloud Storage 12 mo 1/4/15 - 1/3
1/16/2015	3975-14	Accounts Payable	Project A Inc.-01161503-Job Council Hosting Fee-1/16/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40020-10-00-0000**

**Account: 01-102-40020-10-00-0000 (IT Expense)**

7/1/2014

*Account Beginning Balance*

9/9/2014	3424-4	Accounts Payable	Cybercenter Retail C-09111401-EVGA GeForce 210 512 MB Video Cd clsro
9/19/2014	3704-33	Accounts Payable	US Bank-M10301401J-Cybercenter Power DVD classroom comp PY14-9/19
9/26/2014	3704-64	Accounts Payable	US Bank-M10301401Z-Cybercenter Video card etc room 103 Bartlett PY14-9/26/2014
10/30/2014	3835-146	Accounts Payable	US Bank-M12011403W-NEWEGG Cisco Systems Wireless Router-10/30/2014
11/7/2014	3980-3	Accounts Payable	US Bank-M12311401L-Staples Brother Multifunction Printer-11/7/2014
12/9/2014	3848-156	Accounts Payable	Cybercenter Retail C-12091402-DV1-D Dual Link Adapter 8900A-12/9/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40020-10-00-3100**

**Account: 01-102-40020-10-00-3100 (IT Expense)**

7/1/2014

*Account Beginning Balance*

12/9/2014

3848-154

Accounts Payable

Cybercenter Retail C-12091402-DV1-D Dual Link Adapter 8900A-12/9/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40020-20-00-0000**

**Account: 01-102-40020-20-00-0000 (Software and Support)**

7/1/2014

*Account Beginning Balance*

9/9/2014

3424-1

Accounts Payable

Cybercenter Retail C-09111401-EVGA GeForce 210 512 MB Video Cd clsro

9/19/2014

3704-30

Accounts Payable

US Bank-M10301401J-Cybercenter Power DVD classroom comp PY14-9/19,

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40022-00-00-0000**

**Account: 01-102-40022-00-00-0000 (Vehicle Expenses)**

7/1/2014

*Account Beginning Balance*

10/29/2014

3728-10

Accounts Payable

Les Schwab Tire Cent-3800216485-00 Silver Van rear brakes, 1 tire, balance

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40022-00-00-9991**



Account: 01-102-40022-00-00-9991 (Vehicle Expenses)

7/1/2014

Account Beginning Balance

7/15/2014	3120-12	Accounts Payable	Bill's Glass & Winds-W104347-09 Blue Subaru, repair rock ding in windshield
7/29/2014	3307-14	Accounts Payable	US Bank-M08291401B-Gasoline Blue Subaru Salem Trip 08/27/14 RWP PY
7/31/2014	3378-11	Accounts Payable	Chevron And Texaco U-M08201402C-July 14 '09 Subaru Blue/Mkt Street PY
8/31/2014	3655-56	Accounts Payable	Chevron And Texaco U-M09181403E-Aug 14 '09 Subaru Blue/Mkt Street PY
9/30/2014	3543-3	Accounts Payable	Oregon Dept. of Envi-087EYE-Reg 09 Blue Subaru 087EYE - 2016 PY14-9/
9/30/2014	3543-6	Accounts Payable	Oregon Dept. of Envi-088EYE-Reg. 09 Grey Subaru 088EYE - 2016 GP PY1
10/2/2014	3826-3	Accounts Payable	Chevron And Texaco U-M10201401E-Sept 14 '09 Subaru Blue/Mkt Street PY
10/11/2014	3835-79	Accounts Payable	US Bank-M12011403B-Chevron Trip San Bruno CA for Region 6 WIOA MI
10/13/2014	3835-76	Accounts Payable	US Bank-M12011403A-Texaco gas Blue Subaru-10/13/2014
10/29/2014	3728-14	Accounts Payable	Les Schwab Tire Cent-3800216485-00 Silver Van rear brakes, 1 tire, balance
10/31/2014	3843-69	Accounts Payable	Shell Fleet-M11201401B-Oct 14 '06 KIA Blue/Medford PY14-11/6/2014
10/31/2014	3843-124	Accounts Payable	Chevron And Texaco U-M11201404-Oct 14 '09 Subaru Blue/Mkt Street PY1
12/18/2014	3895-42	Accounts Payable	Les Schwab Tire Cent-3800228166-09 Blue Subaru Wiper Blades-12/18/2014

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

01-102-40022-10-00-0000

Account: 01-102-40022-10-00-0000 (Vehicle Expenses)

7/1/2014

Account Beginning Balance

7/15/2014	3120-9	Accounts Payable	Bill's Glass & Winds-W104347-09 Blue Subaru, repair rock ding in windshield
7/31/2014	3379-10	Accounts Payable	Shell Fleet-M08211401C-July 14 '06 KIA Blue/Medford PY14-7/30/2014
8/31/2014	3655-13	Accounts Payable	Shell Fleet-M09211401C-Aug 14 '06 KIA Blue/Medford PY14-8/31/2014
8/31/2014	3655-26	Accounts Payable	Shell Fleet-M09211401D-Aug 14 '09 Blue Subaru Medford PY14-8/31/2014
8/31/2014	3655-59	Accounts Payable	Chevron And Texaco U-M09181403E-Aug 14 '09 Subaru Blue/Mkt Street PY
9/30/2014	3543-11	Accounts Payable	Oregon Dept. of Envi-087EYE-Reg 09 Blue Subaru 087EYE - 2016 PY14-9/
10/1/2014	3704-76	Accounts Payable	US Bank-M10301401AF-O'Reilly Auto Wiper Blades Blue KIA-10/1/2014
11/30/2014	3866-144	Accounts Payable	Shell Fleet-M12191401D-Nov 14 '09 Blue Subaru Medford PY14-12/4/2014

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-40022-10-00-9991**

**Account: 01-102-40022-10-00-9991 (Vehicle Expenses)**

7/1/2014

Account Beginning Balance

7/31/2014	3379-26	Accounts Payable
8/31/2014	3655-23	Accounts Payable
9/30/2014	3826-28	Accounts Payable
10/31/2014	3843-118	Accounts Payable
11/30/2014	3866-142	Accounts Payable

Shell Fleet-M08211401F-July 14 '09 Blue Subaru Medford PY14-7/30/2014  
 Shell Fleet-M09211401D-Aug 14 '09 Blue Subaru Medford PY14-8/31/2014  
 Shell Fleet-M10221403D-Sept 14 '09 Blue Subaru Medford PY14-10/8/2014  
 Shell Fleet-M11201401D-Oct 14 '09 Blue Subaru Medford PY14-11/6/2014  
 Shell Fleet-M12191401D-Nov 14 '09 Blue Subaru Medford PY14-12/4/2014

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-40022-20-00-0000**

**Account: 01-102-40022-20-00-0000 (Vehicle Expenses)**

7/1/2014

Account Beginning Balance

7/7/2014	3121-28	Accounts Payable
7/7/2014	3121-39	Accounts Payable
7/8/2014	3121-10	Accounts Payable
7/31/2014	3292-5	Accounts Payable
7/31/2014	3379-5	Accounts Payable
7/31/2014	3379-15	Accounts Payable
7/31/2014	3379-23	Accounts Payable
8/31/2014	3402-7	Accounts Payable
8/31/2014	3655-5	Accounts Payable
8/31/2014	3655-35	Accounts Payable
8/31/2014	3655-37	Accounts Payable
8/31/2014	3655-1	Accounts Payable
9/22/2014	3627-5	Accounts Payable
9/30/2014	3543-8	Accounts Payable
9/30/2014	3553-78	Accounts Payable
9/30/2014	3826-9	Accounts Payable
9/30/2014	3826-24	Accounts Payable

Henderson's Chevron-898264-04 White Taurus, oil change GP PY14-7/7/2014  
 Henderson's Chevron-898263-09 Grey Subaru, oil change GP PY14-7/7/2014  
 Henderson's Chevron-898270-04 Silver Taurus Tires,oil change GP PY14-7/7/2014  
 Mobile Wash of Ameri-22498, 22516-July 14 Vehicle Washing GP PY14-7/7/2014  
 Shell Fleet-M08211401A-July 14 '04 Ford Taurus/Silver/GPO Adult PY14-7/7/2014  
 Shell Fleet-M08211401B-July 14 '04 Ford Taurus/White GPO Adult PY14-7/7/2014  
 Shell Fleet-M08211401E-July 14 '98 Ford WS-GPO AdultPY14-7/30/2014  
 Mobile Wash of Ameri-M09101402-Aug 14 Vehicle Washing GP PY14-8/30/2014  
 Shell Fleet-M09211401A-Aug 14 '04 Ford Taurus/White GPO Adult PY14-8/30/2014  
 Shell Fleet-M09211401E-Aug 14 '98 Ford WS-GPO AdultPY14-8/31/2014  
 Shell Fleet-M09211401F-Aug 14 '04 Ford Taurus/Silver/GPO Adult PY14-8/30/2014  
 Chevron And Texaco U-M09181403F-Aug 14 '04 Ford Taurus Silver/GPO PY14-8/30/2014  
 Les Schwab Tire Cent-26300247974-09 Grey Subaru 4 New Tires balanced/a  
 Oregon Dept. of Envi-088EYE-Reg. 09 Grey Subaru 088EYE - 2016 GP PY14-9/28/2014  
 Mobile Wash of Ameri-M10091401-Sept 14 Vehicle Washing GP PY14-9/28/2014  
 Shell Fleet-M10221403F-Sept 14 '04 Ford Taurus/Silver/GPO Adult PY14-10/8/2014  
 Shell Fleet-M10221403B-Sept 14 '09 Subaru Gray/GPO PY14-10/8/2014

10/31/2014	3725-464	Accounts Payable	Mobile Wash of Ameri-22601,22613-Oct 14 Vehicle Washing GP PY14-10/3
10/31/2014	3843-45	Accounts Payable	Shell Fleet-M11201401F-Oct 14 '04 Ford Taurus/Silver/GPO Adult PY14-11
10/31/2014	3843-57	Accounts Payable	Shell Fleet-M11201401A-Oct 14 '04 Ford Taurus/White GPO Adult PY14-11
10/31/2014	3843-75	Accounts Payable	Shell Fleet-M11201401B-Oct 14 '09 Subaru Gray/GPO PY14-11/6/2014
11/30/2014	3848-5	Accounts Payable	Mobile Wash of Ameri-22625,22641-Nov 14 Vehicle Washing GP-11/29/20
11/30/2014	3864-7	Accounts Payable	Chevron And Texaco U-M12181402A-Nov 14 '09 Subaru Grey/GPO PY14-1
11/30/2014	3866-124	Accounts Payable	Shell Fleet-M12191401F-Nov 14 '04 Ford Taurus/Silver/GPO Adult PY14-11
11/30/2014	3866-131	Accounts Payable	Shell Fleet-M12191401B-Nov 14 '09 Subaru Gray/GPO PY14-12/4/2014
11/30/2014	3866-139	Accounts Payable	Shell Fleet-M12191401E-Nov 14 '98 Ford WS-GPO Adult PY14-12/4/2014
12/30/2014	3928-9	Accounts Payable	Mobile Wash of Ameri-22666/22684-Dec 14 Vehicle Washing GP PY14-12/

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40022-20-00-9991**

**Account: 01-102-40022-20-00-9991 (Vehicle Expenses)**

7/1/2014

*Account Beginning Balance*

7/7/2014	3121-31	Accounts Payable	Henderson's Chevron-898264-04 White Taurus, oil change GP PY14-7/7/2014
7/7/2014	3121-41	Accounts Payable	Henderson's Chevron-898263-09 Grey Subaru, oil change GP PY14-7/7/2014
7/8/2014	3121-13	Accounts Payable	Henderson's Chevron-898270-04 Silver Taurus Tires,oil change GP PY14-7/8/2014
7/31/2014	3292-10	Accounts Payable	Mobile Wash of Ameri-22498, 22516-July 14 Vehicle Washing GP PY14-7/31/2014
8/31/2014	3402-12	Accounts Payable	Mobile Wash of Ameri-M09101402-Aug 14 Vehicle Washing GP PY14-8/31/2014
9/22/2014	3627-10	Accounts Payable	Les Schwab Tire Cent-26300247974-09 Grey Subaru 4 New Tires balanced/a
9/30/2014	3553-83	Accounts Payable	Mobile Wash of Ameri-M10091401-Sept 14 Vehicle Washing GP PY14-9/28/2014
10/31/2014	3725-469	Accounts Payable	Mobile Wash of Ameri-22601,22613-Oct 14 Vehicle Washing GP PY14-10/31/2014
11/30/2014	3848-15	Accounts Payable	Mobile Wash of Ameri-22625,22641-Nov 14 Vehicle Washing GP-11/29/2014
12/30/2014	3928-14	Accounts Payable	Mobile Wash of Ameri-22666/22684-Dec 14 Vehicle Washing GP PY14-12/30/2014

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40023-00-00-0000**

**Account: 01-102-40023-00-00-0000 (Mileage)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3709-49	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/5/2014	3249-6	Accounts Payable	Heindsmann, Ken-M08051402-Mileage Reimb. PE: 7/31/14-8/5/2014
8/31/2014	3709-55	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/5/2014	3417-3	Accounts Payable	Heindsmann, Ken-M09051407-Mileage Reimb PE: 8/31/14-9/5/2014
9/30/2014	3553-65	Accounts Payable	Stratton, Sherri-M10031406-Mileage Reimb PE: 9/30/14-9/30/2014
9/30/2014	3709-61	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-57	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-58	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1082	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-65	Journal Entry	Payroll accrual - 01-102-40023-00-00-0000
12/1/2014	3849-66	Journal Entry	<Reversal> Payroll accrual - 01-102-40023-00-00-0000
12/5/2014	3847-1062	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-1047	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3928-163	Accounts Payable	Timeus, Cheryl-M01051510-Dec 14 Mileage Reimb PY14-12/31/2014
12/31/2014	3928-169	Accounts Payable	Brouwer, Amanda-M01051508-Dec 14 Mileage Reimb. PY14-12/31/2014
12/31/2014	3928-178	Accounts Payable	King, Aurora-M01051505-Dec 14 Mileage Reimb. PY14-12/31/2014
1/1/2015	3926-1048	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-917	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-40023-00-00-9991**

**Account: 01-102-40023-00-00-9991 (Mileage)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3042-788	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-1030	Payroll	Hughes-Brandy-6/30/2014-4467-
7/3/2014	3060-1	Accounts Payable	Heindsmann, Ken-M07031401-Mileage PE: 6/30/14-7/3/2014
7/31/2014	3709-93	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/5/2014	3249-3	Accounts Payable	Heindsmann, Ken-M08051402-Mileage Reimb. PE: 7/31/14-8/5/2014
8/31/2014	3399-1003	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
8/31/2014	3709-99	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-1004	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
9/5/2014	3394-1278	Payroll	Hughes-Brandy-8/31/2014-4602-
9/5/2014	3416-9	Accounts Payable	Fong, Jim-M09051406-Mileage Reimb PE: 8/31/14-9/5/2014

9/30/2014	3709-105	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-61	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-62	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1084	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3848-172	Accounts Payable	Heindsmann, Ken-M12051407-Mileage Reimb. Nov 14 PE: 11/30/14-11/30/
11/30/2014	3849-69	Journal Entry	Payroll accrual - 01-102-40023-00-00-9991
12/1/2014	3849-70	Journal Entry	<Reversal> Payroll accrual - 01-102-40023-00-00-9991
12/5/2014	3847-1064	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-1051	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1052	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-919	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40023-10-00-0000**

**Account: 01-102-40023-10-00-0000 (Mileage)**

7/1/2014

*Account Beginning Balance*

10/31/2014	3725-481	Accounts Payable	Krunglevich, Stephan-M11051404-Mileage Reimb PE: 10/31/14-10/31/2014
11/30/2014	3848-162	Accounts Payable	Krunglevich, Stephan-M12051403-Mileage Reimb Nov 14 PE: 11/30/14-11/
11/30/2014	3848-167	Accounts Payable	Timeus, Cheryl-M12051405-Mileage Reimb Nov 14 PE: 11/30/14-11/30/201
12/31/2014	3928-180	Accounts Payable	Krunglevich, Stephan-M01051504-Dec 14 Mileage Reimb. PY14-12/31/2014

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40023-20-00-0000**

**Account: 01-102-40023-20-00-0000 (Mileage)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-1507	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
8/1/2014	3328-1508	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Sandberg-D

8/5/2014	3236-1717	Payroll
11/30/2014	3848-164	Accounts Payable

Sandberg-Dayna-7/31/2014-4546-  
 Stratton, Sherri-M12051404-Mileage Reimb Nov 14 PE: 11/30/14-11/30/201

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40028-00-00-0000**

**Account: 01-102-40028-00-00-0000 (Janitorial Services)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3254-32	Accounts Payable
8/31/2014	3429-32	Accounts Payable
9/30/2014	3574-36	Accounts Payable
10/31/2014	3725-370	Accounts Payable
11/30/2014	3848-44	Accounts Payable
12/31/2014	3928-71	Accounts Payable

Sanitech Building Ma-42062-July 14 Janitorial Service 100 E Main St PY14-  
 Sanitech Building Ma-42255-Aug 14 Janitorial Service 100 E Main St PY14-  
 Sanitech Building Ma-42449-Sept 14 Janitorial Service 100 E Main St PY14  
 Sanitech Building Ma-42662-Oct 14 Janitorial Service 100 E Main St PY14-  
 Sanitech Building Ma-42862-Nov 14 Janitorial Service 100 E Main St PY14  
 Sanitech Building Ma-43061B-Dec 14 Janitorial Service 100 E Main St PY1

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40028-00-00-9991**

**Account: 01-102-40028-00-00-9991 (Janitorial Services)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3254-36	Accounts Payable
8/31/2014	3429-36	Accounts Payable
9/30/2014	3574-41	Accounts Payable
10/31/2014	3725-374	Accounts Payable
11/30/2014	3848-48	Accounts Payable
12/31/2014	3928-75	Accounts Payable

Sanitech Building Ma-42062-July 14 Janitorial Service 100 E Main St PY14-  
 Sanitech Building Ma-42255-Aug 14 Janitorial Service 100 E Main St PY14-  
 Sanitech Building Ma-42449-Sept 14 Janitorial Service 100 E Main St PY14  
 Sanitech Building Ma-42662-Oct 14 Janitorial Service 100 E Main St PY14-  
 Sanitech Building Ma-42862-Nov 14 Janitorial Service 100 E Main St PY14  
 Sanitech Building Ma-43061B-Dec 14 Janitorial Service 100 E Main St PY1

*Account Subtotals*

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Account Net Change

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Account Ending Balance

**01-102-40028-10-00-0000**

**Account: 01-102-40028-10-00-0000 (Janitorial Services)**

7/1/2014

Account Beginning Balance

7/8/2014	3170-25	Accounts Payable	West Coast Paper Sol-8602699-Sanitizer Floor protectors (6)-6/19/2014
7/24/2014	3182-27	Accounts Payable	West Coast Paper Sol--Janitor Supplies T-P Bartlett PY14-7/24/2014
7/31/2014	3254-9	Accounts Payable	Sanitech Building Ma-42062-July 14 Janitorial Service 35 S. Bartlett PY14-7
8/18/2014	3350-63	Accounts Payable	West Coast Paper Sol-8661912-Salmon,Gold colored paper Bartlett PY14-8/1
8/18/2014	3350-86	Accounts Payable	West Coast Paper Sol-8661912-Paper Towels,hand soap Bartlett PY14-8/18/2
8/29/2014	3581-25	Accounts Payable	West Coast Paper Sol-8678253-Foam hand sanitizers Bartlett PY14-8/29/2014
8/31/2014	3429-9	Accounts Payable	Sanitech Building Ma-42255-Aug 14 Janitorial Services 35 S Bartlett PY14-8
9/8/2014	3432-32	Accounts Payable	West Coast Paper Sol-8688736-Janitor Supplies Bartlett PY14-9/8/2014
9/11/2014	3464-21	Accounts Payable	West Coast Paper Sol-8695399-Janitor supplies Bartlett PY14-9/11/2014
9/30/2014	3574-11	Accounts Payable	Sanitech Building Ma-42449-Sept 14 Janitorial Service 35 S. Bartlett PY14-9
10/14/2014	3633-32	Accounts Payable	West Coast Paper Sol-8743013-Janitorial Supplies Bartlett PY14-10/14/2014
10/15/2014	3633-55	Accounts Payable	West Coast Paper Sol-8688736
10/31/2014	3725-347	Accounts Payable	Sanitech Building Ma-42662-Oct 14 Janitorial Service 35 S. Bartlett PY14-1
11/19/2014	3900-72	Accounts Payable	West Coast Paper Sol-8799391-Janitorial Supplies Bartlett PY14-11/20/2014
11/25/2014	3900-101	Accounts Payable	West Coast Paper Sol-8678253
11/30/2014	3848-21	Accounts Payable	Sanitech Building Ma-42862-Nov 14 Janitorial Service 35 S. Bartlett PY14-1
12/3/2014	3900-25	Accounts Payable	West Coast Paper Sol-8816864-Janitorial Supplies Bartlett-12/4/2014
12/31/2014	3928-97	Accounts Payable	Sanitech Building Ma-43061-Dec 14 Janitorial Service 35 S. Bartlett PY14-12
1/13/2015	3963-52	Accounts Payable	West Coast Paper Sol-8865637-Janitorial supplies Bartlett PY14-1/13/2015

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Account Ending Balance

**01-102-40028-20-00-0000**

**Account: 01-102-40028-20-00-0000 (Janitorial Services)**

7/1/2014

Account Beginning Balance

7/31/2014	3254-44	Accounts Payable	Sanitech Building Ma-42060-July 14 Janitorial Service 1569 NE F Street GP
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7/31/2014	3254-56	Accounts Payable	Sanitech Building Ma-42060-July 14 Janitorial Service 1519 NE F Street GP
7/31/2014	3254-68	Accounts Payable	Sanitech Building Ma-42061-July 14 Janitorial Supplies 1519/1569 NE F Str
8/31/2014	3429-44	Accounts Payable	Sanitech Building Ma-42253-Aug 14 Janitorial Service 1569 NE F Street GP
8/31/2014	3429-56	Accounts Payable	Sanitech Building Ma-42253-Aug 14 Janitorial Service 1519 NE F Street GP
8/31/2014	3429-68	Accounts Payable	Sanitech Building Ma-42254-Aug 14 Janitorial Supplies 1519/1569 NE F Str
9/30/2014	3574-56	Accounts Payable	Sanitech Building Ma-42447-Sept 14 Janitorial Service 1569 NE F Street GP
9/30/2014	3574-68	Accounts Payable	Sanitech Building Ma-42447-Sept 14 Janitorial Service 1519 NE F Street GP
9/30/2014	3574-80	Accounts Payable	Sanitech Building Ma-42448-Sept 14 Janitorial Supplies 1519/1569 NE F Str
10/31/2014	3725-382	Accounts Payable	Sanitech Building Ma-42660-Oct 14 Janitorial Service 1569 NE F Street GP I
10/31/2014	3725-394	Accounts Payable	Sanitech Building Ma-42660-Oct 14 Janitorial Service 1519 NE F Street GP
10/31/2014	3725-406	Accounts Payable	Sanitech Building Ma-42661-Oct 14 Janitorial supplies GP PY14-10/31/2014
11/30/2014	3848-56	Accounts Payable	Sanitech Building Ma-42860-Nov 14 Janitorial Service 1569 NE F Street GP
11/30/2014	3848-68	Accounts Payable	Sanitech Building Ma-42860-Nov 14 Janitorial Service 1519 NE F Street GP
11/30/2014	3848-112	Accounts Payable	Sanitech Building Ma-42861-Nov 14 Janitorial Supplies GP PY14-11/30/2014
12/31/2014	3928-86	Accounts Payable	Sanitech Building Ma-43059C-Dec 14 Janitorial Service 1569 NE F Street G
12/31/2014	3928-110	Accounts Payable	Sanitech Building Ma-43059D-Dec 14 Janitorial Service 1519 NE F Street G
12/31/2014	3928-153	Accounts Payable	Sanitech Building Ma-43060-Dec 14 Janitorial Supplies GP PY14-12/31/2014

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-40028-20-00-9991**

**Account: 01-102-40028-20-00-9991 (Janitorial Services and Supplies)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3254-49	Accounts Payable	Sanitech Building Ma-42060-July 14 Janitorial Service 1569 NE F Street GP
7/31/2014	3254-61	Accounts Payable	Sanitech Building Ma-42060-July 14 Janitorial Service 1519 NE F Street GP
7/31/2014	3254-73	Accounts Payable	Sanitech Building Ma-42061-July 14 Janitorial Supplies 1519/1569 NE F Str
8/31/2014	3429-49	Accounts Payable	Sanitech Building Ma-42253-Aug 14 Janitorial Service 1569 NE F Street GP
8/31/2014	3429-61	Accounts Payable	Sanitech Building Ma-42253-Aug 14 Janitorial Service 1519 NE F Street GP
8/31/2014	3429-73	Accounts Payable	Sanitech Building Ma-42254-Aug 14 Janitorial Supplies 1519/1569 NE F Str
9/30/2014	3574-61	Accounts Payable	Sanitech Building Ma-42447-Sept 14 Janitorial Service 1569 NE F Street GP
9/30/2014	3574-73	Accounts Payable	Sanitech Building Ma-42447-Sept 14 Janitorial Service 1519 NE F Street GP
9/30/2014	3574-85	Accounts Payable	Sanitech Building Ma-42448-Sept 14 Janitorial Supplies 1519/1569 NE F Str
10/31/2014	3725-387	Accounts Payable	Sanitech Building Ma-42660-Oct 14 Janitorial Service 1569 NE F Street GP I
10/31/2014	3725-399	Accounts Payable	Sanitech Building Ma-42660-Oct 14 Janitorial Service 1519 NE F Street GP
10/31/2014	3725-411	Accounts Payable	Sanitech Building Ma-42661-Oct 14 Janitorial supplies GP PY14-10/31/2014
11/30/2014	3848-61	Accounts Payable	Sanitech Building Ma-42860-Nov 14 Janitorial Service 1569 NE F Street GP
11/30/2014	3848-73	Accounts Payable	Sanitech Building Ma-42860-Nov 14 Janitorial Service 1519 NE F Street GP



11/30/2014	3848-117	Accounts Payable
12/31/2014	3928-96	Accounts Payable
12/31/2014	3928-120	Accounts Payable
12/31/2014	3928-158	Accounts Payable

Sanitech Building Ma-42861-Nov 14 Janitorial Supplies GP PY14-11/30/201  
 Sanitech Building Ma-43059C-Dec 14 Janitorial Service 1569 NE F Street G  
 Sanitech Building Ma-43059D-Dec 14 Janitorial Service 1519 NE F Street G  
 Sanitech Building Ma-43060-Dec 14 Janitorial Supplies GP PY14-12/31/201

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-102-50001-00-00-0000**

**Account: 01-102-50001-00-00-0000 (Staff Wages - Direct)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3042-18	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1048	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1288	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-93	Payroll	Stratton-Sherri-6/30/2014-4486-
7/3/2014	3046-687	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-822	Payroll	Millus-Richard-6/30/2014-4475-
7/31/2014	3328-881	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1603	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3709-50	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
7/31/2014	3957-56	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3957-138	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3957-172	Journal Entry	CORR 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-882	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1604	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/5/2014	3236-153	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-873	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-781	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3709-56	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3964-38	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3964-104	Journal Entry	CORR 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-782	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-868	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3709-62	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3968-106	Journal Entry	CORR 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-377	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
10/31/2014	3974-76	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-378	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric

11/3/2014	3729-1054	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-379	Journal Entry	Payroll accrual - 01-102-50001-00-00-0000
11/30/2014	3849-489	Journal Entry	Payroll accrual - 01-102-50001-00-00-0000
11/30/2014	3977-82	Journal Entry	CORR - Millus-Richard-11/30/2014-4796-
12/1/2014	3849-380	Journal Entry	<Reversal> Payroll accrual - 01-102-50001-00-00-0000
12/1/2014	3849-490	Journal Entry	<Reversal> Payroll accrual - 01-102-50001-00-00-0000
12/5/2014	3847-1035	Payroll	Millus-Richard-11/30/2014-4796-
12/5/2014	3847-1447	Payroll	Hannah-Sarah-11/30/2014-4785-
12/31/2014	3926-1011	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3926-1451	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
12/31/2014	3978-70	Journal Entry	CORR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1012	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1452	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-890	Payroll	Millus-Richard-12/31/2014-4858-
1/5/2015	3924-1246	Payroll	Hannah-Sarah-12/31/2014-4845-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50001-00-00-7777**

**Account: 01-102-50001-00-00-7777 (Staff Wages - Direct)**

7/1/2014 *Account Beginning Balance*

7/31/2014	3328-263	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
7/31/2014	3957-32	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Burt-Penel
8/1/2014	3328-264	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/5/2014	3236-1056	Payroll	Burt-Penelope-7/31/2014-4510-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50001-00-00-9991**

**Account: 01-102-50001-00-00-9991 (Staff Wages - Direct)**

7/1/2014

Account Beginning Balance

7/1/2014	3042-14	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-446	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-780	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-792	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-48	Payroll	Hetland-Graham-6/30/2014-527850-
7/3/2014	3046-65	Payroll	Fong-James-6/30/2014-4459-
7/3/2014	3046-683	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-1016	Payroll	Hughes-Brandy-6/30/2014-4467-
7/31/2014	3328-25	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3328-643	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3328-835	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3377-11	Journal Entry	Reclass Allison-Tamera-7-31-2014-4504- to 50009
7/31/2014	3709-94	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
7/31/2014	3957-6	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3957-42	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3957-58	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3957-174	Journal Entry	CORR 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-26	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
8/1/2014	3328-644	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Fong-James
8/1/2014	3328-836	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-119	Payroll	Fong-James-7/31/2014-4523-
8/5/2014	3236-824	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1001	Payroll	Allison-Tamara-7/31/2014-4504-
8/31/2014	3399-49	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3399-593	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3399-783	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1005	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
8/31/2014	3399-1083	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3709-100	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3964-4	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3964-24	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3964-40	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3964-82	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3964-106	Journal Entry	CORR 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3979-11	Journal Entry	Reverse Batch 3964 Allison-Ta
9/1/2014	3399-50	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
9/1/2014	3399-594	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Fong-James
9/1/2014	3399-784	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1006	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
9/1/2014	3399-1084	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/5/2014	3394-117	Payroll	Fong-James-8/31/2014-4592-
9/5/2014	3394-878	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-976	Payroll	Allison-Tamara-8/31/2014-4573-

9/5/2014	3394-1054	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1266	Payroll	Hughes-Brandy-8/31/2014-4602-
9/30/2014	3595-45	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
9/30/2014	3595-195	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-263	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3595-281	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3709-106	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3969-2	Journal Entry	RCLS to 103-9991 - Fong-James
9/30/2014	3968-6	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3968-18	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Fong-James
9/30/2014	3968-28	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-88	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3968-108	Journal Entry	CORR 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/1/2014	3595-46	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
10/1/2014	3595-196	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-264	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
10/1/2014	3595-282	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
10/3/2014	3551-83	Payroll	Fong-James-9/30/2014-4656-
10/3/2014	3551-763	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-931	Payroll	Allison-Tamara-9/30/2014-4638-
10/3/2014	3551-1037	Payroll	King-Aurora-9/30/2014-4667-
10/31/2014	3822-105	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3822-233	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3822-381	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
10/31/2014	3974-6	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3974-30	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3974-80	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-106	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
11/1/2014	3822-234	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
11/1/2014	3822-382	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-93	Payroll	Fong-James-10/31/2014-4717-
11/3/2014	3729-912	Payroll	Allison-Tamara-10/31/2014-4698-
11/3/2014	3729-1057	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-147	Journal Entry	Payroll accrual - 01-102-50001-00-00-9991
11/30/2014	3849-353	Journal Entry	Payroll accrual - 01-102-50001-00-00-9991
11/30/2014	3849-383	Journal Entry	Payroll accrual - 01-102-50001-00-00-9991
11/30/2014	3977-6	Journal Entry	CORR - Allison-Tamara-11/30/2014-4764-
11/30/2014	3977-28	Journal Entry	CORR - Fong-James-11/30/2014-4781-
11/30/2014	3977-84	Journal Entry	CORR - Millus-Richard-11/30/2014-4796-
12/1/2014	3849-148	Journal Entry	<Reversal> Payroll accrual - 01-102-50001-00-00-9991
12/1/2014	3849-354	Journal Entry	<Reversal> Payroll accrual - 01-102-50001-00-00-9991
12/1/2014	3849-384	Journal Entry	<Reversal> Payroll accrual - 01-102-50001-00-00-9991
12/5/2014	3847-121	Payroll	Fong-James-11/30/2014-4781-
12/5/2014	3847-904	Payroll	Allison-Tamara-11/30/2014-4764-
12/5/2014	3847-1038	Payroll	Millus-Richard-11/30/2014-4796-

12/31/2014	3926-159	Journal Entry	ACCR - Fong-James-12/31/2014-4842-
12/31/2014	3926-843	Journal Entry	ACCR - Allison-Tamara-12/31/2014-4825-
12/31/2014	3926-1015	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3978-6	Journal Entry	CORR - Allison-Tamara-12/31/2014-4825-
12/31/2014	3978-24	Journal Entry	CORR - Fong-James-12/31/2014-4842-
12/31/2014	3978-72	Journal Entry	CORR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-160	Journal Entry	<Reversal> ACCR - Fong-James-12/31/2014-4842-
1/1/2015	3926-844	Journal Entry	<Reversal> ACCR - Allison-Tamara-12/31/2014-4825-
1/1/2015	3926-1016	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-102	Payroll	Fong-James-12/31/2014-4842-
1/5/2015	3924-747	Payroll	Allison-Tamara-12/31/2014-4825-
1/5/2015	3924-892	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50001-10-00-0000**

**Account: 01-102-50001-10-00-0000 (Staff Wages)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-190	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-406	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-462	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-516	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-574	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-822	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-902	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-972	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1234	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1320	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1356	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-137	Payroll	Frires-Kenneth-6/30/2014-4460-
7/3/2014	3046-279	Payroll	Durbin-Sherri-6/30/2014-4457-
7/3/2014	3046-527	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-613	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-797	Payroll	King-Aurora-6/30/2014-4470-
7/3/2014	3046-899	Payroll	Whetstine-Barry-6/30/2014-4489-
7/3/2014	3046-976	Payroll	Brouwer-Amanda-6/30/2014-4447-
7/3/2014	3046-1067	Payroll	MacLauchlan-Cheri-6/30/2014-4472-

7/3/2014	3046-1101	Payroll	Hegeman-Robert-6/30/2014-4465-
7/3/2014	3046-1149	Payroll	Stockton-Sherry-6/30/2014-4484-
7/3/2014	3046-1222	Payroll	Timeus-Cheryl-6/30/2014-4487-
7/31/2014	3328-115	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Berry-Tina
7/31/2014	3328-223	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3328-547	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Durbin-She
7/31/2014	3328-683	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
7/31/2014	3328-785	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
7/31/2014	3328-861	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1209	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3328-1469	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Ragsdale-C
7/31/2014	3328-1575	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stone-Devi
7/31/2014	3328-1703	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
7/31/2014	3328-1771	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Whetstine-
7/31/2014	3811-53	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-58	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
7/31/2014	3957-22	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3957-48	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Frires-Ken
7/31/2014	3957-60	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3957-126	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3979-1	Journal Entry	Reverse Batch 3957 Brouwer-Am
8/1/2014	3328-116	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Berry-Tina
8/1/2014	3328-224	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
8/1/2014	3328-548	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Durbin-She
8/1/2014	3328-684	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
8/1/2014	3328-786	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
8/1/2014	3328-862	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1210	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 King-Auror
8/1/2014	3328-1470	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Ragsdale-C
8/1/2014	3328-1576	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stone-Devi
8/1/2014	3328-1704	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
8/1/2014	3328-1772	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Whetstine-
8/5/2014	3236-30	Payroll	Berry-Tina-7/31/2014-527873-
8/5/2014	3236-228	Payroll	Frires-Kenneth-7/31/2014-4524-
8/5/2014	3236-526	Payroll	Ragsdale-Cynthia-7/31/2014-4544-
8/5/2014	3236-452	Payroll	Durbin-Sherri-7/31/2014-4520-
8/5/2014	3236-851	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1111	Payroll	King-Aurora-7/31/2014-4535-
8/5/2014	3236-1190	Payroll	Whetstine-Barry-7/31/2014-4554-
8/5/2014	3236-1277	Payroll	Brouwer-Amanda-7/31/2014-4509-
8/5/2014	3236-1351	Payroll	Stone-Devi Anna-7/31/2014-4550-
8/5/2014	3236-1376	Payroll	Hegeman-Robert-7/31/2014-4530-
8/5/2014	3236-1528	Payroll	Timeus-Cheryl-7/31/2014-4552-
8/31/2014	3399-221	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
8/31/2014	3399-515	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Durbin-She

8/31/2014	3399-633	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3399-731	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
8/31/2014	3399-1033	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Juarez-Lor
8/31/2014	3399-1085	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3399-1153	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Krunglevic
8/31/2014	3399-1429	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Ragsdale-C
8/31/2014	3399-1531	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stone-Devi
8/31/2014	3399-1551	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3399-1651	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
8/31/2014	3399-1699	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Whetstine-
8/31/2014	3811-62	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-67	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-
8/31/2014	3811-71	Journal Entry	Distr 9993-Ref PR JE 3394 Whetstine-Barry-8/31/2014-4626-
8/31/2014	3811-74	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
8/31/2014	3907-2	Journal Entry	Stone-Devi Reclass to 916
8/31/2014	3964-32	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3964-84	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3964-138	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3964-164	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Brouwer-Am
8/31/2014	3979-15	Journal Entry	Reverse Batch 3964 Brouwer-Am
9/1/2014	3399-222	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
9/1/2014	3399-516	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Durbin-She
9/1/2014	3399-634	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
9/1/2014	3399-732	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
9/1/2014	3399-1034	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Juarez-Lor
9/1/2014	3399-1086	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/1/2014	3399-1154	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Krunglevic
9/1/2014	3399-1430	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Ragsdale-C
9/1/2014	3399-1532	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stone-Devi
9/1/2014	3399-1552	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/1/2014	3399-1652	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
9/1/2014	3399-1700	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Whetstine-
9/5/2014	3394-151	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-228	Payroll	Frires-Kenneth-8/31/2014-4593-
9/5/2014	3394-525	Payroll	Ragsdale-Cynthia-8/31/2014-4616-
9/5/2014	3394-454	Payroll	Durbin-Sherri-8/31/2014-4589-
9/5/2014	3394-815	Payroll	Juarez-Lorena-8/31/2014-4604-
9/5/2014	3394-1043	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1128	Payroll	Whetstine-Barry-8/31/2014-4626-
9/5/2014	3394-1200	Payroll	Brouwer-Amanda-8/31/2014-4578-
9/5/2014	3394-1311	Payroll	Stone-Devi Anna-8/31/2014-4622-
9/5/2014	3394-1330	Payroll	Hegeman-Robert-8/31/2014-4599-
9/5/2014	3394-1478	Payroll	Timeus-Cheryl-8/31/2014-4624-
9/5/2014	3394-1623	Payroll	Krunglevich-Stephannie-8/31/2014-4606-
9/30/2014	3595-47	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S

9/30/2014	3595-81	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3595-119	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
9/30/2014	3595-133	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Ragsdale-C
9/30/2014	3595-211	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Juarez-Lor
9/30/2014	3595-219	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-273	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3595-289	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Whetstine-
9/30/2014	3595-309	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
9/30/2014	3595-329	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
9/30/2014	3595-351	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
9/30/2014	3595-381	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Krunglevic
9/30/2014	3811-79	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-84	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-89	Journal Entry	Distr 9993-Ref PR JE 3551 Whetstine-Barry-9/30/2014-4687-
9/30/2014	3811-92	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-
9/30/2014	3968-22	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3968-30	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-90	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3968-140	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
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10/1/2014	3595-82	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
10/1/2014	3595-120	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
10/1/2014	3595-134	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Ragsdale-C
10/1/2014	3595-212	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Juarez-Lor
10/1/2014	3595-220	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-274	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
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10/1/2014	3595-330	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
10/1/2014	3595-352	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
10/1/2014	3595-382	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Krunglevic
10/3/2014	3551-102	Payroll	Stratton-Sherri-9/30/2014-4684-
10/3/2014	3551-191	Payroll	Frires-Kenneth-9/30/2014-4657-
10/3/2014	3551-443	Payroll	Ragsdale-Cynthia-9/30/2014-4677-
10/3/2014	3551-403	Payroll	Durbin-Sherri-9/30/2014-4654-
10/3/2014	3551-771	Payroll	Juarez-Lorena-9/30/2014-4666-
10/3/2014	3551-778	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1024	Payroll	King-Aurora-9/30/2014-4667-
10/3/2014	3551-1104	Payroll	Whetstine-Barry-9/30/2014-4687-
10/3/2014	3551-1181	Payroll	Brouwer-Amanda-9/30/2014-4642-
10/3/2014	3551-1269	Payroll	Hegeman-Robert-9/30/2014-4662-
10/3/2014	3551-1420	Payroll	Timeus-Cheryl-9/30/2014-4685-
10/3/2014	3551-1564	Payroll	Krunglevich-Stephannie-9/30/2014-4668-
10/31/2014	3822-123	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-127	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K



10/31/2014	3822-155	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Brouwer-Am
10/31/2014	3822-215	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Durbin-She
10/31/2014	3822-237	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3822-271	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
10/31/2014	3822-317	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-335	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3822-343	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Krunglevic
10/31/2014	3822-353	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-427	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Ragsdale-C
10/31/2014	3822-449	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-481	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Timeus-Che
10/31/2014	3822-489	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
10/31/2014	3822-515	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
10/31/2014	3974-34	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3974-62	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3974-110	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Stratton-S
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11/1/2014	3822-216	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Durbin-She
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11/1/2014	3822-272	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
11/1/2014	3822-318	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
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11/1/2014	3822-344	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Krunglevic
11/1/2014	3822-354	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
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11/1/2014	3822-450	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/1/2014	3822-482	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Timeus-Che
11/1/2014	3822-490	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
11/1/2014	3822-516	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
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11/3/2014	3729-187	Payroll	Frires-Kenneth-10/31/2014-4718-
11/3/2014	3729-170	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-495	Payroll	Ragsdale-Cynthia-10/31/2014-4739-
11/3/2014	3729-416	Payroll	Durbin-Sherri-10/31/2014-4714-
11/3/2014	3729-736	Payroll	Juarez-Lorena-10/31/2014-4728-
11/3/2014	3729-1018	Payroll	King-Aurora-10/31/2014-4729-
11/3/2014	3729-1191	Payroll	Whetstine-Barry-10/31/2014-4748-
11/3/2014	3729-1270	Payroll	Brouwer-Amanda-10/31/2014-4703-
11/3/2014	3729-1338	Payroll	MacLauchlan-Cheri-10/31/2014-4732-
11/3/2014	3729-1387	Payroll	Hegeman-Robert-10/31/2014-4724-
11/3/2014	3729-1563	Payroll	Timeus-Cheryl-10/31/2014-4746-
11/3/2014	3729-1603	Payroll	Wolfe-Rebecca-10/31/2014-4751-
11/3/2014	3729-1739	Payroll	Krunglevich-Stephannie-10/31/2014-4730-

11/3/2014	3729-1780	Payroll	Anderson-Kristen-10/31/2014-4700-
11/30/2014	3849-151	Journal Entry	Payroll accrual - 01-102-50001-10-00-0000
11/30/2014	3849-177	Journal Entry	Payroll accrual - 01-102-50001-10-00-0000
11/30/2014	3849-183	Journal Entry	Payroll accrual - 01-102-50001-10-00-0000
11/30/2014	3849-211	Journal Entry	Payroll accrual - 01-102-50001-10-00-0000
11/30/2014	3849-227	Journal Entry	Payroll accrual - 01-102-50001-10-00-0000
11/30/2014	3849-277	Journal Entry	Payroll accrual - 01-102-50001-10-00-0000
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11/30/2014	3849-451	Journal Entry	Payroll accrual - 01-102-50001-10-00-0000
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11/30/2014	3849-545	Journal Entry	Payroll accrual - 01-102-50001-10-00-0000
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11/30/2014	3977-36	Journal Entry	CORR - Heindsmann-Kenneth-11/30/2014-4787-
11/30/2014	3977-72	Journal Entry	CORR - King-Aurora-11/30/2014-4791-
11/30/2014	3977-116	Journal Entry	CORR - Stratton-Sherri-11/30/2014-4806-
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12/1/2014	3849-504	Journal Entry	<Reversal> Payroll accrual - 01-102-50001-10-00-0000
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12/1/2014	3849-546	Journal Entry	<Reversal> Payroll accrual - 01-102-50001-10-00-0000
12/5/2014	3847-144	Payroll	Stratton-Sherri-11/30/2014-4806-
12/5/2014	3847-209	Payroll	Frires-Kenneth-11/30/2014-4782-
12/5/2014	3847-184	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-449	Payroll	Ragsdale-Cynthia-11/30/2014-4800-
12/5/2014	3847-393	Payroll	Durbin-Sherri-11/30/2014-4779-
12/5/2014	3847-691	Payroll	Juarez-Lorena-11/30/2014-4790-

12/5/2014	3847-794	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1005	Payroll	King-Aurora-11/30/2014-4791-
12/5/2014	3847-1171	Payroll	Whetstine-Barry-11/30/2014-4809-
12/5/2014	3847-1245	Payroll	Brouwer-Amanda-11/30/2014-4769-
12/5/2014	3847-1304	Payroll	Stone-Devi Anna-11/30/2014-4805-
12/5/2014	3847-1317	Payroll	MacLauchlan-Cheri-11/30/2014-4794-
12/5/2014	3847-1377	Payroll	Hegeman-Robert-11/30/2014-4786-
12/5/2014	3847-1512	Payroll	Timeus-Cheryl-11/30/2014-4807-
12/5/2014	3847-1544	Payroll	Wolfe-Rebecca-11/30/2014-4812-
12/5/2014	3847-1661	Payroll	Krunglevich-Stephannie-11/30/2014-4792-
12/5/2014	3847-1680	Payroll	Anderson-Kristen-11/30/2014-4766-
12/31/2014	3926-177	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-
12/31/2014	3926-215	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-237	Journal Entry	ACCR - Frires-Kenneth-12/31/2014-4843-
12/31/2014	3926-419	Journal Entry	ACCR - Durbin-Sherri-12/31/2014-4840-
12/31/2014	3926-495	Journal Entry	ACCR - Ragsdale-Cynthia-12/31/2014-4862-
12/31/2014	3926-695	Journal Entry	ACCR - Juarez-Lorena-12/31/2014-4851-
12/31/2014	3926-971	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-
12/31/2014	3926-1199	Journal Entry	ACCR - Whetstine-Barry-12/31/2014-4871-
12/31/2014	3926-1255	Journal Entry	ACCR - Brouwer-Amanda-12/31/2014-4830-
12/31/2014	3926-1333	Journal Entry	ACCR - MacLauchlan-Cheri-12/31/2014-4855-
12/31/2014	3926-1373	Journal Entry	ACCR - Hegeman-Robert-12/31/2014-4847-
12/31/2014	3926-1531	Journal Entry	ACCR - Timeus-Cheryl-12/31/2014-4869-
12/31/2014	3926-1559	Journal Entry	ACCR - Wolfe-Rebecca-12/31/2014-4874-
12/31/2014	3926-1663	Journal Entry	ACCR - Krunglevich-Stephannie-12/31/2014-4853-
12/31/2014	3955-1	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-
12/31/2014	3955-2	Journal Entry	CORR - King-Aurora-12/31/2014-4852-
12/31/2014	3978-28	Journal Entry	CORR - Frires-Kenneth-12/31/2014-4843-
12/31/2014	3978-54	Journal Entry	CORR - King-Aurora-12/31/2014-4852-
12/31/2014	3978-104	Journal Entry	CORR - Stratton-Sherri-12/31/2014-4868-
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1/1/2015	3926-1200	Journal Entry	<Reversal> ACCR - Whetstine-Barry-12/31/2014-4871-
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1/1/2015	3926-1664	Journal Entry	<Reversal> ACCR - Krunglevich-Stephannie-12/31/2014-4853-
1/5/2015	3924-128	Payroll	Stratton-Sherri-12/31/2014-4868-

1/5/2015	3924-184	Payroll	Frïres-Kenneth-12/31/2014-4843-
1/5/2015	3924-171	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-437	Payroll	Ragsdale-Cynthia-12/31/2014-4862-
1/5/2015	3924-366	Payroll	Durbin-Sherri-12/31/2014-4840-
1/5/2015	3924-636	Payroll	Juarez-Lorena-12/31/2014-4851-
1/5/2015	3924-859	Payroll	King-Aurora-12/31/2014-4852-
1/5/2015	3924-1007	Payroll	Whetstine-Barry-12/31/2014-4871-
1/5/2015	3924-1073	Payroll	Brouwer-Amanda-12/31/2014-4830-
1/5/2015	3924-1142	Payroll	MacLauchlan-Cheri-12/31/2014-4855-
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1/5/2015	3924-1305	Payroll	Timeus-Cheryl-12/31/2014-4869-
1/5/2015	3924-1339	Payroll	Wolfe-Rebecca-12/31/2014-4874-
1/5/2015	3924-1420	Payroll	Krunglevich-Stephannie-12/31/2014-4853-
1/6/2015	3961-5	Payroll	Gallegly-Suzanne-12/31/2014-4876-
			<i>Account Subtotals</i>

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50001-10-00-7777**

**Account: 01-102-50001-10-00-7777 (Staff Wages - Direct)**

7/1/2014 *Account Beginning Balance*

10/31/2014	3822-161	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Burt-Penel
10/31/2014	3974-24	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Burt-Penel
11/1/2014	3822-162	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Burt-Penel
11/3/2014	3729-966	Payroll	Burt-Penelope-10/31/2014-4704-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50001-20-00-0000**

**Account: 01-102-50001-20-00-0000 (Staff Wages)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-58	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-268	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-338	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-354	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-554	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1168	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-1	Payroll	Davidson-Janae-6/30/2014-527849-
7/3/2014	3046-104	Payroll	Anderson-Joseph-6/30/2014-4443-
7/3/2014	3046-348	Payroll	Potts-Rhonda-6/30/2014-4479-
7/3/2014	3046-424	Payroll	Cooley-Kristi-6/30/2014-4454-
7/3/2014	3046-573	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-1278	Payroll	Chickering-Donna-6/30/2014-4451-
7/31/2014	3328-55	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-367	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Chickering
7/31/2014	3328-453	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
7/31/2014	3328-475	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Davidson-J
7/31/2014	3328-511	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3328-839	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1249	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Krunglevic
7/31/2014	3328-1437	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
7/31/2014	3328-1511	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
7/31/2014	3746-25	Journal Entry	Distr 9993-Ref PR JE 3236 Davidson-Janae-7/31/2014-527874-
7/31/2014	3746-28	Journal Entry	Distr 9993-Ref PR JE 3236 Hearn-Veronica-7/31/2014-4529-
7/31/2014	3910-1	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3910-2	Journal Entry	D'Inzillo - Correction
7/31/2014	3957-62	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-56	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-368	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Chickering
8/1/2014	3328-454	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
8/1/2014	3328-476	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Davidson-J
8/1/2014	3328-512	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
8/1/2014	3328-840	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1250	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Krunglevic
8/1/2014	3328-1438	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
8/1/2014	3328-1512	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
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8/5/2014	3236-49	Payroll	Krunglevich-Stephannie-7/31/2014-527875-
8/5/2014	3236-214	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-322	Payroll	D'Inzillo-Donna-7/31/2014-4518-
8/5/2014	3236-570	Payroll	Potts-Rhonda-7/31/2014-4543-
8/5/2014	3236-638	Payroll	Cooley-Kristi-7/31/2014-4517-
8/5/2014	3236-829	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1620	Payroll	Chickering-Donna-7/31/2014-4514-
8/5/2014	3236-1710	Payroll	Sandberg-Dayna-7/31/2014-4546-

8/31/2014	3399-69	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Anderson-J
8/31/2014	3399-331	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Chickering
8/31/2014	3399-397	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-443	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Davidson-J
8/31/2014	3399-491	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Dougherty-
8/31/2014	3399-719	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hearn-Vero
8/31/2014	3399-785	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1379	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
8/31/2014	3399-1469	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Sandberg-D
8/31/2014	3399-1553	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3746-29	Journal Entry	Distr 9993-Ref PR JE 3394 Davidson-Janae-8/31/2014-527909-
8/31/2014	3964-42	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3964-140	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Stratton-S
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9/5/2014	3394-170	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-211	Payroll	Anderson-Joseph-8/31/2014-4574-
9/5/2014	3394-544	Payroll	Hearn-Veronica-8/31/2014-4598-
9/5/2014	3394-566	Payroll	Potts-Rhonda-8/31/2014-4615-
9/5/2014	3394-645	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-844	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1552	Payroll	Chickering-Donna-8/31/2014-4581-
9/5/2014	3394-1659	Payroll	Sandberg-Dayna-8/31/2014-4618-
9/5/2014	3394-1680	Payroll	Dougherty-Tiffany-8/31/2014-4587-
9/30/2014	3595-29	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Davidson-J
9/30/2014	3595-61	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-77	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
9/30/2014	3595-89	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Draper-Lin
9/30/2014	3595-95	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
9/30/2014	3595-141	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
9/30/2014	3595-149	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-187	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-367	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
9/30/2014	3595-387	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Sandberg-D
9/30/2014	3595-395	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Dougherty-
9/30/2014	3746-32	Journal Entry	Distr 9993-Ref PR JE 3551 Davidson-Janae-9/30/2014-527931-

9/30/2014	3968-32	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-142	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
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10/3/2014	3551-180	Payroll	Anderson-Joseph-9/30/2014-4639-
10/3/2014	3551-275	Payroll	D'Inzillo-Donna-9/30/2014-4650-
10/3/2014	3551-504	Payroll	Potts-Rhonda-9/30/2014-4676-
10/3/2014	3551-567	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-755	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1482	Payroll	Chickering-Donna-9/30/2014-4646-
10/3/2014	3551-1594	Payroll	Sandberg-Dayna-9/30/2014-4679-
10/3/2014	3551-1616	Payroll	Dougherty-Tiffany-9/30/2014-4652-
10/10/2014	3602-6	Payroll	Davidson-Janae-10/31/2014-527937-
10/31/2014	3822-111	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-131	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
10/31/2014	3822-177	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Chickering
10/31/2014	3822-191	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
10/31/2014	3822-203	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
10/31/2014	3822-257	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-267	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero
10/31/2014	3822-283	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-415	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
10/31/2014	3822-461	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-467	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
10/31/2014	3974-40	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Heindsmann
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11/1/2014	3822-268	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero

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11/3/2014	3729-147	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-295	Payroll	D'Inzillo-Donna-10/31/2014-4711-
11/3/2014	3729-515	Payroll	Hearn-Veronica-10/31/2014-4723-
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11/3/2014	3729-618	Payroll	Cooley-Kristi-10/31/2014-4710-
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11/30/2014	3849-165	Journal Entry	Payroll accrual - 01-102-50001-20-00-0000
11/30/2014	3849-187	Journal Entry	Payroll accrual - 01-102-50001-20-00-0000
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11/30/2014	3849-529	Journal Entry	Payroll accrual - 01-102-50001-20-00-0000
11/30/2014	3849-549	Journal Entry	Payroll accrual - 01-102-50001-20-00-0000
11/30/2014	3977-38	Journal Entry	CORR - Heindsmann-Kenneth-11/30/2014-4787-
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12/5/2014	3847-165	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-308	Payroll	D'Inzillo-Donna-11/30/2014-4777-
12/5/2014	3847-489	Payroll	Potts-Rhonda-11/30/2014-4799-



12/5/2014	3847-563	Payroll	Cooley-Kristi-11/30/2014-4776-
12/5/2014	3847-770	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1455	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1593	Payroll	Chickering-Donna-11/30/2014-4773-
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12/31/2014	3926-189	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-315	Journal Entry	ACCR - Draper-Linda-12/31/2014-4839-
12/31/2014	3926-337	Journal Entry	ACCR - D'Inzillo-Donna-12/31/2014-4838-
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12/31/2014	3926-527	Journal Entry	ACCR - Potts-Rhonda-12/31/2014-4861-
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12/31/2014	3926-825	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
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1/5/2015	3924-239	Payroll	Draper-Linda-12/31/2014-4839-
1/5/2015	3924-147	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-274	Payroll	D'Inzillo-Donna-12/31/2014-4838-
1/5/2015	3924-454	Payroll	Hearn-Veronica-12/31/2014-4846-
1/5/2015	3924-473	Payroll	Potts-Rhonda-12/31/2014-4861-
1/5/2015	3924-535	Payroll	Cooley-Kristi-12/31/2014-4837-
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1/5/2015	3924-1253	Payroll	Hannah-Sarah-12/31/2014-4845-
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1/5/2015 3924-1437 Payroll

Anderson-Kristen-12/31/2014-4827-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

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7/1/2014

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12/1/2014 3849-260 Journal Entry

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12/5/2014 3847-601 Payroll

Cooley-Kristi-11/30/2014-4776-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50001-20-00-9991**

**Account: 01-102-50001-20-00-9991 (Staff Wages - Direct)**

7/1/2014

*Account Beginning Balance*

7/31/2014 3328-895 Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Heindsmann

7/31/2014 3957-64 Journal Entry

CORR 7/31/14 PR using PD 8/5/14 Heindsmann

8/1/2014 3328-896 Journal Entry

<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann

8/5/2014 3236-881 Payroll

Heindsmann-Kenneth-7/31/2014-4531-

8/31/2014 3399-787 Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Heindsmann

8/31/2014 3964-44 Journal Entry

CORR 8/31/14 PR using PD 9/5/14 Heindsmann

9/1/2014 3399-788 Journal Entry

<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann

9/5/2014 3394-887 Payroll

Heindsmann-Kenneth-8/31/2014-4600-

9/30/2014 3595-253 Journal Entry

Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann

9/30/2014 3968-34 Journal Entry

CORR 9/30/14 PR using Staff PD 10/3/14 - Heindsmann

10/1/2014 3595-254 Journal Entry

<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann

10/3/2014 3551-803 Payroll

Heindsmann-Kenneth-9/30/2014-4663-

10/31/2014 3822-299 Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann

10/31/2014	3974-42	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Heindsmann
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12/1/2014	3849-308	Journal Entry	<Reversal> Payroll accrual - 01-102-50001-20-00-9991
12/5/2014	3847-780	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/31/2014	3926-845	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
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*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50002-00-00-0000**

**Account: 01-102-50002-00-00-0000 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3042-28	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1072	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1296	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-164	Payroll	Stratton-Sherri-6/30/2014-4486-
7/3/2014	3046-724	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-870	Payroll	Millus-Richard-6/30/2014-4475-
7/31/2014	3328-945	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1623	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3709-51	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-946	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1624	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/5/2014	3236-210	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-986	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-789	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3709-57	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-790	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-952	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3709-63	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-817	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-818	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric

11/3/2014	3729-1138	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-819	Journal Entry	Payroll accrual - 01-102-50002-00-00-0000
11/30/2014	3849-929	Journal Entry	Payroll accrual - 01-102-50002-00-00-0000
12/1/2014	3849-820	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-00-00-0000
12/1/2014	3849-930	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-00-00-0000
12/5/2014	3847-1118	Payroll	Millus-Richard-11/30/2014-4796-
12/5/2014	3847-1482	Payroll	Hannah-Sarah-11/30/2014-4785-
12/31/2014	3926-1155	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3926-1511	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1156	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1512	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-973	Payroll	Millus-Richard-12/31/2014-4858-
1/5/2015	3924-1291	Payroll	Hannah-Sarah-12/31/2014-4845-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50002-00-00-7777**

**Account: 01-102-50002-00-00-7777 (Staff Taxes)**

7/1/2014 *Account Beginning Balance*

7/31/2014	3328-273	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/1/2014	3328-274	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/5/2014	3236-1080	Payroll	Burt-Penelope-7/31/2014-4510-

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6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50002-00-00-9991**

**Account: 01-102-50002-00-00-9991 (Staff Taxes)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-24	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
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7/1/2014	3042-450	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-784	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-796	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-60	Payroll	Hetland-Graham-6/30/2014-527850-
7/3/2014	3046-84	Payroll	Fong-James-6/30/2014-4459-
7/3/2014	3046-720	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-1038	Payroll	Hughes-Brandy-6/30/2014-4467-
7/31/2014	3328-31	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3328-651	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3328-907	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3709-95	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-32	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
8/1/2014	3328-652	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Fong-James
8/1/2014	3328-908	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-144	Payroll	Fong-James-7/31/2014-4523-
8/5/2014	3236-967	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1031	Payroll	Allison-Tamara-7/31/2014-4504-
8/31/2014	3399-51	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3399-595	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3399-791	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1007	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
8/31/2014	3399-1087	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3709-101	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-52	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
9/1/2014	3399-596	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Fong-James
9/1/2014	3399-792	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1008	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
9/1/2014	3399-1088	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/5/2014	3394-142	Payroll	Fong-James-8/31/2014-4592-
9/5/2014	3394-956	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-997	Payroll	Allison-Tamara-8/31/2014-4573-
9/5/2014	3394-1081	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1288	Payroll	Hughes-Brandy-8/31/2014-4602-
9/30/2014	3595-425	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
9/30/2014	3595-579	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-639	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3595-657	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3709-107	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3969-8	Journal Entry	RCLS to 103-9991 - Fong-James
10/1/2014	3595-426	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
10/1/2014	3595-580	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-640	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
10/1/2014	3595-658	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
10/3/2014	3551-99	Payroll	Fong-James-9/30/2014-4656-
10/3/2014	3551-899	Payroll	Heindsmann-Kenneth-9/30/2014-4663-

10/3/2014	3551-959	Payroll	Allison-Tamara-9/30/2014-4638-
10/3/2014	3551-1058	Payroll	King-Aurora-9/30/2014-4667-
10/31/2014	3822-545	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3822-673	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3822-821	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-546	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
11/1/2014	3822-674	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
11/1/2014	3822-822	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-112	Payroll	Fong-James-10/31/2014-4717-
11/3/2014	3729-941	Payroll	Allison-Tamara-10/31/2014-4698-
11/3/2014	3729-1140	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-597	Journal Entry	Payroll accrual - 01-102-50002-00-00-9991
11/30/2014	3849-793	Journal Entry	Payroll accrual - 01-102-50002-00-00-9991
11/30/2014	3849-823	Journal Entry	Payroll accrual - 01-102-50002-00-00-9991
12/1/2014	3849-598	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-00-00-9991
12/1/2014	3849-794	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-00-00-9991
12/1/2014	3849-824	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-00-00-9991
12/5/2014	3847-139	Payroll	Fong-James-11/30/2014-4781-
12/5/2014	3847-933	Payroll	Allison-Tamara-11/30/2014-4764-
12/5/2014	3847-1120	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-171	Journal Entry	ACCR - Fong-James-12/31/2014-4842-
12/31/2014	3926-875	Journal Entry	ACCR - Allison-Tamara-12/31/2014-4825-
12/31/2014	3926-1159	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-172	Journal Entry	<Reversal> ACCR - Fong-James-12/31/2014-4842-
1/1/2015	3926-876	Journal Entry	<Reversal> ACCR - Allison-Tamara-12/31/2014-4825-
1/1/2015	3926-1160	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-124	Payroll	Fong-James-12/31/2014-4842-
1/5/2015	3924-780	Payroll	Allison-Tamara-12/31/2014-4825-
1/5/2015	3924-975	Payroll	Millus-Richard-12/31/2014-4858-

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**01-102-50002-10-00-0000**

**Account: 01-102-50002-10-00-0000 (Staff Taxes)**

7/1/2014 *Account Beginning Balance*

7/1/2014      3042-198      Journal Entry      <Reversal> Accr June PR as 6/6 of PD 7/3/14

7/1/2014      3042-414      Journal Entry      <Reversal> Accr June PR as 6/6 of PD 7/3/14

7/1/2014	3042-466	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-526	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-632	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-844	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-908	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-986	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1250	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1328	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1370	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-168	Payroll	FrIRES-Kenneth-6/30/2014-4460-
7/3/2014	3046-324	Payroll	Durbin-Sherri-6/30/2014-4457-
7/3/2014	3046-555	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-761	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-818	Payroll	King-Aurora-6/30/2014-4470-
7/3/2014	3046-918	Payroll	Whetstine-Barry-6/30/2014-4489-
7/3/2014	3046-1008	Payroll	Brouwer-Amanda-6/30/2014-4447-
7/3/2014	3046-1127	Payroll	MacLauchlan-Cheri-6/30/2014-4472-
7/3/2014	3046-1137	Payroll	Hegeman-Robert-6/30/2014-4465-
7/3/2014	3046-1194	Payroll	Stockton-Sherry-6/30/2014-4484-
7/3/2014	3046-1243	Payroll	Timeus-Cheryl-6/30/2014-4487-
7/31/2014	3328-121	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Berry-Tina
7/31/2014	3328-231	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3328-561	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Durbin-She
7/31/2014	3328-689	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 FrIRES-Ken
7/31/2014	3328-795	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
7/31/2014	3328-925	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1217	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3328-1473	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Ragsdale-C
7/31/2014	3328-1581	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stone-Devi
7/31/2014	3328-1713	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
7/31/2014	3328-1775	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Whetstine-
7/31/2014	3811-54	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-59	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
8/1/2014	3328-122	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Berry-Tina
8/1/2014	3328-232	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
8/1/2014	3328-562	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Durbin-She
8/1/2014	3328-690	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 FrIRES-Ken
8/1/2014	3328-796	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
8/1/2014	3328-926	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1218	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 King-Auror
8/1/2014	3328-1474	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Ragsdale-C
8/1/2014	3328-1582	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stone-Devi
8/1/2014	3328-1714	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
8/1/2014	3328-1776	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Whetstine-
8/5/2014	3236-36	Payroll	Berry-Tina-7/31/2014-527873-

8/5/2014	3236-285	Payroll	Frires-Kenneth-7/31/2014-4524-
8/5/2014	3236-547	Payroll	Ragsdale-Cynthia-7/31/2014-4544-
8/5/2014	3236-500	Payroll	Durbin-Sherri-7/31/2014-4520-
8/5/2014	3236-976	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1135	Payroll	King-Aurora-7/31/2014-4535-
8/5/2014	3236-1206	Payroll	Whetstine-Barry-7/31/2014-4554-
8/5/2014	3236-1322	Payroll	Brouwer-Amanda-7/31/2014-4509-
8/5/2014	3236-1362	Payroll	Stone-Devi Anna-7/31/2014-4550-
8/5/2014	3236-1420	Payroll	Hegeman-Robert-7/31/2014-4530-
8/5/2014	3236-1554	Payroll	Timeus-Cheryl-7/31/2014-4552-
8/31/2014	3399-223	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
8/31/2014	3399-517	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Durbin-She
8/31/2014	3399-635	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3399-733	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
8/31/2014	3399-1035	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Juarez-Lor
8/31/2014	3399-1089	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3399-1155	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Krunglevic
8/31/2014	3399-1431	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Ragsdale-C
8/31/2014	3399-1533	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stone-Devi
8/31/2014	3399-1555	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3399-1653	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
8/31/2014	3399-1701	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Whetstine-
8/31/2014	3811-63	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-68	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-
8/31/2014	3811-72	Journal Entry	Distr 9993-Ref PR JE 3394 Whetstine-Barry-8/31/2014-4626-
8/31/2014	3811-75	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
8/31/2014	3907-4	Journal Entry	Stone-Devi Reclass to 916
9/1/2014	3399-224	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
9/1/2014	3399-518	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Durbin-She
9/1/2014	3399-636	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
9/1/2014	3399-734	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
9/1/2014	3399-1036	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Juarez-Lor
9/1/2014	3399-1090	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/1/2014	3399-1156	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Krunglevic
9/1/2014	3399-1432	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Ragsdale-C
9/1/2014	3399-1534	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stone-Devi
9/1/2014	3399-1556	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/1/2014	3399-1654	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
9/1/2014	3399-1702	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Whetstine-
9/5/2014	3394-200	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-287	Payroll	Frires-Kenneth-8/31/2014-4593-
9/5/2014	3394-538	Payroll	Ragsdale-Cynthia-8/31/2014-4616-
9/5/2014	3394-492	Payroll	Durbin-Sherri-8/31/2014-4589-
9/5/2014	3394-865	Payroll	Juarez-Lorena-8/31/2014-4604-
9/5/2014	3394-1076	Payroll	King-Aurora-8/31/2014-4605-



9/5/2014	3394-1147	Payroll	Whetstine-Barry-8/31/2014-4626-
9/5/2014	3394-1245	Payroll	Brouwer-Amanda-8/31/2014-4578-
9/5/2014	3394-1319	Payroll	Stone-Devi Anna-8/31/2014-4622-
9/5/2014	3394-1372	Payroll	Hegeman-Robert-8/31/2014-4599-
9/5/2014	3394-1497	Payroll	Timeus-Cheryl-8/31/2014-4624-
9/5/2014	3394-1640	Payroll	Krunglevich-Stephannie-8/31/2014-4606-
9/30/2014	3595-427	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-459	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3595-497	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
9/30/2014	3595-511	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Ragsdale-C
9/30/2014	3595-571	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Juarez-Lor
9/30/2014	3595-591	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-649	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3595-665	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Whetstine-
9/30/2014	3595-685	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
9/30/2014	3595-703	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
9/30/2014	3595-727	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
9/30/2014	3595-757	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Krunglevic
9/30/2014	3811-80	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-85	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-90	Journal Entry	Distr 9993-Ref PR JE 3551 Whetstine-Barry-9/30/2014-4687-
9/30/2014	3811-93	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-
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10/1/2014	3595-498	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
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10/1/2014	3595-572	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Juarez-Lor
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10/1/2014	3595-704	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
10/1/2014	3595-728	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
10/1/2014	3595-758	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Krunglevic
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10/3/2014	3551-480	Payroll	Ragsdale-Cynthia-9/30/2014-4677-
10/3/2014	3551-458	Payroll	Durbin-Sherri-9/30/2014-4654-
10/3/2014	3551-822	Payroll	Juarez-Lorena-9/30/2014-4666-
10/3/2014	3551-905	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1054	Payroll	King-Aurora-9/30/2014-4667-
10/3/2014	3551-1123	Payroll	Whetstine-Barry-9/30/2014-4687-
10/3/2014	3551-1218	Payroll	Brouwer-Amanda-9/30/2014-4642-
10/3/2014	3551-1310	Payroll	Hegeman-Robert-9/30/2014-4662-
10/3/2014	3551-1436	Payroll	Timeus-Cheryl-9/30/2014-4685-

10/3/2014	3551-1577	Payroll	Krunglevich-Stephannie-9/30/2014-4668-
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10/31/2014	3822-567	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
10/31/2014	3822-595	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Brouwer-Am
10/31/2014	3822-655	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Durbin-She
10/31/2014	3822-677	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3822-711	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
10/31/2014	3822-757	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-775	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3822-783	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Krunglevic
10/31/2014	3822-793	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-867	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Ragsdale-C
10/31/2014	3822-889	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-921	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Timeus-Che
10/31/2014	3822-929	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
10/31/2014	3822-955	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
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11/1/2014	3822-956	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
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11/3/2014	3729-244	Payroll	Frires-Kenneth-10/31/2014-4718-
11/3/2014	3729-225	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-510	Payroll	Ragsdale-Cynthia-10/31/2014-4739-
11/3/2014	3729-461	Payroll	Durbin-Sherri-10/31/2014-4714-
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11/3/2014	3729-1042	Payroll	King-Aurora-10/31/2014-4729-
11/3/2014	3729-1206	Payroll	Whetstine-Barry-10/31/2014-4748-
11/3/2014	3729-1300	Payroll	Brouwer-Amanda-10/31/2014-4703-
11/3/2014	3729-1407	Payroll	MacLauchlan-Cheri-10/31/2014-4732-
11/3/2014	3729-1438	Payroll	Hegeman-Robert-10/31/2014-4724-
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11/3/2014	3729-1639	Payroll	Wolfe-Rebecca-10/31/2014-4751-
11/3/2014	3729-1751	Payroll	Krunglevich-Stephannie-10/31/2014-4730-

11/3/2014	3729-1790	Payroll	Anderson-Kristen-10/31/2014-4700-
11/30/2014	3849-601	Journal Entry	Payroll accrual - 01-102-50002-10-00-0000
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12/5/2014	3847-240	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-480	Payroll	Ragsdale-Cynthia-11/30/2014-4800-
12/5/2014	3847-445	Payroll	Durbin-Sherri-11/30/2014-4779-
12/5/2014	3847-804	Payroll	Juarez-Lorena-11/30/2014-4790-
12/5/2014	3847-889	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1025	Payroll	King-Aurora-11/30/2014-4791-

12/5/2014	3847-1184	Payroll	Whetstine-Barry-11/30/2014-4809-
12/5/2014	3847-1271	Payroll	Brouwer-Amanda-11/30/2014-4769-
12/5/2014	3847-1322	Payroll	Stone-Devi Anna-11/30/2014-4805-
12/5/2014	3847-1380	Payroll	MacLauchlan-Cheri-11/30/2014-4794-
12/5/2014	3847-1415	Payroll	Hegeman-Robert-11/30/2014-4786-
12/5/2014	3847-1528	Payroll	Timeus-Cheryl-11/30/2014-4807-
12/5/2014	3847-1577	Payroll	Wolfe-Rebecca-11/30/2014-4812-
12/5/2014	3847-1672	Payroll	Krunglevich-Stephannie-11/30/2014-4792-
12/5/2014	3847-1700	Payroll	Anderson-Kristen-11/30/2014-4766-
12/8/2014	3847-1729	Payroll	Stratton-Sherri-11/30/2014-4815-
12/31/2014	3926-277	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-
12/31/2014	3926-303	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-319	Journal Entry	ACCR - Frires-Kenneth-12/31/2014-4843-
12/31/2014	3926-481	Journal Entry	ACCR - Durbin-Sherri-12/31/2014-4840-
12/31/2014	3926-515	Journal Entry	ACCR - Ragsdale-Cynthia-12/31/2014-4862-
12/31/2014	3926-779	Journal Entry	ACCR - Juarez-Lorena-12/31/2014-4851-
12/31/2014	3926-1001	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-
12/31/2014	3926-1219	Journal Entry	ACCR - Whetstine-Barry-12/31/2014-4871-
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12/31/2014	3926-1403	Journal Entry	ACCR - MacLauchlan-Cheri-12/31/2014-4855-
12/31/2014	3926-1433	Journal Entry	ACCR - Hegeman-Robert-12/31/2014-4847-
12/31/2014	3926-1549	Journal Entry	ACCR - Timeus-Cheryl-12/31/2014-4869-
12/31/2014	3926-1627	Journal Entry	ACCR - Wolfe-Rebecca-12/31/2014-4874-
12/31/2014	3926-1671	Journal Entry	ACCR - Krunglevich-Stephannie-12/31/2014-4853-
12/31/2014	3955-3	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-
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1/5/2015	3924-244	Payroll	Frires-Kenneth-12/31/2014-4843-
1/5/2015	3924-229	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-452	Payroll	Ragsdale-Cynthia-12/31/2014-4862-
1/5/2015	3924-423	Payroll	Durbin-Sherri-12/31/2014-4840-

1/5/2015	3924-701	Payroll
1/5/2015	3924-883	Payroll
1/5/2015	3924-1025	Payroll
1/5/2015	3924-1110	Payroll
1/5/2015	3924-1204	Payroll
1/5/2015	3924-1222	Payroll
1/5/2015	3924-1324	Payroll
1/5/2015	3924-1384	Payroll
1/5/2015	3924-1431	Payroll
1/6/2015	3961-9	Payroll

Juarez-Lorena-12/31/2014-4851-
King-Aurora-12/31/2014-4852-
Whetstine-Barry-12/31/2014-4871-
Brouwer-Amanda-12/31/2014-4830-
MacLauchlan-Cheri-12/31/2014-4855-
Hegeman-Robert-12/31/2014-4847-
Timeus-Cheryl-12/31/2014-4869-
Wolfe-Rebecca-12/31/2014-4874-
Krunglevich-Stephannie-12/31/2014-4853-
Gallegly-Suzanne-12/31/2014-4876-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50002-10-00-7777**

**Account: 01-102-50002-10-00-7777 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

10/31/2014	3822-601	Journal Entry
11/1/2014	3822-602	Journal Entry
11/3/2014	3729-984	Payroll

Accr 10/31/14 using Staff PD 11/5/14 - Burt-Penel
<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Burt-Penel
Burt-Penelope-10/31/2014-4704-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50002-20-00-0000**

**Account: 01-102-50002-20-00-0000 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

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7/1/2014	3042-272	Journal Entry
7/1/2014	3042-342	Journal Entry
7/1/2014	3042-368	Journal Entry

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7/3/2014	3046-135	Payroll	Anderson-Joseph-6/30/2014-4443-
7/3/2014	3046-392	Payroll	Potts-Rhonda-6/30/2014-4479-
7/3/2014	3046-469	Payroll	Cooley-Kristi-6/30/2014-4454-
7/3/2014	3046-741	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-1293	Payroll	Chickering-Donna-6/30/2014-4451-
7/31/2014	3328-65	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-371	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Chickering
7/31/2014	3328-457	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
7/31/2014	3328-483	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Davidson-J
7/31/2014	3328-519	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3328-911	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1253	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Krunglevic
7/31/2014	3328-1443	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
7/31/2014	3328-1515	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
7/31/2014	3746-22	Journal Entry	Distr 9993-Ref PR JE 3236 Hearn-Veronica-7/31/2014-4529-
7/31/2014	3746-26	Journal Entry	Distr 9993-Ref PR JE 3236 Davidson-Janae-7/31/2014-527874-
7/31/2014	3910-7	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3910-8	Journal Entry	D'Inzillo - Correction
8/1/2014	3328-66	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-372	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Chickering
8/1/2014	3328-458	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
8/1/2014	3328-484	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Davidson-J
8/1/2014	3328-520	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
8/1/2014	3328-912	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1254	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Krunglevic
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8/1/2014	3328-1516	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
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8/5/2014	3236-57	Payroll	Krunglevich-Stephannie-7/31/2014-527875-
8/5/2014	3236-248	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-340	Payroll	D'Inzillo-Donna-7/31/2014-4518-
8/5/2014	3236-605	Payroll	Potts-Rhonda-7/31/2014-4543-
8/5/2014	3236-688	Payroll	Cooley-Kristi-7/31/2014-4517-
8/5/2014	3236-969	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1647	Payroll	Chickering-Donna-7/31/2014-4514-
8/5/2014	3236-1722	Payroll	Sandberg-Dayna-7/31/2014-4546-
8/31/2014	3399-71	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Anderson-J
8/31/2014	3399-333	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Chickering
8/31/2014	3399-399	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-445	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Davidson-J
8/31/2014	3399-493	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Dougherty-
8/31/2014	3399-721	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hearn-Vero

8/31/2014	3399-793	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1381	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
8/31/2014	3399-1471	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Sandberg-D
8/31/2014	3399-1557	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3746-30	Journal Entry	Distr 9993-Ref PR JE 3394 Davidson-Janae-8/31/2014-527909-
9/1/2014	3399-72	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Anderson-J
9/1/2014	3399-334	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Chickering
9/1/2014	3399-400	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
9/1/2014	3399-446	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Davidson-J
9/1/2014	3399-494	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Dougherty-
9/1/2014	3399-722	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hearn-Vero
9/1/2014	3399-794	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1382	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
9/1/2014	3399-1472	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Sandberg-D
9/1/2014	3399-1558	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/5/2014	3394-53	Payroll	Davidson-Janae-8/31/2014-527909-
9/5/2014	3394-223	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-242	Payroll	Anderson-Joseph-8/31/2014-4574-
9/5/2014	3394-553	Payroll	Hearn-Veronica-8/31/2014-4598-
9/5/2014	3394-611	Payroll	Potts-Rhonda-8/31/2014-4615-
9/5/2014	3394-705	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-947	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1573	Payroll	Chickering-Donna-8/31/2014-4581-
9/5/2014	3394-1682	Payroll	Sandberg-Dayna-8/31/2014-4618-
9/5/2014	3394-1686	Payroll	Dougherty-Tiffany-8/31/2014-4587-
9/30/2014	3595-407	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Davidson-J
9/30/2014	3595-441	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-455	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
9/30/2014	3595-467	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Draper-Lin
9/30/2014	3595-473	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
9/30/2014	3595-519	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
9/30/2014	3595-529	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-573	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-743	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
9/30/2014	3595-763	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Sandberg-D
9/30/2014	3595-769	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Dougherty-
9/30/2014	3746-33	Journal Entry	Distr 9993-Ref PR JE 3551 Davidson-Janae-9/30/2014-527931-
10/1/2014	3595-408	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Davidson-J
10/1/2014	3595-442	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
10/1/2014	3595-456	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
10/1/2014	3595-468	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Draper-Lin
10/1/2014	3595-474	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
10/1/2014	3595-520	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
10/1/2014	3595-530	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
10/1/2014	3595-574	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann

10/1/2014	3595-744	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
10/1/2014	3595-764	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Sandberg-D
10/1/2014	3595-770	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Dougherty-
10/3/2014	3551-48	Payroll	Davidson-Janae-9/30/2014-527931-
10/3/2014	3551-172	Payroll	Stratton-Sherri-9/30/2014-4684-
10/3/2014	3551-255	Payroll	Draper-Linda-9/30/2014-4653-
10/3/2014	3551-208	Payroll	Anderson-Joseph-9/30/2014-4639-
10/3/2014	3551-297	Payroll	D'Inzillo-Donna-9/30/2014-4650-
10/3/2014	3551-543	Payroll	Potts-Rhonda-9/30/2014-4676-
10/3/2014	3551-629	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-896	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1512	Payroll	Chickering-Donna-9/30/2014-4646-
10/3/2014	3551-1618	Payroll	Sandberg-Dayna-9/30/2014-4679-
10/3/2014	3551-1622	Payroll	Dougherty-Tiffany-9/30/2014-4652-
10/10/2014	3602-9	Payroll	Davidson-Janae-10/31/2014-527937-
10/31/2014	3822-551	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-571	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
10/31/2014	3822-617	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Chickering
10/31/2014	3822-631	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
10/31/2014	3822-643	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
10/31/2014	3822-697	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-707	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero
10/31/2014	3822-723	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-855	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
10/31/2014	3822-901	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-907	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
11/1/2014	3822-552	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-572	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
11/1/2014	3822-618	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Chickering
11/1/2014	3822-632	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
11/1/2014	3822-644	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
11/1/2014	3822-698	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
11/1/2014	3822-708	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero
11/1/2014	3822-724	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-856	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
11/1/2014	3822-902	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/1/2014	3822-908	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
11/3/2014	3729-68	Payroll	Tessen-Jeanette-10/31/2014-527947-
11/3/2014	3729-207	Payroll	Stratton-Sherri-10/31/2014-4745-
11/3/2014	3729-209	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-320	Payroll	D'Inzillo-Donna-10/31/2014-4711-
11/3/2014	3729-521	Payroll	Hearn-Veronica-10/31/2014-4723-
11/3/2014	3729-571	Payroll	Potts-Rhonda-10/31/2014-4738-
11/3/2014	3729-685	Payroll	Cooley-Kristi-10/31/2014-4710-
11/3/2014	3729-898	Payroll	Heindsmann-Kenneth-10/31/2014-4725-



11/3/2014	3729-1537	Payroll	Hannah-Sarah-10/31/2014-4722-
11/3/2014	3729-1690	Payroll	Chickering-Donna-10/31/2014-4707-
11/3/2014	3729-1792	Payroll	Anderson-Kristen-10/31/2014-4700-
11/30/2014	3849-581	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-603	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-627	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-637	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-643	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-681	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-701	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-753	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-939	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-969	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-991	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
11/30/2014	3849-1005	Journal Entry	Payroll accrual - 01-102-50002-20-00-0000
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12/1/2014	3849-682	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-20-00-0000
12/1/2014	3849-702	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-20-00-0000
12/1/2014	3849-754	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-20-00-0000
12/1/2014	3849-940	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-20-00-0000
12/1/2014	3849-970	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-20-00-0000
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12/1/2014	3849-1006	Journal Entry	<Reversal> Payroll accrual - 01-102-50002-20-00-0000
12/5/2014	3847-95	Payroll	Tessen-Jeanette-11/30/2014-527964-
12/5/2014	3847-243	Payroll	Stratton-Sherri-11/30/2014-4806-
12/5/2014	3847-284	Payroll	Draper-Linda-11/30/2014-4778-
12/5/2014	3847-224	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-324	Payroll	D'Inzillo-Donna-11/30/2014-4777-
12/5/2014	3847-527	Payroll	Potts-Rhonda-11/30/2014-4799-
12/5/2014	3847-636	Payroll	Cooley-Kristi-11/30/2014-4776-
12/5/2014	3847-884	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1492	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1629	Payroll	Chickering-Donna-11/30/2014-4773-
12/5/2014	3847-1706	Payroll	Anderson-Kristen-11/30/2014-4766-
12/8/2014	3847-1734	Payroll	Stratton-Sherri-11/30/2014-4815-
12/31/2014	3926-119	Journal Entry	ACCR - Tessen-Jeanette-12/31/2014-527981-
12/31/2014	3926-135	Journal Entry	ACCR - Mooney-Kerry-12/31/2014-527977-
12/31/2014	3926-281	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-297	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-
12/31/2014	3926-327	Journal Entry	ACCR - Draper-Linda-12/31/2014-4839-
12/31/2014	3926-363	Journal Entry	ACCR - D'Inzillo-Donna-12/31/2014-4838-

12/31/2014	3926-523	Journal Entry	ACCR - Hearn-Veronica-12/31/2014-4846-
12/31/2014	3926-557	Journal Entry	ACCR - Potts-Rhonda-12/31/2014-4861-
12/31/2014	3926-637	Journal Entry	ACCR - Cooley-Kristi-12/31/2014-4837-
12/31/2014	3926-921	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3926-1527	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
12/31/2014	3926-1641	Journal Entry	ACCR - Chickering-Donna-12/31/2014-4834-
12/31/2014	3926-1695	Journal Entry	ACCR - Anderson-Kristen-12/31/2014-4827-
1/1/2015	3926-120	Journal Entry	<Reversal> ACCR - Tessen-Jeanette-12/31/2014-527981-
1/1/2015	3926-136	Journal Entry	<Reversal> ACCR - Mooney-Kerry-12/31/2014-527977-
1/1/2015	3926-282	Journal Entry	<Reversal> ACCR - Anderson-Joseph-12/31/2014-4826-
1/1/2015	3926-298	Journal Entry	<Reversal> ACCR - Stratton-Sherri-12/31/2014-4868-
1/1/2015	3926-328	Journal Entry	<Reversal> ACCR - Draper-Linda-12/31/2014-4839-
1/1/2015	3926-364	Journal Entry	<Reversal> ACCR - D'Inzillo-Donna-12/31/2014-4838-
1/1/2015	3926-524	Journal Entry	<Reversal> ACCR - Hearn-Veronica-12/31/2014-4846-
1/1/2015	3926-558	Journal Entry	<Reversal> ACCR - Potts-Rhonda-12/31/2014-4861-
1/1/2015	3926-638	Journal Entry	<Reversal> ACCR - Cooley-Kristi-12/31/2014-4837-
1/1/2015	3926-922	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-1528	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1642	Journal Entry	<Reversal> ACCR - Chickering-Donna-12/31/2014-4834-
1/1/2015	3926-1696	Journal Entry	<Reversal> ACCR - Anderson-Kristen-12/31/2014-4827-
1/5/2015	3924-78	Payroll	Tessen-Jeanette-12/31/2014-527981-
1/5/2015	3924-87	Payroll	Mooney-Kerry-12/31/2014-527977-
1/5/2015	3924-225	Payroll	Stratton-Sherri-12/31/2014-4868-
1/5/2015	3924-252	Payroll	Draper-Linda-12/31/2014-4839-
1/5/2015	3924-215	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-296	Payroll	D'Inzillo-Donna-12/31/2014-4838-
1/5/2015	3924-462	Payroll	Hearn-Veronica-12/31/2014-4846-
1/5/2015	3924-502	Payroll	Potts-Rhonda-12/31/2014-4861-
1/5/2015	3924-596	Payroll	Cooley-Kristi-12/31/2014-4837-
1/5/2015	3924-815	Payroll	Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-1301	Payroll	Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-1393	Payroll	Chickering-Donna-12/31/2014-4834-
1/5/2015	3924-1461	Payroll	Anderson-Kristen-12/31/2014-4827-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50002-20-00-5000**

**Account: 01-102-50002-20-00-5000 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

11/30/2014	3849-709	Journal Entry
12/1/2014	3849-710	Journal Entry
12/5/2014	3847-643	Payroll

Payroll accrual - 01-102-50002-20-00-5000
<Reversal> Payroll accrual - 01-102-50002-20-00-5000
Cooley-Kristi-11/30/2014-4776-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50002-20-00-9991**

**Account: 01-102-50002-20-00-9991 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-969	Journal Entry
8/1/2014	3328-970	Journal Entry
8/5/2014	3236-1012	Payroll
8/31/2014	3399-795	Journal Entry
9/1/2014	3399-796	Journal Entry
9/5/2014	3394-983	Payroll
9/30/2014	3595-633	Journal Entry
10/1/2014	3595-634	Journal Entry
10/3/2014	3551-940	Payroll
10/31/2014	3822-739	Journal Entry
11/1/2014	3822-740	Journal Entry
11/3/2014	3729-919	Payroll
11/30/2014	3849-757	Journal Entry
12/1/2014	3849-758	Journal Entry
12/5/2014	3847-886	Payroll
12/31/2014	3926-945	Journal Entry
1/1/2015	3926-946	Journal Entry
1/5/2015	3924-829	Payroll

Accr 7/31/14 PR using PD 8/5/14 Heindsmann
<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
Heindsmann-Kenneth-7/31/2014-4531-
Accr 8/31/14 PR using PD 9/5/14 Heindsmann
<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
Heindsmann-Kenneth-8/31/2014-4600-
Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
Heindsmann-Kenneth-9/30/2014-4663-
Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
Heindsmann-Kenneth-10/31/2014-4725-
Payroll accrual - 01-102-50002-20-00-9991
<Reversal> Payroll accrual - 01-102-50002-20-00-9991
Heindsmann-Kenneth-11/30/2014-4787-
ACCR - Heindsmann-Kenneth-12/31/2014-4848-
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Heindsmann-Kenneth-12/31/2014-4848-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50006-00-00-0000**

Account: 01-102-50006-00-00-0000 (Staff Fringe - PERS)

7/1/2014			<i>Account Beginning Balance</i>
7/1/2014	3042-38	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1096	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1304	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-133	Payroll	Stratton-Sherri-6/30/2014-4486-
7/3/2014	3046-702	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-845	Payroll	Millus-Richard-6/30/2014-4475-
7/31/2014	3328-1009	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1643	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3709-52	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-1010	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1644	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/5/2014	3236-175	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-912	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-797	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3709-58	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-798	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-904	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3709-64	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-1221	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-1222	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1101	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-1251	Journal Entry	Payroll accrual - 01-102-50006-00-00-0000
11/30/2014	3849-1345	Journal Entry	Payroll accrual - 01-102-50006-00-00-0000
12/1/2014	3849-1252	Journal Entry	<Reversal> Payroll accrual - 01-102-50006-00-00-0000
12/1/2014	3849-1346	Journal Entry	<Reversal> Payroll accrual - 01-102-50006-00-00-0000
12/5/2014	3847-1081	Payroll	Millus-Richard-11/30/2014-4796-
12/5/2014	3847-1460	Payroll	Hannah-Sarah-11/30/2014-4785-
12/31/2014	3926-1083	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3926-1471	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1084	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1472	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-936	Payroll	Millus-Richard-12/31/2014-4858-
1/5/2015	3924-1258	Payroll	Hannah-Sarah-12/31/2014-4845-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50006-00-00-7777**

**Account:** 01-102-50006-00-00-7777 (Staff Fringe - PERS)

7/1/2014				<i>Account Beginning Balance</i>
7/31/2014	3328-283	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/1/2014	3328-284	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/5/2014	3236-1065	Payroll		Burt-Penelope-7/31/2014-4510-
				<i>Account Subtotals</i>
6/30/2015				<i>Account Net Change</i>
6/30/2015				<i>Account Ending Balance</i>

**01-102-50006-00-00-9991**

**Account:** 01-102-50006-00-00-9991 (Staff Fringe - PERS)

7/1/2014				<i>Account Beginning Balance</i>
7/1/2014	3042-34	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-454	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-800	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-78	Payroll		Fong-James-6/30/2014-4459-
7/3/2014	3046-699	Payroll		Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-1034	Payroll		Hughes-Brandy-6/30/2014-4467-
7/31/2014	3328-37	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3328-659	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3328-973	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3709-96	Journal Entry		Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-38	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
8/1/2014	3328-660	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Fong-James
8/1/2014	3328-974	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-133	Payroll		Fong-James-7/31/2014-4523-
8/5/2014	3236-893	Payroll		Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1019	Payroll		Allison-Tamara-7/31/2014-4504-
8/31/2014	3399-53	Journal Entry		Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3399-597	Journal Entry		Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3399-799	Journal Entry		Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1009	Journal Entry		Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra

8/31/2014	3399-1091	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3709-102	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-54	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
9/1/2014	3399-598	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Fong-James
9/1/2014	3399-800	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1010	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
9/1/2014	3399-1092	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/5/2014	3394-131	Payroll	Fong-James-8/31/2014-4592-
9/5/2014	3394-908	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-985	Payroll	Allison-Tamara-8/31/2014-4573-
9/5/2014	3394-1065	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1282	Payroll	Hughes-Brandy-8/31/2014-4602-
9/30/2014	3595-773	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
9/30/2014	3595-921	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-983	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3595-1001	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3709-108	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3969-4	Journal Entry	RCLS to 103-9991 - Fong-James
10/1/2014	3595-774	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
10/1/2014	3595-922	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-984	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
10/1/2014	3595-1002	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
10/3/2014	3551-94	Payroll	Fong-James-9/30/2014-4656-
10/3/2014	3551-826	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-947	Payroll	Allison-Tamara-9/30/2014-4638-
10/3/2014	3551-1044	Payroll	King-Aurora-9/30/2014-4667-
10/31/2014	3822-985	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3822-1093	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3822-1225	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-986	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
11/1/2014	3822-1094	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
11/1/2014	3822-1226	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-105	Payroll	Fong-James-10/31/2014-4717-
11/3/2014	3729-928	Payroll	Allison-Tamara-10/31/2014-4698-
11/3/2014	3729-1103	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-1023	Journal Entry	Payroll accrual - 01-102-50006-00-00-9991
11/30/2014	3849-1225	Journal Entry	Payroll accrual - 01-102-50006-00-00-9991
11/30/2014	3849-1255	Journal Entry	Payroll accrual - 01-102-50006-00-00-9991
12/1/2014	3849-1024	Journal Entry	<Reversal> Payroll accrual - 01-102-50006-00-00-9991
12/1/2014	3849-1226	Journal Entry	<Reversal> Payroll accrual - 01-102-50006-00-00-9991
12/1/2014	3849-1256	Journal Entry	<Reversal> Payroll accrual - 01-102-50006-00-00-9991
12/5/2014	3847-132	Payroll	Fong-James-11/30/2014-4781-
12/5/2014	3847-920	Payroll	Allison-Tamara-11/30/2014-4764-
12/5/2014	3847-1083	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-163	Journal Entry	ACCR - Fong-James-12/31/2014-4842-

12/31/2014	3926-857	Journal Entry	ACCR - Allison-Tamara-12/31/2014-4825-
12/31/2014	3926-1087	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-164	Journal Entry	<Reversal> ACCR - Fong-James-12/31/2014-4842-
1/1/2015	3926-858	Journal Entry	<Reversal> ACCR - Allison-Tamara-12/31/2014-4825-
1/1/2015	3926-1088	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-117	Payroll	Fong-James-12/31/2014-4842-
1/5/2015	3924-769	Payroll	Allison-Tamara-12/31/2014-4825-
1/5/2015	3924-938	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50006-10-00-0000**

**Account: 01-102-50006-10-00-0000 (Staff Fringe - PERS)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-206	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-422	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-470	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-536	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-686	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-866	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-914	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1000	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1266	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1336	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-159	Payroll	Friles-Kenneth-6/30/2014-4460-
7/3/2014	3046-300	Payroll	Durbin-Sherri-6/30/2014-4457-
7/3/2014	3046-593	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-649	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-810	Payroll	King-Aurora-6/30/2014-4470-
7/3/2014	3046-980	Payroll	Brouwer-Amanda-6/30/2014-4447-
7/3/2014	3046-1095	Payroll	MacLauchlan-Cheri-6/30/2014-4472-
7/3/2014	3046-1110	Payroll	Hegeman-Robert-6/30/2014-4465-
7/3/2014	3046-1157	Payroll	Stockton-Sherry-6/30/2014-4484-
7/3/2014	3046-1233	Payroll	Timeus-Cheryl-6/30/2014-4487-
7/31/2014	3328-239	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3328-575	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Durbin-She
7/31/2014	3328-695	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Friles-Ken

7/31/2014	3328-805	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
7/31/2014	3328-995	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1225	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3328-1477	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Ragsdale-C
7/31/2014	3328-1587	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stone-Devi
7/31/2014	3328-1723	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
7/31/2014	3811-55	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-60	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
8/1/2014	3328-240	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
8/1/2014	3328-576	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Durbin-She
8/1/2014	3328-696	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
8/1/2014	3328-806	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
8/1/2014	3328-996	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1226	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 King-Auror
8/1/2014	3328-1478	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Ragsdale-C
8/1/2014	3328-1588	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stone-Devi
8/1/2014	3328-1724	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
8/5/2014	3236-276	Payroll	Frires-Kenneth-7/31/2014-4524-
8/5/2014	3236-537	Payroll	Ragsdale-Cynthia-7/31/2014-4544-
8/5/2014	3236-470	Payroll	Durbin-Sherri-7/31/2014-4520-
8/5/2014	3236-905	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1124	Payroll	King-Aurora-7/31/2014-4535-
8/5/2014	3236-1298	Payroll	Brouwer-Amanda-7/31/2014-4509-
8/5/2014	3236-1355	Payroll	Stone-Devi Anna-7/31/2014-4550-
8/5/2014	3236-1394	Payroll	Hegeman-Robert-7/31/2014-4530-
8/5/2014	3236-1541	Payroll	Timeus-Cheryl-7/31/2014-4552-
8/31/2014	3399-225	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
8/31/2014	3399-519	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Durbin-She
8/31/2014	3399-637	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3399-735	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
8/31/2014	3399-1037	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Juarez-Lor
8/31/2014	3399-1093	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3399-1433	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Ragsdale-C
8/31/2014	3399-1535	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stone-Devi
8/31/2014	3399-1559	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3399-1655	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
8/31/2014	3811-64	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-69	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-
8/31/2014	3811-76	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
8/31/2014	3907-6	Journal Entry	Stone-Devi Reclass to 916
9/1/2014	3399-226	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
9/1/2014	3399-520	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Durbin-She
9/1/2014	3399-638	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
9/1/2014	3399-736	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
9/1/2014	3399-1038	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Juarez-Lor



9/1/2014	3399-1094	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/1/2014	3399-1434	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Ragsdale-C
9/1/2014	3399-1536	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stone-Devi
9/1/2014	3399-1560	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/1/2014	3399-1656	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
9/5/2014	3394-173	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-269	Payroll	FrIRES-Kenneth-8/31/2014-4593-
9/5/2014	3394-532	Payroll	Ragsdale-Cynthia-8/31/2014-4616-
9/5/2014	3394-474	Payroll	Durbin-Sherri-8/31/2014-4589-
9/5/2014	3394-845	Payroll	Juarez-Lorena-8/31/2014-4604-
9/5/2014	3394-1059	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1213	Payroll	Brouwer-Amanda-8/31/2014-4578-
9/5/2014	3394-1314	Payroll	Stone-Devi Anna-8/31/2014-4622-
9/5/2014	3394-1347	Payroll	Hegeman-Robert-8/31/2014-4599-
9/5/2014	3394-1488	Payroll	Timeus-Cheryl-8/31/2014-4624-
9/30/2014	3595-775	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-807	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - FrIRES-Ken
9/30/2014	3595-839	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
9/30/2014	3595-853	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Ragsdale-C
9/30/2014	3595-913	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Juarez-Lor
9/30/2014	3595-937	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-993	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3595-1021	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
9/30/2014	3595-1039	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
9/30/2014	3595-1063	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
9/30/2014	3811-81	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-86	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-94	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-
10/1/2014	3595-776	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
10/1/2014	3595-808	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - FrIRES-Ken
10/1/2014	3595-840	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
10/1/2014	3595-854	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Ragsdale-C
10/1/2014	3595-914	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Juarez-Lor
10/1/2014	3595-938	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-994	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
10/1/2014	3595-1022	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
10/1/2014	3595-1040	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
10/1/2014	3595-1064	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
10/3/2014	3551-126	Payroll	Stratton-Sherri-9/30/2014-4684-
10/3/2014	3551-228	Payroll	FrIRES-Kenneth-9/30/2014-4657-
10/3/2014	3551-454	Payroll	Ragsdale-Cynthia-9/30/2014-4677-
10/3/2014	3551-426	Payroll	Durbin-Sherri-9/30/2014-4654-
10/3/2014	3551-789	Payroll	Juarez-Lorena-9/30/2014-4666-
10/3/2014	3551-838	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1039	Payroll	King-Aurora-9/30/2014-4667-

10/3/2014	3551-1195	Payroll	Brouwer-Amanda-9/30/2014-4642-
10/3/2014	3551-1287	Payroll	Hegeman-Robert-9/30/2014-4662-
10/3/2014	3551-1429	Payroll	Timeus-Cheryl-9/30/2014-4685-
10/31/2014	3822-1003	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-1021	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Brouwer-Am
10/31/2014	3822-1075	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Durbin-She
10/31/2014	3822-1097	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3822-1123	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
10/31/2014	3822-1167	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-1185	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3822-1197	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-1269	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Ragsdale-C
10/31/2014	3822-1283	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-1299	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Timeus-Che
10/31/2014	3822-1315	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/1/2014	3822-1004	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-1022	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Brouwer-Am
11/1/2014	3822-1076	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Durbin-She
11/1/2014	3822-1098	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
11/1/2014	3822-1124	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
11/1/2014	3822-1168	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
11/1/2014	3822-1186	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
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12/5/2014	3847-415	Payroll	Durbin-Sherri-11/30/2014-4779-
12/5/2014	3847-730	Payroll	Juarez-Lorena-11/30/2014-4790-
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1/5/2015	3924-661	Payroll	Juarez-Lorena-12/31/2014-4851-
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*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50006-10-00-7777**

**Account: 01-102-50006-10-00-7777 (Staff Fringe - PERS)**

7/1/2014

*Account Beginning Balance*

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11/3/2014

3729-972

Payroll

Burt-Penelope-10/31/2014-4704-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50006-20-00-0000**

**Account: 01-102-50006-20-00-0000 (Staff Fringe - PERS)**

7/1/2014

*Account Beginning Balance*

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7/1/2014	3042-666	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1180	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
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7/3/2014	3046-460	Payroll	Cooley-Kristi-6/30/2014-4454-
7/3/2014	3046-639	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/31/2014	3328-75	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-461	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
7/31/2014	3328-527	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3328-977	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1449	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
7/31/2014	3328-1519	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
7/31/2014	3910-13	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3910-14	Journal Entry	D'Inzillo - Correction
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8/1/2014	3328-1520	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
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8/5/2014	3236-327	Payroll	D'Inzillo-Donna-7/31/2014-4518-
8/5/2014	3236-595	Payroll	Potts-Rhonda-7/31/2014-4543-
8/5/2014	3236-671	Payroll	Cooley-Kristi-7/31/2014-4517-
8/5/2014	3236-896	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1719	Payroll	Sandberg-Dayna-7/31/2014-4546-
8/31/2014	3399-73	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Anderson-J
8/31/2014	3399-401	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri

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8/31/2014	3399-1473	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Sandberg-D
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9/30/2014	3595-803	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
9/30/2014	3595-815	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
9/30/2014	3595-861	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
9/30/2014	3595-869	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-915	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
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10/3/2014	3551-1609	Payroll	Sandberg-Dayna-9/30/2014-4679-
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10/31/2014	3822-1043	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Chickering
10/31/2014	3822-1057	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
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10/31/2014	3822-1113	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-1135	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
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11/3/2014	3729-874	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
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12/31/2014	3926-541	Journal Entry	ACCR - Potts-Rhonda-12/31/2014-4861-
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12/31/2014	3926-1485	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
12/31/2014	3926-1629	Journal Entry	ACCR - Chickering-Donna-12/31/2014-4834-
1/1/2015	3926-218	Journal Entry	<Reversal> ACCR - Stratton-Sherri-12/31/2014-4868-
1/1/2015	3926-224	Journal Entry	<Reversal> ACCR - Anderson-Joseph-12/31/2014-4826-
1/1/2015	3926-348	Journal Entry	<Reversal> ACCR - D'Inzillo-Donna-12/31/2014-4838-
1/1/2015	3926-542	Journal Entry	<Reversal> ACCR - Potts-Rhonda-12/31/2014-4861-
1/1/2015	3926-610	Journal Entry	<Reversal> ACCR - Cooley-Kristi-12/31/2014-4837-
1/1/2015	3926-856	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-1486	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1630	Journal Entry	<Reversal> ACCR - Chickering-Donna-12/31/2014-4834-
1/5/2015	3924-172	Payroll	Stratton-Sherri-12/31/2014-4868-
1/5/2015	3924-175	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-283	Payroll	D'Inzillo-Donna-12/31/2014-4838-
1/5/2015	3924-492	Payroll	Potts-Rhonda-12/31/2014-4861-
1/5/2015	3924-567	Payroll	Cooley-Kristi-12/31/2014-4837-
1/5/2015	3924-768	Payroll	Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-1265	Payroll	Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-1385	Payroll	Chickering-Donna-12/31/2014-4834-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50006-20-00-5000**

**Account: 01-102-50006-20-00-5000 (Staff Fringe - PERS)**

7/1/2014

*Account Beginning Balance*

11/30/2014	3849-1131	Journal Entry	Payroll accrual - 01-102-50006-20-00-5000
12/1/2014	3849-1132	Journal Entry	<Reversal> Payroll accrual - 01-102-50006-20-00-5000
12/5/2014	3847-616	Payroll	Cooley-Kristi-11/30/2014-4776-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50006-20-00-9991**



**Account: 01-102-50006-20-00-9991 (Staff Fringe - PERS)**

			<i>Account Beginning Balance</i>
7/1/2014			
7/31/2014	3328-1029	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1030	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-922	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-803	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-804	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-920	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3595-977	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-978	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/3/2014	3551-860	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/31/2014	3822-1151	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-1152	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/3/2014	3729-883	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/30/2014	3849-1179	Journal Entry	Payroll accrual - 01-102-50006-20-00-9991
12/1/2014	3849-1180	Journal Entry	<Reversal> Payroll accrual - 01-102-50006-20-00-9991
12/5/2014	3847-825	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/31/2014	3926-889	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-890	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-789	Payroll	Heindsmann-Kenneth-12/31/2014-4848-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50007-00-00-0000**

**Account: 01-102-50007-00-00-0000 (Staff Fringe - Other Benefits)**

			<i>Account Beginning Balance</i>
7/1/2014			
7/1/2014	3294-10	Accounts Payable	Asante Physician Par-7488-July 14-Sept 14 1st Quarter EAP Fee PY14-7/31/2
10/1/2014	3618-23	Accounts Payable	Asante Physician Par-7488-Oct-Dec 14 2nd Quarter EAP Fee PY14-9/30/201

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50007-00-00-9991**

**Account:** **01-102-50007-00-00-9991 (Staff Fringe - Other Benefits)**

7/1/2014

*Account Beginning Balance*

7/1/2014 3294-14 Accounts Payable

Asante Physician Par-7488-July 14-Sept 14 1st Quarter EAP Fee PY14-7/31/2

10/1/2014 3618-27 Accounts Payable

Asante Physician Par-7488-Oct-Dec 14 2nd Quarter EAP Fee PY14-9/30/201

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50009-00-00-0000**

**Account:** **01-102-50009-00-00-0000 (Staff Fringe - PTO Cash Outs)**

7/1/2014

*Account Beginning Balance*

7/31/2014 3957-55 Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Heindsmann

7/31/2014 3957-137 Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Stratton-S

7/31/2014 3957-171 Journal Entry

Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-

8/31/2014 3964-37 Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Heindsmann

8/31/2014 3964-103 Journal Entry

Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-

9/30/2014 3968-105 Journal Entry

Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-

10/31/2014 3974-75 Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric

11/30/2014 3977-81 Journal Entry

Payroll accrual - Millus-Richard-11/30/2014-4796-

12/31/2014 3978-69 Journal Entry

ACCR - Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50009-00-00-7777**

**Account:** **01-102-50009-00-00-7777 (Staff Fringe - PTO Cash Outs)**

7/1/2014

Account Beginning Balance

7/31/2014

3957-31

Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Burt-Penel

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-50009-00-00-9991**

**Account: 01-102-50009-00-00-9991 (Staff Fringe - PTO Cash Outs)**

7/1/2014

Account Beginning Balance

7/31/2014

3377-8

Journal Entry

Reclass Allison-Tamera-7-31-2014-4504- to 50009

7/31/2014

3957-5

Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Allison-Ta

7/31/2014

3957-41

Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Fong-James

7/31/2014

3957-57

Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Heindsmann

7/31/2014

3957-173

Journal Entry

Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-

8/31/2014

3964-3

Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Allison-Ta

8/31/2014

3964-23

Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Fong-James

8/31/2014

3964-39

Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Heindsmann

8/31/2014

3964-81

Journal Entry

Accr 8/31/14 PR using PD 9/5/14 King-Auror

8/31/2014

3964-105

Journal Entry

Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-

8/31/2014

3979-12

Journal Entry

Reverse Batch 3964 Allison-Ta

9/30/2014

3968-5

Journal Entry

Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta

9/30/2014

3968-17

Journal Entry

Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James

9/30/2014

3968-27

Journal Entry

Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann

9/30/2014

3968-87

Journal Entry

Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror

9/30/2014

3968-107

Journal Entry

Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-

10/31/2014

3974-5

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta

10/31/2014

3974-29

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Fong-James

10/31/2014

3974-79

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric

11/30/2014

3977-5

Journal Entry

Payroll accrual - Allison-Tamara-11/30/2014-4764-

11/30/2014

3977-27

Journal Entry

Payroll accrual - Fong-James-11/30/2014-4781-

11/30/2014

3977-83

Journal Entry

Payroll accrual - Millus-Richard-11/30/2014-4796-

12/31/2014

3978-5

Journal Entry

ACCR - Allison-Tamara-12/31/2014-4825-

12/31/2014

3978-23

Journal Entry

ACCR - Fong-James-12/31/2014-4842-

12/31/2014

3978-71

Journal Entry

ACCR - Millus-Richard-12/31/2014-4858-

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-50009-10-00-0000**

**Account: 01-102-50009-10-00-0000 (Staff Fringe - PTO Cash Outs)**

7/1/2014

Account Beginning Balance

7/31/2014	3957-21	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3957-47	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
7/31/2014	3957-59	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3957-125	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3979-2	Journal Entry	Reverse Batch 3957 Brouwer-Am
8/31/2014	3964-31	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3964-83	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3964-137	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3964-163	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
8/31/2014	3979-16	Journal Entry	Reverse Batch 3964 Brouwer-Am
9/30/2014	3968-21	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3968-29	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-89	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3968-139	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
10/31/2014	3974-33	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3974-61	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3974-109	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/30/2014	3849-1395	Journal Entry	Payroll accrual - 01-102-50009-10-00-0000
11/30/2014	3977-31	Journal Entry	Payroll accrual - Frires-Kenneth-11/30/2014-4782-
11/30/2014	3977-35	Journal Entry	Payroll accrual - Heindsmann-Kenneth-11/30/2014-4787-
11/30/2014	3977-71	Journal Entry	Payroll accrual - King-Aurora-11/30/2014-4791-
11/30/2014	3977-115	Journal Entry	Payroll accrual - Stratton-Sherri-11/30/2014-4806-
12/1/2014	3849-1396	Journal Entry	<Reversal> Payroll accrual - 01-102-50009-10-00-0000
12/8/2014	3847-1717	Payroll	Stratton-Sherri-11/30/2014-4815-
12/31/2014	3978-27	Journal Entry	ACCR - Frires-Kenneth-12/31/2014-4843-
12/31/2014	3978-53	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-
12/31/2014	3978-103	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-50009-10-00-7777**

**Account: 01-102-50009-10-00-7777 (Staff Fringe - PTO Cash Outs)**

7/1/2014

*Account Beginning Balance*

10/31/2014

3974-23

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Burt-Penel

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50009-20-00-0000**

**Account: 01-102-50009-20-00-0000 (Staff Fringe - PTO Cash Outs)**

7/1/2014

*Account Beginning Balance*

7/31/2014

3957-61

Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Heindsmann

8/31/2014

3964-41

Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Heindsmann

8/31/2014

3964-139

Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Stratton-S

9/30/2014

3968-31

Journal Entry

Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann

9/30/2014

3968-141

Journal Entry

Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S

10/31/2014

3974-39

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann

10/31/2014

3974-121

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S

11/30/2014

3849-1405

Journal Entry

Payroll accrual - 01-102-50009-20-00-0000

11/30/2014

3977-37

Journal Entry

Payroll accrual - Heindsmann-Kenneth-11/30/2014-4787-

11/30/2014

3977-117

Journal Entry

Payroll accrual - Stratton-Sherri-11/30/2014-4806-

12/1/2014

3849-1406

Journal Entry

<Reversal> Payroll accrual - 01-102-50009-20-00-0000

12/8/2014

3847-1727

Payroll

Stratton-Sherri-11/30/2014-4815-

12/31/2014

3926-373

Journal Entry

ACCR - D'Inzillo-Donna-12/31/2014-4838-

12/31/2014

3978-33

Journal Entry

ACCR - Heindsmann-Kenneth-12/31/2014-4848-

12/31/2014

3978-105

Journal Entry

ACCR - Stratton-Sherri-12/31/2014-4868-

1/1/2015

3926-374

Journal Entry

<Reversal> ACCR - D'Inzillo-Donna-12/31/2014-4838-

1/5/2015

3924-304

Payroll

D'Inzillo-Donna-12/31/2014-4838-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50009-20-00-9991**

**Account:** **01-102-50009-20-00-9991 (Staff Fringe - PTO Cash Outs)**

7/1/2014				<i>Account Beginning Balance</i>
7/31/2014	3957-63	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/31/2014	3964-43	Journal Entry		Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/30/2014	3968-33	Journal Entry		Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/31/2014	3974-41	Journal Entry		Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/30/2014	3977-39	Journal Entry		Payroll accrual - Heindsmann-Kenneth-11/30/2014-4787-
12/31/2014	3978-35	Journal Entry		ACCR - Heindsmann-Kenneth-12/31/2014-4848-
				<i>Account Subtotals</i>
6/30/2015				<i>Account Net Change</i>
6/30/2015				<i>Account Ending Balance</i>

**01-102-50013-00-00-0000**

**Account:** **01-102-50013-00-00-0000 (Staff Fringe - Insurance)**

7/1/2014				<i>Account Beginning Balance</i>
7/1/2014	3042-48	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1120	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1312	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3680-10	Journal Entry		<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-242	Journal Entry		<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-286	Journal Entry		<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/3/2014	3046-147	Payroll		Stratton-Sherri-6/30/2014-4486-
7/3/2014	3046-710	Payroll		Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-857	Payroll		Millus-Richard-6/30/2014-4475-
7/31/2014	3328-1083	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1663	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3709-53	Journal Entry		Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-1084	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1664	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/5/2014	3236-190	Payroll		Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-949	Payroll		Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-805	Journal Entry		Accr 8/31/14 PR using PD 9/5/14 Heindsmann

8/31/2014	3709-59	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-806	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-926	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3709-65	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-1585	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-1586	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1119	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-1639	Journal Entry	Payroll accrual - 01-102-50013-00-00-0000
11/30/2014	3849-1731	Journal Entry	Payroll accrual - 01-102-50013-00-00-0000
12/1/2014	3849-1640	Journal Entry	<Reversal> Payroll accrual - 01-102-50013-00-00-0000
12/1/2014	3849-1732	Journal Entry	<Reversal> Payroll accrual - 01-102-50013-00-00-0000
12/5/2014	3847-1099	Payroll	Millus-Richard-11/30/2014-4796-
12/5/2014	3847-1469	Payroll	Hannah-Sarah-11/30/2014-4785-
12/31/2014	3926-1119	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3926-1495	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1120	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1496	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-955	Payroll	Millus-Richard-12/31/2014-4858-
1/5/2015	3924-1274	Payroll	Hannah-Sarah-12/31/2014-4845-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50013-00-00-7777**

**Account: 01-102-50013-00-00-7777 (Staff Fringe - Insurance)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-293	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/1/2014	3328-294	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/5/2014	3236-1073	Payroll	Burt-Penelope-7/31/2014-4510-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50013-00-00-9991**

Account:

01-102-50013-00-00-9991 (Staff Fringe - Insurance)

7/1/2014

Account Beginning Balance

7/1/2014	3042-44	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-458	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3680-6	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-102	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/3/2014	3046-80	Payroll	Fong-James-6/30/2014-4459-
7/3/2014	3046-707	Payroll	Allison-Tamara-6/30/2014-4442-
7/31/2014	3328-43	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3328-667	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3328-1045	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3709-97	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-44	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
8/1/2014	3328-668	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Fong-James
8/1/2014	3328-1046	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-138	Payroll	Fong-James-7/31/2014-4523-
8/5/2014	3236-930	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1023	Payroll	Allison-Tamara-7/31/2014-4504-
8/31/2014	3399-55	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3399-599	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3399-807	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1095	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3709-103	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-56	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
9/1/2014	3399-600	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Fong-James
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9/1/2014	3399-1096	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/5/2014	3394-136	Payroll	Fong-James-8/31/2014-4592-
9/5/2014	3394-933	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-990	Payroll	Allison-Tamara-8/31/2014-4573-
9/5/2014	3394-1072	Payroll	King-Aurora-8/31/2014-4605-
9/30/2014	3595-1099	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
9/30/2014	3595-1245	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1307	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3595-1325	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3709-109	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3969-6	Journal Entry	RCLS to 103-9991 - Fong-James
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10/3/2014	3551-1050	Payroll	King-Aurora-9/30/2014-4667-
10/31/2014	3822-1347	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3822-1453	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3822-1589	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
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11/3/2014	3729-1121	Payroll	Millus-Richard-10/31/2014-4735-
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11/30/2014	3849-1613	Journal Entry	Payroll accrual - 01-102-50013-00-00-9991
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12/5/2014	3847-925	Payroll	Allison-Tamara-11/30/2014-4764-
12/5/2014	3847-1101	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-167	Journal Entry	ACCR - Fong-James-12/31/2014-4842-
12/31/2014	3926-865	Journal Entry	ACCR - Allison-Tamara-12/31/2014-4825-
12/31/2014	3926-1123	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
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1/5/2015	3924-957	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50013-10-00-0000**

**Account: 01-102-50013-10-00-0000 (Staff Fringe - Insurance)**

7/1/2014 *Account Beginning Balance*

7/1/2014 3042-214 Journal Entry <Reversal> Accr June PR as 6/6 of PD 7/3/14

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7/1/2014	3042-742	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
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7/1/2014	3042-920	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
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7/3/2014	3046-612	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-697	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-813	Payroll	King-Aurora-6/30/2014-4470-
7/3/2014	3046-992	Payroll	Brouwer-Amanda-6/30/2014-4447-
7/3/2014	3046-1111	Payroll	MacLauchlan-Cheri-6/30/2014-4472-
7/3/2014	3046-1120	Payroll	Hegeman-Robert-6/30/2014-4465-
7/3/2014	3046-1237	Payroll	Timeus-Cheryl-6/30/2014-4487-
7/3/2014	3284-1	Journal Entry	Corr Brouwer 7/14 ER-medical accr
7/31/2014	3328-247	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3328-589	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Durbin-She
7/31/2014	3328-701	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
7/31/2014	3328-815	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
7/31/2014	3328-1063	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1233	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3328-1481	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Ragsdale-C
7/31/2014	3328-1593	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stone-Devi
7/31/2014	3328-1733	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
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8/1/2014	3328-248	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
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8/5/2014	3236-486	Payroll	Durbin-Sherri-7/31/2014-4520-
8/5/2014	3236-939	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1129	Payroll	King-Aurora-7/31/2014-4535-
8/5/2014	3236-1310	Payroll	Brouwer-Amanda-7/31/2014-4509-
8/5/2014	3236-1358	Payroll	Stone-Devi Anna-7/31/2014-4550-
8/5/2014	3236-1406	Payroll	Hegeman-Robert-7/31/2014-4530-
8/5/2014	3236-1547	Payroll	Timeus-Cheryl-7/31/2014-4552-
8/31/2014	3399-227	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
8/31/2014	3399-521	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Durbin-She
8/31/2014	3399-639	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3399-737	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
8/31/2014	3399-1039	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Juarez-Lor
8/31/2014	3399-1097	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3399-1157	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Krunglevic
8/31/2014	3399-1435	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Ragsdale-C
8/31/2014	3399-1537	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stone-Devi
8/31/2014	3399-1563	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3399-1657	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
8/31/2014	3811-65	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-77	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
8/31/2014	3907-8	Journal Entry	Stone-Devi Reclass to 916
9/1/2014	3399-228	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
9/1/2014	3399-522	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Durbin-She
9/1/2014	3399-640	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
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9/5/2014	3394-534	Payroll	Ragsdale-Cynthia-8/31/2014-4616-
9/5/2014	3394-481	Payroll	Durbin-Sherri-8/31/2014-4589-
9/5/2014	3394-855	Payroll	Juarez-Lorena-8/31/2014-4604-
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9/5/2014	3394-1227	Payroll	Brouwer-Amanda-8/31/2014-4578-
9/5/2014	3394-1316	Payroll	Stone-Devi Anna-8/31/2014-4622-
9/5/2014	3394-1357	Payroll	Hegeman-Robert-8/31/2014-4599-
9/5/2014	3394-1492	Payroll	Timeus-Cheryl-8/31/2014-4624-

9/5/2014	3394-1635	Payroll	Krungleovich-Stephannie-8/31/2014-4606-
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9/30/2014	3595-1133	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3595-1163	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
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9/30/2014	3595-1317	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3595-1345	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
9/30/2014	3595-1357	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
9/30/2014	3595-1381	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
9/30/2014	3595-1405	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Krunglevic
9/30/2014	3811-82	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-87	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
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10/31/2014	3822-1383	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Brouwer-Am
10/31/2014	3822-1437	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Durbin-She
10/31/2014	3822-1457	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3822-1483	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
10/31/2014	3822-1529	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-1547	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3822-1555	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Krunglevic

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10/31/2014	3822-1633	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Ragsdale-C
10/31/2014	3822-1647	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-1663	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Timeus-Che
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11/3/2014	3729-1577	Payroll	Timeus-Cheryl-10/31/2014-4746-
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12/5/2014	3847-210	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-466	Payroll	Ragsdale-Cynthia-11/30/2014-4800-
12/5/2014	3847-429	Payroll	Durbin-Sherri-11/30/2014-4779-
12/5/2014	3847-766	Payroll	Juarez-Lorena-11/30/2014-4790-
12/5/2014	3847-866	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1019	Payroll	King-Aurora-11/30/2014-4791-
12/5/2014	3847-1257	Payroll	Brouwer-Amanda-11/30/2014-4769-
12/5/2014	3847-1313	Payroll	Stone-Devi Anna-11/30/2014-4805-
12/5/2014	3847-1369	Payroll	MacLauchlan-Cheri-11/30/2014-4794-
12/5/2014	3847-1407	Payroll	Hegeman-Robert-11/30/2014-4786-
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12/5/2014	3847-1566	Payroll	Wolfe-Rebecca-11/30/2014-4812-
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12/31/2014	3926-231	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-
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12/31/2014	3926-465	Journal Entry	ACCR - Durbin-Sherri-12/31/2014-4840-
12/31/2014	3926-511	Journal Entry	ACCR - Ragsdale-Cynthia-12/31/2014-4862-
12/31/2014	3926-753	Journal Entry	ACCR - Juarez-Lorena-12/31/2014-4851-
12/31/2014	3926-991	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-
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12/31/2014	3926-1599	Journal Entry	ACCR - Wolfe-Rebecca-12/31/2014-4874-
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12/31/2014	3955-7	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-

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1/1/2015	3926-466	Journal Entry	<Reversal> ACCR - Durbin-Sherri-12/31/2014-4840-
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1/5/2015	3924-208	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-449	Payroll	Ragsdale-Cynthia-12/31/2014-4862-
1/5/2015	3924-403	Payroll	Durbin-Sherri-12/31/2014-4840-
1/5/2015	3924-679	Payroll	Juarez-Lorena-12/31/2014-4851-
1/5/2015	3924-878	Payroll	King-Aurora-12/31/2014-4852-
1/5/2015	3924-1095	Payroll	Brouwer-Amanda-12/31/2014-4830-
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1/5/2015	3924-1319	Payroll	Timeus-Cheryl-12/31/2014-4869-
1/5/2015	3924-1361	Payroll	Wolfe-Rebecca-12/31/2014-4874-
1/5/2015	3924-1427	Payroll	Krunglevich-Stephannie-12/31/2014-4853-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50013-10-00-7777**

**Account: 01-102-50013-10-00-7777 (Staff Fringe - Insurance)**

7/1/2014 *Account Beginning Balance*

10/31/2014	3822-1389	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Burt-Penel
11/1/2014	3822-1390	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Burt-Penel
11/3/2014	3729-977	Payroll	Burt-Penelope-10/31/2014-4704-

*Account Subtotals*

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-50013-20-00-0000**

**Account: 01-102-50013-20-00-0000 (Staff Fringe - Insurance)**

7/1/2014

Account Beginning Balance

7/1/2014	3042-94	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-276	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-350	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-722	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1186	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3680-20	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-66	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
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7/1/2014	3680-270	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
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7/3/2014	3046-379	Payroll	Potts-Rhonda-6/30/2014-4479-
7/3/2014	3046-463	Payroll	Cooley-Kristi-6/30/2014-4454-
7/3/2014	3046-667	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-1288	Payroll	Chickering-Donna-6/30/2014-4451-
7/31/2014	3328-85	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-375	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Chickering
7/31/2014	3328-465	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
7/31/2014	3328-535	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3328-1049	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1455	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
8/1/2014	3328-86	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-376	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Chickering
8/1/2014	3328-466	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
8/1/2014	3328-536	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
8/1/2014	3328-1050	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1456	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
8/5/2014	3236-235	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-331	Payroll	D'Inzillo-Donna-7/31/2014-4518-
8/5/2014	3236-599	Payroll	Potts-Rhonda-7/31/2014-4543-
8/5/2014	3236-680	Payroll	Cooley-Kristi-7/31/2014-4517-
8/5/2014	3236-932	Payroll	Heindsmann-Kenneth-7/31/2014-4531-



8/5/2014	3236-1639	Payroll	Chickering-Donna-7/31/2014-4514-
8/31/2014	3399-75	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Anderson-J
8/31/2014	3399-335	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Chickering
8/31/2014	3399-403	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-809	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1385	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
8/31/2014	3399-1565	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/1/2014	3399-76	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Anderson-J
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9/1/2014	3399-1566	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/5/2014	3394-191	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-227	Payroll	Anderson-Joseph-8/31/2014-4574-
9/5/2014	3394-605	Payroll	Potts-Rhonda-8/31/2014-4615-
9/5/2014	3394-690	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-922	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1567	Payroll	Chickering-Donna-8/31/2014-4581-
9/30/2014	3595-1115	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-1129	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
9/30/2014	3595-1141	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
9/30/2014	3595-1185	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
9/30/2014	3595-1195	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-1239	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1397	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
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10/1/2014	3595-1142	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
10/1/2014	3595-1186	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
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10/1/2014	3595-1398	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
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10/3/2014	3551-196	Payroll	Anderson-Joseph-9/30/2014-4639-
10/3/2014	3551-285	Payroll	D'Inzillo-Donna-9/30/2014-4650-
10/3/2014	3551-538	Payroll	Potts-Rhonda-9/30/2014-4676-
10/3/2014	3551-615	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-862	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1504	Payroll	Chickering-Donna-9/30/2014-4646-
10/31/2014	3822-1353	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-1405	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Chickering
10/31/2014	3822-1419	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
10/31/2014	3822-1431	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
10/31/2014	3822-1473	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar

10/31/2014	3822-1495	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-1623	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
10/31/2014	3822-1659	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/1/2014	3822-1354	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-1406	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Chickering
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11/1/2014	3822-1432	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
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11/3/2014	3729-671	Payroll	Cooley-Kristi-10/31/2014-4710-
11/3/2014	3729-886	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1517	Payroll	Hannah-Sarah-10/31/2014-4722-
11/3/2014	3729-1676	Payroll	Chickering-Donna-10/31/2014-4707-
11/30/2014	3849-1421	Journal Entry	Payroll accrual - 01-102-50013-20-00-0000
11/30/2014	3849-1439	Journal Entry	Payroll accrual - 01-102-50013-20-00-0000
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12/5/2014	3847-201	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-318	Payroll	D'Inzillo-Donna-11/30/2014-4777-
12/5/2014	3847-522	Payroll	Potts-Rhonda-11/30/2014-4799-
12/5/2014	3847-619	Payroll	Cooley-Kristi-11/30/2014-4776-
12/5/2014	3847-859	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1474	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1619	Payroll	Chickering-Donna-11/30/2014-4773-
12/31/2014	3926-249	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-259	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-

12/31/2014	3926-355	Journal Entry	ACCR - D'Inzillo-Donna-12/31/2014-4838-
12/31/2014	3926-549	Journal Entry	ACCR - Potts-Rhonda-12/31/2014-4861-
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12/31/2014	3926-895	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3926-1505	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
12/31/2014	3926-1619	Journal Entry	ACCR - Chickering-Donna-12/31/2014-4834-
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1/1/2015	3926-896	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-1506	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1620	Journal Entry	<Reversal> ACCR - Chickering-Donna-12/31/2014-4834-
1/1/2015	3926-1688	Journal Entry	<Reversal> ACCR - Anderson-Kristen-12/31/2014-4827-
1/5/2015	3924-200	Payroll	Stratton-Sherri-12/31/2014-4868-
1/5/2015	3924-192	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-291	Payroll	D'Inzillo-Donna-12/31/2014-4838-
1/5/2015	3924-497	Payroll	Potts-Rhonda-12/31/2014-4861-
1/5/2015	3924-580	Payroll	Cooley-Kristi-12/31/2014-4837-
1/5/2015	3924-794	Payroll	Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-1285	Payroll	Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-1379	Payroll	Chickering-Donna-12/31/2014-4834-
1/5/2015	3924-1455	Payroll	Anderson-Kristen-12/31/2014-4827-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50013-20-00-5000**

**Account: 01-102-50013-20-00-5000 (Staff Fringe - Insurance)**

7/1/2014 *Account Beginning Balance*

11/30/2014	3849-1519	Journal Entry	Payroll accrual - 01-102-50013-20-00-5000
12/1/2014	3849-1520	Journal Entry	<Reversal> Payroll accrual - 01-102-50013-20-00-5000
12/5/2014	3847-633	Payroll	Cooley-Kristi-11/30/2014-4776-

*Account Subtotals*

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-50013-20-00-9991**

**Account: 01-102-50013-20-00-9991 (Staff Fringe - Insurance)**

7/1/2014

Account Beginning Balance

7/31/2014	3328-1105	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1106	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-960	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-811	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-812	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-944	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3595-1301	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-1302	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/3/2014	3551-893	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/31/2014	3822-1513	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-1514	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/3/2014	3729-895	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/30/2014	3849-1567	Journal Entry	Payroll accrual - 01-102-50013-20-00-9991
12/1/2014	3849-1568	Journal Entry	<Reversal> Payroll accrual - 01-102-50013-20-00-9991
12/5/2014	3847-861	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/31/2014	3926-911	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-912	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-810	Payroll	Heindsmann-Kenneth-12/31/2014-4848-

Account Subtotals

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Account Net Change

6/30/2015

Account Ending Balance

**01-102-50014-00-00-0000**

**Account: 01-102-50014-00-00-0000 (Staff Fringe - SAIF)**

7/1/2014

Account Beginning Balance

7/31/2014	3328-1683	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3420-227	Journal Entry	Stratton-Sherri-7/31/2014-4551- PD 8/5 Staff

7/31/2014	3709-47	Journal Entry	Distr 9992-Ref GL JE 3420 Millus Richard-7/31/2014-4539-PD 8/5 Staff - S/
7/31/2014	3709-48	Journal Entry	Distr 9992-Ref GL JE 3420 Millus Richard-7/31/2014-4539-PD 8/5 Staff - S/
7/31/2014	3709-54	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-1684	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/5/2014	3236-239	Payroll	Stratton-Sherri-7/31/2014-4551-
8/31/2014	3399-813	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3604-112	Journal Entry	Heindsmann-Kenneth-8/31/2014-4600--SAIF Accr Adj
8/31/2014	3709-60	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-814	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-1013	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3709-66	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-1969	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-1970	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1157	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-2017	Journal Entry	Payroll accrual - 01-102-50014-00-00-0000
11/30/2014	3849-2127	Journal Entry	Payroll accrual - 01-102-50014-00-00-0000
12/1/2014	3849-2018	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-00-00-0000
12/1/2014	3849-2128	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-00-00-0000
12/5/2014	3847-1137	Payroll	Millus-Richard-11/30/2014-4796-
12/5/2014	3847-1502	Payroll	Hannah-Sarah-11/30/2014-4785-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50014-00-00-7777**

**Account: 01-102-50014-00-00-7777 (Staff Fringe - SAIF)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-303	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/1/2014	3328-304	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/5/2014	3236-1087	Payroll	Burt-Penelope-7/31/2014-4510-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50014-00-00-9991**

Account: 01-102-50014-00-00-9991 (Staff Fringe - SAIF)

7/1/2014

Account Beginning Balance

7/31/2014	3328-49	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3328-675	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3328-1125	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3420-81	Journal Entry	Allison-Tamara-7/31/2014-4504- PD 8/5 Staff
7/31/2014	3420-144	Journal Entry	Fong-James-7/31/2014-4523- PD 8/5 Staff
7/31/2014	3420-164	Journal Entry	Heindsmann-Kenneth-7/31/2014-4531- PD 8/5 Staff
7/31/2014	3709-91	Journal Entry	Distr 9992-Ref GL JE 3420 Millus Richard-7/31/2014-4539-PD 8/5 Staff - S <sub>2</sub>
7/31/2014	3709-92	Journal Entry	Distr 9992-Ref GL JE 3420 Millus Richard-7/31/2014-4539-PD 8/5 Staff - S <sub>2</sub>
7/31/2014	3709-98	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-50	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
8/1/2014	3328-676	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Fong-James
8/1/2014	3328-1126	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-148	Payroll	Fong-James-7/31/2014-4523-
8/5/2014	3236-1036	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1038	Payroll	Allison-Tamara-7/31/2014-4504-
8/31/2014	3399-57	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3399-601	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3399-815	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1011	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
8/31/2014	3399-1099	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3604-33	Journal Entry	Allison-Tamara-8/31/2014-4573--SAIF Accr Adj
8/31/2014	3604-92	Journal Entry	Fong-James-8/31/2014-4592--SAIF Accr Adj
8/31/2014	3604-113	Journal Entry	Heindsmann-Kenneth-8/31/2014-4600--SAIF Accr Adj
8/31/2014	3604-128	Journal Entry	Hughes-Brandy-8/31/2014-4602--SAIF Accr Adj
8/31/2014	3604-136	Journal Entry	King-Aurora-8/31/2014-4605--SAIF Accr Adj
8/31/2014	3709-104	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-58	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
9/1/2014	3399-602	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Fong-James
9/1/2014	3399-816	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1012	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
9/1/2014	3399-1100	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/5/2014	3394-146	Payroll	Fong-James-8/31/2014-4592-
9/5/2014	3394-1025	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1005	Payroll	Allison-Tamara-8/31/2014-4573-
9/5/2014	3394-1089	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1294	Payroll	Hughes-Brandy-8/31/2014-4602-
9/30/2014	3595-1429	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
9/30/2014	3595-1595	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1597	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta

9/30/2014	3595-1639	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3709-110	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3969-10	Journal Entry	RCLS to 103-9991 - Fong-James
10/1/2014	3595-1430	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
10/1/2014	3595-1596	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-1598	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
10/1/2014	3595-1640	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
10/3/2014	3551-100	Payroll	Fong-James-9/30/2014-4656-
10/3/2014	3551-964	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-965	Payroll	Allison-Tamara-9/30/2014-4638-
10/3/2014	3551-1065	Payroll	King-Aurora-9/30/2014-4667-
10/31/2014	3822-1707	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3822-1835	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3822-1987	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-1708	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
11/1/2014	3822-1836	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
11/1/2014	3822-1988	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-114	Payroll	Fong-James-10/31/2014-4717-
11/3/2014	3729-948	Payroll	Allison-Tamara-10/31/2014-4698-
11/3/2014	3729-1175	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-1821	Journal Entry	Payroll accrual - 01-102-50014-00-00-9991
11/30/2014	3849-1985	Journal Entry	Payroll accrual - 01-102-50014-00-00-9991
11/30/2014	3849-2037	Journal Entry	Payroll accrual - 01-102-50014-00-00-9991
12/1/2014	3849-1822	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-00-00-9991
12/1/2014	3849-1986	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-00-00-9991
12/1/2014	3849-2038	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-00-00-9991
12/5/2014	3847-141	Payroll	Fong-James-11/30/2014-4781-
12/5/2014	3847-940	Payroll	Allison-Tamara-11/30/2014-4764-
12/5/2014	3847-1157	Payroll	Millus-Richard-11/30/2014-4796-

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-50014-10-00-0000**

**Account: 01-102-50014-10-00-0000 (Staff Fringe - SAIF)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-127	Journal Entry
7/31/2014	3328-255	Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Berry-Tina
Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am

7/31/2014	3328-603	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Durbin-She
7/31/2014	3328-707	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
7/31/2014	3328-825	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
7/31/2014	3328-1139	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1241	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3328-1485	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Ragsdale-C
7/31/2014	3328-1599	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stone-Devi
7/31/2014	3328-1743	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
7/31/2014	3328-1779	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Whetstine-
7/31/2014	3420-89	Journal Entry	Berry-Tina-7/31/2014-527873- PD 8/5 Staff
7/31/2014	3420-101	Journal Entry	Brouwer-Amanda-7/31/2014-4509- PD 8/5 Staff
7/31/2014	3420-133	Journal Entry	Durbin-Sherri-7/31/2014-4520- PD 8/5 Staff
7/31/2014	3420-147	Journal Entry	Frires-Kenneth-7/31/2014-4524- PD 8/5 Staff
7/31/2014	3420-158	Journal Entry	Hegeman-Robert-7/31/2014-4530- PD 8/5 Staff
7/31/2014	3420-182	Journal Entry	King-Aurora-7/31/2014-4535- PD 8/5 Staff
7/31/2014	3420-212	Journal Entry	Ragsdale-Cynthia-7/31/2014-4544- PD 8/5 Staff
7/31/2014	3420-224	Journal Entry	Stone-Devi Anna-7/31/2014-4550- PD 8/5 Staff
7/31/2014	3420-237	Journal Entry	Timeus-Cheryl-7/31/2014-4552- PD 8/5 Staff
7/31/2014	3420-244	Journal Entry	Whetstine-Barry-7/31/2014-4554- PD 8/5 Staff
7/31/2014	3811-49	Journal Entry	Distr 9993-Ref GL JE 3420 MacLauchlan Cheri-7/31/2014-4539-PD 8/5 Staf
7/31/2014	3811-50	Journal Entry	Distr 9993-Ref GL JE 3420 Stockton Sherry-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3811-51	Journal Entry	Distr 9993-Ref GL JE 3420 MacLauchlan Cheri-7/31/2014-4539-PD 8/5 Staf
7/31/2014	3811-52	Journal Entry	Distr 9993-Ref GL JE 3420 Stockton Sherry-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3811-57	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-61	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
8/1/2014	3328-128	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Berry-Tina
8/1/2014	3328-256	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
8/1/2014	3328-604	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Durbin-She
8/1/2014	3328-708	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
8/1/2014	3328-826	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
8/1/2014	3328-1140	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1242	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 King-Auror
8/1/2014	3328-1486	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Ragsdale-C
8/1/2014	3328-1600	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stone-Devi
8/1/2014	3328-1744	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
8/1/2014	3328-1780	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Whetstine-
8/5/2014	3236-46	Payroll	Berry-Tina-7/31/2014-527873-
8/5/2014	3236-289	Payroll	Frires-Kenneth-7/31/2014-4524-
8/5/2014	3236-551	Payroll	Ragsdale-Cynthia-7/31/2014-4544-
8/5/2014	3236-522	Payroll	Durbin-Sherri-7/31/2014-4520-
8/5/2014	3236-1057	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1140	Payroll	King-Aurora-7/31/2014-4535-
8/5/2014	3236-1212	Payroll	Whetstine-Barry-7/31/2014-4554-
8/5/2014	3236-1334	Payroll	Brouwer-Amanda-7/31/2014-4509-
8/5/2014	3236-1370	Payroll	Stone-Devi Anna-7/31/2014-4550-



8/5/2014	3236-1438	Payroll	Hegeman-Robert-7/31/2014-4530-
8/5/2014	3236-1560	Payroll	Timeus-Cheryl-7/31/2014-4552-
8/31/2014	3399-229	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
8/31/2014	3399-523	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Durbin-She
8/31/2014	3399-641	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3399-739	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
8/31/2014	3399-1041	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Juarez-Lor
8/31/2014	3399-1101	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3399-1159	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Krunglevic
8/31/2014	3399-1437	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Ragsdale-C
8/31/2014	3399-1539	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stone-Devi
8/31/2014	3399-1567	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3399-1659	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
8/31/2014	3399-1703	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Whetstine-
8/31/2014	3604-52	Journal Entry	Brouwer-Amanda-8/31/2014-4578--SAIF Accr Adj
8/31/2014	3604-84	Journal Entry	Durbin-Sherri-8/31/2014-4589--SAIF Accr Adj
8/31/2014	3604-96	Journal Entry	Frires-Kenneth-8/31/2014-4593--SAIF Accr Adj
8/31/2014	3604-107	Journal Entry	Hegeman-Robert-8/31/2014-4599--SAIF Accr Adj
8/31/2014	3604-131	Journal Entry	Juarez-Lorena-8/31/2014-4604--SAIF Accr Adj
8/31/2014	3604-137	Journal Entry	King-Aurora-8/31/2014-4605--SAIF Accr Adj
8/31/2014	3604-143	Journal Entry	Krunglevich-Stephannie-8/31/2014-4606--SAIF Accr Adj
8/31/2014	3604-173	Journal Entry	Ragsdale-Cynthia-8/31/2014-4616--SAIF Accr Adj
8/31/2014	3604-185	Journal Entry	Stone-Devi Anna-8/31/2014-4622--SAIF Accr Adj
8/31/2014	3604-187	Journal Entry	Stratton-Sherri-8/31/2014-4623--SAIF Accr Adj
8/31/2014	3604-197	Journal Entry	Timeus-Cheryl-8/31/2014-4624--SAIF Accr Adj
8/31/2014	3604-203	Journal Entry	Whetstine-Barry-8/31/2014-4626--SAIF Accr Adj
8/31/2014	3811-66	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-70	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-
8/31/2014	3811-73	Journal Entry	Distr 9993-Ref PR JE 3394 Whetstine-Barry-8/31/2014-4626-
8/31/2014	3811-78	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
8/31/2014	3811-422	Journal Entry	Distr 9993-Ref JE 3420 Whetstine Barry-7/31/2014-4539-PD 8/5 Staff - SAI
8/31/2014	3811-423	Journal Entry	Distr 9993-Ref JE 3420 Wolfe Rebecca-7/31/2014-4539-PD 8/5 Staff - SAIF
8/31/2014	3907-10	Journal Entry	Stone-Devi Reclass to 916
9/1/2014	3399-230	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Brouwer-Am
9/1/2014	3399-524	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Durbin-She
9/1/2014	3399-642	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
9/1/2014	3399-740	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
9/1/2014	3399-1042	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Juarez-Lor
9/1/2014	3399-1102	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/1/2014	3399-1160	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Krunglevic
9/1/2014	3399-1438	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Ragsdale-C
9/1/2014	3399-1540	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stone-Devi
9/1/2014	3399-1568	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/1/2014	3399-1660	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
9/1/2014	3399-1704	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Whetstine-

9/5/2014	3394-235	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-293	Payroll	Frires-Kenneth-8/31/2014-4593-
9/5/2014	3394-542	Payroll	Ragsdale-Cynthia-8/31/2014-4616-
9/5/2014	3394-511	Payroll	Durbin-Sherri-8/31/2014-4589-
9/5/2014	3394-876	Payroll	Juarez-Lorena-8/31/2014-4604-
9/5/2014	3394-1083	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1157	Payroll	Whetstine-Barry-8/31/2014-4626-
9/5/2014	3394-1251	Payroll	Brouwer-Amanda-8/31/2014-4578-
9/5/2014	3394-1327	Payroll	Stone-Devi Anna-8/31/2014-4622-
9/5/2014	3394-1389	Payroll	Hegeman-Robert-8/31/2014-4599-
9/5/2014	3394-1501	Payroll	Timeus-Cheryl-8/31/2014-4624-
9/5/2014	3394-1644	Payroll	Krunglevich-Stephannie-8/31/2014-4606-
9/30/2014	3595-1439	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-1471	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3595-1509	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
9/30/2014	3595-1525	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Ragsdale-C
9/30/2014	3595-1583	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Juarez-Lor
9/30/2014	3595-1609	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1631	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3595-1647	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Whetstine-
9/30/2014	3595-1669	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
9/30/2014	3595-1689	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
9/30/2014	3595-1709	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
9/30/2014	3595-1739	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Krunglevic
9/30/2014	3811-83	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-88	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-91	Journal Entry	Distr 9993-Ref PR JE 3551 Whetstine-Barry-9/30/2014-4687-
9/30/2014	3811-96	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-
10/1/2014	3595-1440	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
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10/1/2014	3595-1740	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Krunglevic
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10/3/2014	3551-497	Payroll	Ragsdale-Cynthia-9/30/2014-4677-
10/3/2014	3551-478	Payroll	Durbin-Sherri-9/30/2014-4654-
10/3/2014	3551-843	Payroll	Juarez-Lorena-9/30/2014-4666-

10/3/2014	3551-979	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1060	Payroll	King-Aurora-9/30/2014-4667-
10/3/2014	3551-1133	Payroll	Whetstine-Barry-9/30/2014-4687-
10/3/2014	3551-1232	Payroll	Brouwer-Amanda-9/30/2014-4642-
10/3/2014	3551-1327	Payroll	Hegeman-Robert-9/30/2014-4662-
10/3/2014	3551-1439	Payroll	Timeus-Cheryl-9/30/2014-4685-
10/3/2014	3551-1580	Payroll	Krunglevich-Stephannie-9/30/2014-4668-
10/31/2014	3822-1725	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-1729	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
10/31/2014	3822-1757	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Brouwer-Am
10/31/2014	3822-1817	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Durbin-She
10/31/2014	3822-1839	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3822-1871	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
10/31/2014	3822-1911	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-1927	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3822-1935	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Krunglevic
10/31/2014	3822-1945	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-2019	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Ragsdale-C
10/31/2014	3822-2041	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-2073	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Timeus-Che
10/31/2014	3822-2081	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
10/31/2014	3822-2107	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/1/2014	3822-1726	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-1730	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
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11/1/2014	3822-1936	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Krunglevic
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11/1/2014	3822-2020	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Ragsdale-C
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11/1/2014	3822-2108	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/3/2014	3729-219	Payroll	Stratton-Sherri-10/31/2014-4745-
11/3/2014	3729-262	Payroll	Frires-Kenneth-10/31/2014-4718-
11/3/2014	3729-255	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-514	Payroll	Ragsdale-Cynthia-10/31/2014-4739-
11/3/2014	3729-482	Payroll	Durbin-Sherri-10/31/2014-4714-
11/3/2014	3729-858	Payroll	Juarez-Lorena-10/31/2014-4728-
11/3/2014	3729-1048	Payroll	King-Aurora-10/31/2014-4729-
11/3/2014	3729-1224	Payroll	Whetstine-Barry-10/31/2014-4748-

11/3/2014	3729-1315	Payroll	Brouwer-Amanda-10/31/2014-4703-
11/3/2014	3729-1427	Payroll	MacLauchlan-Cheri-10/31/2014-4732-
11/3/2014	3729-1448	Payroll	Hegeman-Robert-10/31/2014-4724-
11/3/2014	3729-1586	Payroll	Timeus-Cheryl-10/31/2014-4746-
11/3/2014	3729-1664	Payroll	Wolfe-Rebecca-10/31/2014-4751-
11/3/2014	3729-1754	Payroll	Krunglevich-Stephannie-10/31/2014-4730-
11/3/2014	3729-1795	Payroll	Anderson-Kristen-10/31/2014-4700-
11/30/2014	3849-1827	Journal Entry	Payroll accrual - 01-102-50014-10-00-0000
11/30/2014	3849-1847	Journal Entry	Payroll accrual - 01-102-50014-10-00-0000
11/30/2014	3849-1849	Journal Entry	Payroll accrual - 01-102-50014-10-00-0000
11/30/2014	3849-1885	Journal Entry	Payroll accrual - 01-102-50014-10-00-0000
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11/30/2014	3849-1991	Journal Entry	Payroll accrual - 01-102-50014-10-00-0000
11/30/2014	3849-2009	Journal Entry	Payroll accrual - 01-102-50014-10-00-0000
11/30/2014	3849-2053	Journal Entry	Payroll accrual - 01-102-50014-10-00-0000
11/30/2014	3849-2077	Journal Entry	Payroll accrual - 01-102-50014-10-00-0000
11/30/2014	3849-2089	Journal Entry	Payroll accrual - 01-102-50014-10-00-0000
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12/5/2014	3847-274	Payroll	Frires-Kenneth-11/30/2014-4782-

12/5/2014	3847-275	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-484	Payroll	Ragsdale-Cynthia-11/30/2014-4800-
12/5/2014	3847-461	Payroll	Durbin-Sherri-11/30/2014-4779-
12/5/2014	3847-840	Payroll	Juarez-Lorena-11/30/2014-4790-
12/5/2014	3847-943	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1030	Payroll	King-Aurora-11/30/2014-4791-
12/5/2014	3847-1199	Payroll	Whetstine-Barry-11/30/2014-4809-
12/5/2014	3847-1287	Payroll	Brouwer-Amanda-11/30/2014-4769-
12/5/2014	3847-1341	Payroll	Stone-Devi Anna-11/30/2014-4805-
12/5/2014	3847-1397	Payroll	MacLauchlan-Cheri-11/30/2014-4794-
12/5/2014	3847-1419	Payroll	Hegeman-Robert-11/30/2014-4786-
12/5/2014	3847-1531	Payroll	Timeus-Cheryl-11/30/2014-4807-
12/5/2014	3847-1602	Payroll	Wolfe-Rebecca-11/30/2014-4812-
12/5/2014	3847-1675	Payroll	Krunglevich-Stephannie-11/30/2014-4792-
12/5/2014	3847-1712	Payroll	Anderson-Kristen-11/30/2014-4766-
12/8/2014	3847-1736	Payroll	Stratton-Sherri-11/30/2014-4815-
1/6/2015	3961-27	Payroll	Gallegly-Suzanne-12/31/2014-4876-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50014-10-00-7777**

**Account: 01-102-50014-10-00-7777 (Staff Fringe - SAIF)**

7/1/2014 *Account Beginning Balance*

10/31/2014	3822-1763	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Burt-Penel
11/1/2014	3822-1764	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Burt-Penel
11/3/2014	3729-991	Payroll	Burt-Penelope-10/31/2014-4704-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50014-20-00-0000**

**Account: 01-102-50014-20-00-0000 (Staff Fringe - SAIF)**

7/1/2014

Account Beginning Balance

7/31/2014	3328-95	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-379	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Chickering
7/31/2014	3328-469	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
7/31/2014	3328-491	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Davidson-J
7/31/2014	3328-543	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3328-1117	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1257	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Krunglevic
7/31/2014	3328-1461	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
7/31/2014	3328-1523	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
7/31/2014	3420-83	Journal Entry	Anderson-Joseph-7/31/2014-4505- PD 8/5 Staff
7/31/2014	3420-114	Journal Entry	Chickering-Donna-7/31/2014-4514- PD 8/5 Staff
7/31/2014	3420-122	Journal Entry	Cooley-Kristi-7/31/2014-4517- PD 8/5 Staff
7/31/2014	3420-125	Journal Entry	Davidson-Janae-7/31/2014-527874- PD 8/5 Staff
7/31/2014	3420-129	Journal Entry	D'Inzillo-Donna-7/31/2014-4518- PD 8/5 Staff
7/31/2014	3420-165	Journal Entry	Heindsmann-Kenneth-7/31/2014-4531- PD 8/5 Staff
7/31/2014	3420-186	Journal Entry	Krunglevich-Stephannie-7/31/2014-527875- PD 8/5 Staff
7/31/2014	3420-209	Journal Entry	Potts-Rhonda-7/31/2014-4543- PD 8/5 Staff
7/31/2014	3420-217	Journal Entry	Sandberg-Dayna-7/31/2014-4546- PD 8/5 Staff
7/31/2014	3746-20	Journal Entry	Distr 9993-Ref GL JE 3420 Davidson-Janae-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3746-21	Journal Entry	Distr 9993-Ref GL JE 3420 Hearn-Veronica-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3746-23	Journal Entry	Distr 9993-Ref PR JE 3236 Hearn-Veronica-7/31/2014-4529-
7/31/2014	3746-24	Journal Entry	Distr 9993-Ref GL JE 3420 Davidson-Janae-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3746-27	Journal Entry	Distr 9993-Ref PR JE 3236 Davidson-Janae-7/31/2014-527874-
7/31/2014	3910-19	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3910-20	Journal Entry	D'Inzillo - Correction
7/31/2014	3910-21	Journal Entry	D'Inzillo - Correction
8/1/2014	3328-96	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-380	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Chickering
8/1/2014	3328-470	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
8/1/2014	3328-492	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Davidson-J
8/1/2014	3328-544	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
8/1/2014	3328-1118	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1258	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Krunglevic
8/1/2014	3328-1462	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
8/1/2014	3328-1524	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
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8/5/2014	3236-60	Payroll	Krunglevich-Stephannie-7/31/2014-527875-
8/5/2014	3236-260	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-354	Payroll	D'Inzillo-Donna-7/31/2014-4518-
8/5/2014	3236-612	Payroll	Potts-Rhonda-7/31/2014-4543-
8/5/2014	3236-695	Payroll	Cooley-Kristi-7/31/2014-4517-
8/5/2014	3236-1021	Payroll	Heindsmann-Kenneth-7/31/2014-4531-

8/5/2014	3236-1652	Payroll	Chickering-Donna-7/31/2014-4514-
8/5/2014	3236-1725	Payroll	Sandberg-Dayna-7/31/2014-4546-
8/31/2014	3399-77	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Anderson-J
8/31/2014	3399-337	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Chickering
8/31/2014	3399-405	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-447	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Davidson-J
8/31/2014	3399-495	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Dougherty-
8/31/2014	3399-723	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hearn-Vero
8/31/2014	3399-817	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1387	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
8/31/2014	3399-1475	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Sandberg-D
8/31/2014	3399-1569	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3604-35	Journal Entry	Anderson-Joseph-8/31/2014-4574--SAIF Accr Adj
8/31/2014	3604-63	Journal Entry	Chickering-Donna-8/31/2014-4581--SAIF Accr Adj
8/31/2014	3604-70	Journal Entry	Cooley-Kristi-8/31/2014-4584--SAIF Accr Adj
8/31/2014	3604-75	Journal Entry	Davidson-Janae-8/31/2014-527909--SAIF Accr Adj
8/31/2014	3604-81	Journal Entry	Dougherty-Tiffany-8/31/2014-4587--SAIF Accr Adj
8/31/2014	3604-105	Journal Entry	Hearn-Veronica-8/31/2014-4598--SAIF Accr Adj
8/31/2014	3604-114	Journal Entry	Heindsmann-Kenneth-8/31/2014-4600--SAIF Accr Adj
8/31/2014	3604-168	Journal Entry	Potts-Rhonda-8/31/2014-4615--SAIF Accr Adj
8/31/2014	3604-178	Journal Entry	Sandberg-Dayna-8/31/2014-4618--SAIF Accr Adj
8/31/2014	3604-188	Journal Entry	Stratton-Sherri-8/31/2014-4623--SAIF Accr Adj
8/31/2014	3746-31	Journal Entry	Distr 9993-Ref PR JE 3394 Davidson-Janae-8/31/2014-527909-
9/1/2014	3399-78	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Anderson-J
9/1/2014	3399-338	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Chickering
9/1/2014	3399-406	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
9/1/2014	3399-448	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Davidson-J
9/1/2014	3399-496	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Dougherty-
9/1/2014	3399-724	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hearn-Vero
9/1/2014	3399-818	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1388	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
9/1/2014	3399-1476	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Sandberg-D
9/1/2014	3399-1570	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/5/2014	3394-65	Payroll	Davidson-Janae-8/31/2014-527909-
9/5/2014	3394-267	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-257	Payroll	Anderson-Joseph-8/31/2014-4574-
9/5/2014	3394-556	Payroll	Hearn-Veronica-8/31/2014-4598-
9/5/2014	3394-623	Payroll	Potts-Rhonda-8/31/2014-4615-
9/5/2014	3394-717	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-992	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1577	Payroll	Chickering-Donna-8/31/2014-4581-
9/5/2014	3394-1691	Payroll	Sandberg-Dayna-8/31/2014-4618-
9/5/2014	3394-1698	Payroll	Dougherty-Tiffany-8/31/2014-4587-
9/30/2014	3595-1433	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Davidson-J
9/30/2014	3595-1457	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J

9/30/2014	3595-1461	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-1479	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Draper-Lin
9/30/2014	3595-1485	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
9/30/2014	3595-1531	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
9/30/2014	3595-1541	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-1585	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1725	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
9/30/2014	3595-1745	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Sandberg-D
9/30/2014	3595-1753	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Dougherty-
9/30/2014	3746-34	Journal Entry	Distr 9993-Ref PR JE 3551 Davidson-Janae-9/30/2014-527931-
10/1/2014	3595-1434	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Davidson-J
10/1/2014	3595-1458	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
10/1/2014	3595-1462	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
10/1/2014	3595-1480	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Draper-Lin
10/1/2014	3595-1486	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
10/1/2014	3595-1532	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
10/1/2014	3595-1542	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
10/1/2014	3595-1586	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-1726	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
10/1/2014	3595-1746	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Sandberg-D
10/1/2014	3595-1754	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Dougherty-
10/3/2014	3551-132	Payroll	Davidson-Janae-9/30/2014-527931-
10/3/2014	3551-224	Payroll	Stratton-Sherri-9/30/2014-4684-
10/3/2014	3551-266	Payroll	Draper-Linda-9/30/2014-4653-
10/3/2014	3551-221	Payroll	Anderson-Joseph-9/30/2014-4639-
10/3/2014	3551-307	Payroll	D'Inzillo-Donna-9/30/2014-4650-
10/3/2014	3551-551	Payroll	Potts-Rhonda-9/30/2014-4676-
10/3/2014	3551-641	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-949	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1517	Payroll	Chickering-Donna-9/30/2014-4646-
10/3/2014	3551-1627	Payroll	Sandberg-Dayna-9/30/2014-4679-
10/3/2014	3551-1634	Payroll	Dougherty-Tiffany-9/30/2014-4652-
10/10/2014	3602-18	Payroll	Davidson-Janae-10/31/2014-527937-
10/31/2014	3822-1713	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-1733	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
10/31/2014	3822-1779	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Chickering
10/31/2014	3822-1793	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
10/31/2014	3822-1805	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
10/31/2014	3822-1859	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-1867	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero
10/31/2014	3822-1883	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-2007	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
10/31/2014	3822-2053	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-2059	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
11/1/2014	3822-1714	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J



11/1/2014	3822-1734	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
11/1/2014	3822-1780	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Chickering
11/1/2014	3822-1794	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
11/1/2014	3822-1806	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
11/1/2014	3822-1860	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
11/1/2014	3822-1868	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero
11/1/2014	3822-1884	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-2008	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
11/1/2014	3822-2054	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/1/2014	3822-2060	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
11/3/2014	3729-77	Payroll	Tessen-Jeanette-10/31/2014-527947-
11/3/2014	3729-252	Payroll	Stratton-Sherri-10/31/2014-4745-
11/3/2014	3729-234	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-330	Payroll	D'Inzillo-Donna-10/31/2014-4711-
11/3/2014	3729-524	Payroll	Hearn-Veronica-10/31/2014-4723-
11/3/2014	3729-579	Payroll	Potts-Rhonda-10/31/2014-4738-
11/3/2014	3729-693	Payroll	Cooley-Kristi-10/31/2014-4710-
11/3/2014	3729-931	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1555	Payroll	Hannah-Sarah-10/31/2014-4722-
11/3/2014	3729-1696	Payroll	Chickering-Donna-10/31/2014-4707-
11/3/2014	3729-1798	Payroll	Anderson-Kristen-10/31/2014-4700-
11/30/2014	3849-1805	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-1825	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-1851	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-1861	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-1867	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-1905	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-1925	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-1973	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-2137	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-2161	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-2183	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
11/30/2014	3849-2197	Journal Entry	Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-1806	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-1826	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-1852	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-1862	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-1868	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-1906	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-1926	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-1974	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-2138	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-2162	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-2184	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000
12/1/2014	3849-2198	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-0000

12/5/2014	3847-105	Payroll	Tessen-Jeanette-11/30/2014-527964-
12/5/2014	3847-276	Payroll	Stratton-Sherri-11/30/2014-4806-
12/5/2014	3847-287	Payroll	Draper-Linda-11/30/2014-4778-
12/5/2014	3847-252	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-331	Payroll	D'Inzillo-Donna-11/30/2014-4777-
12/5/2014	3847-535	Payroll	Potts-Rhonda-11/30/2014-4799-
12/5/2014	3847-647	Payroll	Cooley-Kristi-11/30/2014-4776-
12/5/2014	3847-919	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1510	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1632	Payroll	Chickering-Donna-11/30/2014-4773-
12/5/2014	3847-1715	Payroll	Anderson-Kristen-11/30/2014-4766-
12/8/2014	3847-1744	Payroll	Stratton-Sherri-11/30/2014-4815-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50014-20-00-5000**

**Account: 01-102-50014-20-00-5000 (Staff Fringe - SAIF)**

7/1/2014 *Account Beginning Balance*

11/30/2014	3849-1933	Journal Entry	Payroll accrual - 01-102-50014-20-00-5000
12/1/2014	3849-1934	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-5000
12/5/2014	3847-654	Payroll	Cooley-Kristi-11/30/2014-4776-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-50014-20-00-9991**

**Account: 01-102-50014-20-00-9991 (Staff Fringe - SAIF)**

7/1/2014 *Account Beginning Balance*

11/30/2014	3849-1977	Journal Entry	Payroll accrual - 01-102-50014-20-00-9991
12/1/2014	3849-1978	Journal Entry	<Reversal> Payroll accrual - 01-102-50014-20-00-9991

12/5/2014 3847-931 Payroll

Heindsmann-Kenneth-11/30/2014-4787-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-52000-00-00-9991**

**Account: 01-102-52000-00-00-9991 (Staff Travel, Meals, Lodging)**

7/1/2014

*Account Beginning Balance*

9/16/2014	3704-1	Accounts Payable
9/16/2014	3704-4	Accounts Payable
9/23/2014	3523-1	Accounts Payable
10/9/2014	3835-85	Accounts Payable
10/10/2014	3835-82	Accounts Payable
10/14/2014	3835-97	Accounts Payable
10/17/2014	3835-88	Accounts Payable
10/17/2014	3835-91	Accounts Payable
10/17/2014	3835-94	Accounts Payable
10/30/2014	3835-108	Accounts Payable
10/30/2014	3835-111	Accounts Payable
1/2/2015	3864-11	Accounts Payable
1/2/2015	3864-14	Accounts Payable

US Bank-M10301401A-Grand Hotel Salem 09/15/14 WSO Stads Mtg J Fong  
 US Bank-M10301401B-Grand Hotel Salem 09/15/14 WSO Stads Mtg A Kin  
 College Dreams, Inc-Wolfe,R-Registration Resiliency Trng Rebecca Wolfe O  
 US Bank-M12011403D-Shell Trip San Bruno CA for Region 6 WIOA MTG  
 US Bank-M12011403C-Courtyard Hotel Region 6 WIOA MTG 10/10/14-10  
 US Bank-M12011403I-Sunrise Cafe Dual Credit/STEM/CRLE Mtg RWP-10  
 US Bank-M12011403E-Shell Job Growers Salem MTG 10/17/14-10/17/2014  
 US Bank-M12011403F-Shell Job Growers Salem MTG 10/17/14-10/17/2014  
 US Bank-M12011403G-Grand Hotel Salem Job Growers 10/17/14 J Fong-10  
 US Bank-M12011403M-Cash&Carry Refreshments RWP&Governance Work  
 US Bank-M12011403N-Safeway Refreshments RWP&Governance Work Mtg  
 King, Aurora-M01021501-Travel: PDX 1/5-6/15, OR Biz Plan Lrdshp Summ  
 Fong, Jim-M01021502-Travel: PDX 1/5-6/15, OR Biz Plan Lrdshp Summit R

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-52000-10-00-0000**

**Account: 01-102-52000-10-00-0000 (Staff Travel, Meals, Lodging)**

7/1/2014

*Account Beginning Balance*

9/23/2014	3523-4	Accounts Payable
9/23/2014	3523-10	Accounts Payable
9/23/2014	3523-17	Accounts Payable

College Dreams, Inc-Rudy, A-Registration Resiliency Trng April Rudy Oct 2  
 College Dreams, Inc-Timeus, C-Registration Resiliency Trng Cheryl Timeus  
 College Dreams, Inc-Hegeman, R-Registration Resiliency Trng Rob Hegema

9/23/2014	3523-23	Accounts Payable	College Dreams, Inc-Krunglevich, S-Registration Resiliency Trng Stephannie
9/23/2014	3523-30	Accounts Payable	College Dreams, Inc-C Timeus-Workplace Coaching Cheryl Timeus Nov 3,1
9/23/2014	3523-33	Accounts Payable	College Dreams, Inc-Krunglevich, S-Workplace Coaching Stephannie Krungl
9/23/2014	3523-36	Accounts Payable	College Dreams, Inc-Rudy, A-Workplace Coaching April Rudy Nov 3,10,18
9/23/2014	3523-38	Accounts Payable	College Dreams, Inc-King, A-Workplace Coaching Aurora King Nov 3,10,18
10/8/2014	3835-114	Accounts Payable	US Bank-M12011403O-Effective Supervis Practic. A King 11/13/14-10/8/20
10/29/2014	3545-11	Accounts Payable	College Dreams, Inc-MacLauchlan, C-Registration Resiliency Trng Cheri M
12/2/2014	3850-216	Accounts Payable	King, Aurora-M12091403A-Travel: OED WSO Std Focus Grp WIA/DLW De
12/9/2014	3850-222	Accounts Payable	King, Aurora-M12091403B-Travel: OED WSO Std Focus Grp Salem Dec 9,

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-52000-20-00-0000**

**Account: 01-102-52000-20-00-0000 (Staff Travel, Meals, Lodging)**

7/1/2014

*Account Beginning Balance*

9/23/2014	3523-20	Accounts Payable	College Dreams, Inc-Chickering, D-Registration Resiliency Trng Donna Chic
10/14/2014	3553-71	Accounts Payable	Chickering, Donna-M10101403-Travel: Work Bound College Ready 10/14/14
10/28/2014	3681-193	Accounts Payable	College Dreams, Inc-10281401-Registration Resiliency Trng Kristen Anders
10/28/2014	3688-3	Accounts Payable	Grants Pass & Jo.Co.-13999-BR&E Survey ,L Draper,K Heindsmann,J Fong,

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-52001-20-00-0000**

**Account: 01-102-52001-20-00-0000 (Other Staff Expenses)**

7/1/2014

*Account Beginning Balance*

7/3/2014	3581-49	Accounts Payable	Oregon State Police-83-Dayna Louise Sandberg Crim Ck Adult WIA PY14-10
7/8/2014	3292-22	Accounts Payable	Redwood Toxicology L-11765720147-Sandberg,Dayna Drug Testing Adult W
9/9/2014	3618-5	Accounts Payable	Asante Physician Par-7199-Anderson, Joe Random Testing PY14-9/30/20
9/29/2014	3581-42	Accounts Payable	Oregon State Police-83-Amberann K Burke JOBS Plus GP-10/1/2014

9/29/2014	3618-152	Accounts Payable	Redwood Toxicology L-11765720149-Burke, Amber-Ann Drug Testing JOB
10/1/2014	3570-11	Accounts Payable	SAIF Corporation-771351-Clain#8277837C Prinrose, R DOI 11/8/13-10/1/20
10/10/2014	3953-5	Accounts Payable	Oregon State Police-83A-Anderson, Kristen Crim Ck Adult WIA/DLW PY14
10/31/2014	3800-139	Accounts Payable	Redwood Toxicology L-117657201410A-Tessen, Jeanette Drug Screening JO
10/31/2014	3800-141	Accounts Payable	Redwood Toxicology L-117657201410B-Anderson, Kristen Drug Screening I
11/3/2014	3818-102	Accounts Payable	Superior Stamp and S-123654-Name Plate: Kristen Anderson WIA PY14-11/
11/7/2014	3953-16	Accounts Payable	Oregon State Police-83F-Mooney, Kerry Crim Ck JOBS/OFFSET PY14-1/2/20
11/10/2014	3850-260	Accounts Payable	Redwood Toxicology L-117657201411-Mooney, Kerry JOBS+, Clerical Assis

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-52002-00-00-9991**

**Account: 01-102-52002-00-00-9991 (Board Expenses)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3146-13	Accounts Payable	US Bank-M07311401B-Sunrise Cafe Lunch Sector Strat. PY14-7/1/2014
7/13/2014	3307-20	Accounts Payable	US Bank-M08291401D-WalMart Refreshments for RWP/TJC meeting 7/14/1
7/17/2014	3307-11	Accounts Payable	US Bank-M08291401A-Grand Hotel J Fong Salem 7/17/14 RWP PY14-7/18/
7/18/2014	3217-4	Accounts Payable	Fong, Jim-M07301401-Travel OWP Mtg & Mini Retreat Salem 7/18/14 RWF
7/23/2014	3123-4	Accounts Payable	Fong, Jim-M07171406-Travel Region 6 TAACCCT Trng Oakland CA July 2:
7/28/2014	3307-26	Accounts Payable	US Bank-M08291401-Grand Hotel Salem 7/28/14 Mtg. RWP PY14-7/28/201
7/29/2014	3217-1	Accounts Payable	Fong, Jim-M07291402-Travel OR Sector Prtnshp Jul 28-29, 14 Salem RWP I
7/29/2014	3217-5	Accounts Payable	Hetland, Graham-M07291404-Travel: OR Sector Prtnshp Jul 28-29, 14 Saler
7/29/2014	3217-10	Accounts Payable	King, Aurora-M07291403-Travel: OR Sector Prtnshp Jul 28-29, 14 Salem RV
7/30/2014	3307-23	Accounts Payable	US Bank-M08291401H-Sunrise Cafe RWP Lunch Mtg PY14-7/30/2014
8/1/2014	3307-17	Accounts Payable	US Bank-M08291401C-Sunrise Cafe Lunch Mtg STEM Circle 8/1/14 RWP I
8/1/2014	3365-4	Accounts Payable	REVERSE-ADJUST-US Bank-M08291401C
8/11/2014	3296-15	Accounts Payable	Allison, Tamara-M08131402-Reimb Wal Mart refreshments RWP MTG 8/11
8/14/2014	3326-4	Cash Receipts	Aurora King, Trav Re-779-3270
9/5/2014	3704-25	Accounts Payable	US Bank-M10301401G-Sunrise Cafe Board of Direct Mtg RWP-9/5/2014
9/8/2014	3416-1	Accounts Payable	Fong, Jim-M09081402-WSO Stnds Projt Salem 9/9-10/14 RWP PY14-9/4/20
9/8/2014	3416-4	Accounts Payable	King, Aurora-M09081403-WSO Stnds Projt Salem 9/9-10/14 RWP PY14-9/4
9/9/2014	3438-3	Accounts Payable	Allison, Tamara-090914-Reimb Walmart/Big Lots refreshments RWP MTG-9
9/9/2014	3460-3	Accounts Payable	Superior Stamp and S-122942-Name plates,Jon Flegel,John Higgins,Teresa S:
9/16/2014	3459-2	Accounts Payable	Fong, Jim-M09161401-Travel: WIB & OWIB Mtg Salem 9/12/14 RWP-9/16/
9/16/2014	3479-1	Accounts Payable	Fong, Jim-M09181404-Travel: Salem 9/19/14 WSO Stds. RWP PY14-9/16/20
9/16/2014	3479-2	Accounts Payable	King, Aurora-M09181405-Travel: Salem 9/19/14 WSO Stds. RWP PY14-9/16/
9/19/2014	3532-3	Accounts Payable	Fong, Jim-M09191405-Travel OWP MTG Salem 9/19/14 RWP PY14-9/12/20

9/19/2014	Summarized	Accounts Payable	
9/22/2014	3704-58	Accounts Payable	US Bank-M10301401U-Conf Sustainable Valley Fong,Hetland 9/26/14-9/22/
9/24/2014	3704-61	Accounts Payable	US Bank-M10301401X-Downtown Mkt Meeting w/ J Chamberlin WIA RWI
9/29/2014	3545-16	Accounts Payable	Fong, Jim-M09261401-Travel: RWP planning W/OED & CCWD Salem 9/29
9/29/2014	3704-10	Accounts Payable	US Bank-M10301401D-Parking RWP planning W/OED & CCWD Salem 9/2
9/29/2014	3704-13	Accounts Payable	US Bank-M10301401E-Holiday Inn Eugene RWP planning W/OED & CCW.
10/6/2014	3588-4	Cash Receipts	JAMES FONG TRAVEL RE-815-3363
10/6/2014	3588-6	Cash Receipts	JAMES FONG TRAVEL RE-815-3364
10/9/2014	3632-11	Accounts Payable	Fong, Jim-M10201405-Travel: WIOA Town Hall San Bruno,CA 10/10/14 RV
10/17/2014	3660-124	Accounts Payable	Fong, Jim-M10231401-Trave;: OWP Mtg Salem 10/17/14 RWP-10/14/2014
10/20/2014	3835-141	Accounts Payable	US Bank-M12011403T-Staples Sticky Easel Pads RWP-10/20/2014
10/22/2014	3660-119	Accounts Payable	Fong, Jim-M10221401-Travel: College for All McAllen TX 10/23-24/14 RWI
10/22/2014	3725-286	Accounts Payable	Office Depot Credit -736438482001-Sticky easel pad Aldmin PY14-10/22/2
10/24/2014	3800-284	Accounts Payable	Southern Oregon Educ-00018776-Reimb Travel Air Fare/Lodging for J Fong
10/28/2014	3688-5	Accounts Payable	Grants Pass & Jo.Co.-13999-BR&E Survey ,L Draper,K Heindsmann,J Fong,;
10/29/2014	3835-152	Accounts Payable	US Bank-M12011403V-Adobe Oct 14 Cloud PY14-10/29/2014
11/7/2014	3980-13	Accounts Payable	US Bank-M12311401M-NAWB regist. Fong,Gomez,King,Donnelly,Shumate
11/11/2014	3980-16	Accounts Payable	US Bank-M12311401N-Hilton Deposit NAWB WA DC: Jim Fong Mar 15 R
11/11/2014	3980-19	Accounts Payable	US Bank-M12311401O-Hilton Deposit NAWB WA DC: J Gomez Mar 15 R'
11/11/2014	3980-22	Accounts Payable	US Bank-M12311401P-Hilton Deposit NAWB WA DC: King, A. Mar 15 R'
11/11/2014	3980-25	Accounts Payable	US Bank-M12311401Q-Hilton Deposit NAWB WA DC: Donnelly, M Mar 1
11/11/2014	Summarized	Accounts Payable	
11/18/2014	3980-31	Accounts Payable	US Bank-M12311401V-Ray Food Refreshments Mtg RWP-12/5/2014
11/21/2014	3843-132	Accounts Payable	Fong, Jim-M12031401-Travel: OWP Salem 11/21/14 RWP PY14-11/18/2014
11/28/2014	3980-34	Accounts Payable	US Bank-M12311401W-Adobe Nov 14 Cloud PY14-12/5/2014
1/9/2015	3915-3	Accounts Payable	Fong, Jim-M01081501-Travel: PDX OWIB Mtg 1/9/15 RWP-12/30/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-60004-10-00-0000**

**Account: 01-102-60004-10-00-0000 (Client Training)**

7/1/2014 *Account Beginning Balance*

7/7/2014	3404-3	Accounts Payable	Rogue Community Coll-33613-PO 64359/BATESON, JERRY-9/2/2014
7/7/2014	3404-17	Accounts Payable	Rogue Community Coll-33613-PO 64360/COOK, SHELLY-9/2/2014
7/7/2014	3404-21	Accounts Payable	Rogue Community Coll-33613-PO 64319/CORBITT, ROBERT-9/2/2014
7/7/2014	3404-35	Accounts Payable	Rogue Community Coll-33613-PO 64322/MICKEY, NATALIE-9/2/2014
7/7/2014	3470-1	Accounts Payable	Rogue Community Coll-33623

7/8/2014	3058-3	Accounts Payable	Palma, Jonkarlo-07081402-Reimb CDL Test, Fees, Upgrade, DMV Test/Fee-
7/8/2014	3063-5	Accounts Payable	Kiger, Justin-07081403-Reimb CDL Test, Upgrade, third party fees-7/8/2014
7/8/2014	3088-5	Accounts Payable	Pacific Healthcare T-051414-PO 64340, Pablo Suarez CNA 2-7/8/2014
9/5/2014	3980-63	Accounts Payable	Southern Oregon Univ-1/20/15-PO 64534/Seraphina Pinsky #940423316-1/2
9/29/2014	3791-1	Accounts Payable	Rogue Community Coll-33899-PO 64450/ARONSON, IRA-10/28/2014
9/29/2014	3800-133	Accounts Payable	Rogue Community Coll-33988-PO 64481/ARONSON, IRA-11/4/2014
9/29/2014	3800-135	Accounts Payable	Rogue Community Coll-33988-PO 64474/BATESON, JERRY-11/4/2014
10/7/2014	3572-31	Accounts Payable	Aronson, Ira-10071405-Reimb. Horngren's Financial & Mgmt Book-10/7/2014
10/27/2014	3704-88	Accounts Payable	Southern Oregon Univ-T00040004-PO 64472/Seraphina Pinsky Tuition Fall 2
12/4/2014	3843-130	Accounts Payable	Holden, Terisa-12041401-Reimb Medical Tests/Fees Bkgrnd Ck-12/4/2014
1/6/2015	3928-47	Accounts Payable	Bateson, Jerry-01061506-Reimb for DMV fees/tests PY14-1/6/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

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*Account Ending Balance*

**01-102-60004-10-70-0000**

**Account: 01-102-60004-10-70-0000 (Client Training)**

7/1/2014

*Account Beginning Balance*

7/24/2014	3342-1	Accounts Payable	Pacific Healthcare T-071414-PO 64369/AMARAL-PEREZ, LESLIE-8/18/20
8/4/2014	3221-5	Accounts Payable	Pacific Healthcare T-052714-PO 64356/GILLEN, MARGARET-8/4/2014
8/4/2014	3250-3	Accounts Payable	Pacific Healthcare T-032714-PO 64373/YOST, JAZMYN-7/30/2014
8/4/2014	3250-5	Accounts Payable	Pacific Healthcare T-062014-PO 64372/SANDOVAL, ROSALINDA-7/30/20
8/4/2014	3250-8	Accounts Payable	Pacific Healthcare T-0852714-PO 64375/WILLIAMS, KRISTINA-8/4/2014
8/18/2014	3426-8	Accounts Payable	Pacific Healthcare T-060114-PO 64387/Rachel Hopkins-6/1/2014
8/25/2014	3426-1	Accounts Payable	Pacific Healthcare T-072314-PO 64396/Alejandra Diaz-7/23/2014
8/25/2014	3426-4	Accounts Payable	Pacific Healthcare T-080114-PO 64384/Fongian Kieffer-8/1/2014
8/25/2014	3426-6	Accounts Payable	Pacific Healthcare T-080114-PO 64313/Fongian Kieffer-8/1/2014
8/25/2014	3426-10	Accounts Payable	Pacific Healthcare T-072214-PO 64395/AnnaMaria Rodriguez-7/22/2014
9/3/2014	3427-1	Accounts Payable	Abdill Career Colleg-21679/1/2014-PO 64402/Sullivan, Lisa-9/1/2014
9/22/2014	3537-1	Accounts Payable	Pacific Healthcare T-082614-PO 64427/Evans, Celia-9/19/2014
9/29/2014	3791-7	Accounts Payable	Rogue Community Coll-33899-PO 64437/BOLINGER BRITTANY-10/28/20
9/29/2014	3791-9	Accounts Payable	Rogue Community Coll-33899-PO 64443/BOLINGER, BRITANY-10/28/201
10/6/2014	3581-3	Accounts Payable	Pacific Healthcare T-090914-PO 64449/JAIDA STEWART-10/7/2014
10/8/2014	3800-162	Accounts Payable	Scrub Hub, Inc.-TJC111014-PO 64455/Covents, Michael-11/10/2014
11/10/2014	3861-13	Accounts Payable	Pacific Healthcare T-090914-PO 64473/ACOSTA, SHIANN-11/26/2014
11/24/2014	3861-3	Accounts Payable	Pacific Healthcare T-110314-PO 64515/MARTIN, ASHLEY-12/9/2014
11/24/2014	3861-21	Accounts Payable	Pacific Healthcare T-102814-PO 64494/MCLEAN, ERSKINE-11/26/2014
11/24/2014	3861-24	Accounts Payable	Pacific Healthcare T-101814-PO 64493/ADAMS, ALLI-11/26/2014

11/24/2014	3861-31	Accounts Payable	Pacific Healthcare T-101414-PO 64468/LIVARES, KRISTYANA-11/26/2014
11/24/2014	3861-38	Accounts Payable	Pacific Healthcare T-102814-PO 64500/HAGEN, NATALIE-11/26/2014
11/24/2014	3861-40	Accounts Payable	Pacific Healthcare T-100614-PO 64480/BAILEY, MARQUERITE-11/26/2014
12/1/2014	3861-7	Accounts Payable	Pacific Healthcare T-110114-PO 64509/WOLD, RILEY-12/9/2014
1/5/2015	3953-23	Accounts Payable	Pacific Healthcare T-102814-PO 64566, NICOLE SMITH-1/9/2015
1/5/2015	3963-82	Accounts Payable	Pacific Healthcare T-092614-PO 64575/ASHLEY HEATHERLY-1/13/2015

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-60004-20-00-0000**

**Account: 01-102-60004-20-00-0000 (Client Training)**

7/1/2014 *Account Beginning Balance*

7/3/2014	3101-9	Accounts Payable	Aviation and Electro-070914-B-PO 64334/Ferrell, Thomas-7/9/2014
7/7/2014	3404-7	Accounts Payable	Rogue Community Coll-33613-PO 64377/BRAMS, SAMUEL-9/2/2014
7/7/2014	3404-18	Accounts Payable	Rogue Community Coll-33613-PO 64328/LARSEN (BRUNETTE), KARIE-9/2/2014
7/7/2014	3404-37	Accounts Payable	Rogue Community Coll-33613-PO 64318/PHILPOT, GLORIA-9/2/2014
8/4/2014	3221-13	Accounts Payable	Pacific Healthcare T-052714-PO 64341/HUMPHREY, BLAKE-8/4/2014
8/4/2014	3221-15	Accounts Payable	Pacific Healthcare T-052714-PO 64326/RUMREY, DANA-8/4/2014
9/4/2014	3436-1	Accounts Payable	Liberty Tax Service-090812-PO 64410/Sara Sarmento-9/8/2014
9/4/2014	3436-3	Accounts Payable	Liberty Tax Service-090814-PO 64411/Jessica Yakel-9/8/2014
9/15/2014	3476-1	Accounts Payable	Pacific Healthcare T-080414-PO 64383/Slocum, ALicia-8/4/2014
9/22/2014	3476-5	Accounts Payable	Pacific Healthcare T-090914-PO 64416/Reeder, Jodie-9/9/2014
9/25/2014	3581-1	Accounts Payable	Pacific Healthcare T-092514-PO 64454/JODIE REEDER-10/7/2014
9/29/2014	3800-146	Accounts Payable	Rogue Community Coll-33988-PO 64478/KYNSI, BRIAN-11/4/2014
10/8/2014	3688-129	Accounts Payable	Pacific Healthcare T-080414-PO 64457/ALICIA SLOCUM-9/4/2014
10/16/2014	3688-131	Accounts Payable	Pacific Healthcare T-092314-PO 64458/KIMBERLIE HYATT-10/16/2014
10/27/2014	3864-1	Accounts Payable	Highland House Nursi-121014-PO 64521/LISA CARTER-KING-12/10/2014
11/24/2014	3861-46	Accounts Payable	Pacific Healthcare T-102814-PO 64498/PRICE, DEANNA-11/26/2014
1/19/2015	3953-29	Accounts Payable	Pacific Healthcare T-111914-PO 64524/DAVID SMITH-12/18/2014

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-102-60004-20-70-0000**



**Account: 01-102-60004-20-70-0000 (Client Training)**

7/1/2014

*Account Beginning Balance*

9/29/2014 3791-67 Accounts Payable  
 10/6/2014 3581-5 Accounts Payable

Rogue Community Coll-33899-PO 64435/PHILPOT, GLORIA-10/28/2014  
 Pacific Healthcare T-092314-PO 64432/KIMBERLIE HYATT-10/7/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-60004-20-70-1050**

**Account: 01-102-60004-20-70-1050 (Client Training)**

7/1/2014

*Account Beginning Balance*

8/4/2014 3221-1 Accounts Payable  
 8/4/2014 3221-6 Accounts Payable  
 8/4/2014 3221-11 Accounts Payable  
 11/24/2014 3861-9 Accounts Payable  
 11/24/2014 3861-19 Accounts Payable  
 11/24/2014 3953-17 Accounts Payable  
 12/1/2014 3861-5 Accounts Payable

Pacific Healthcare T-071714-PO 64350/Megan Addington-8/4/2014  
 Pacific Healthcare T-071714-PO 64346/DOBSON, IZZIBELLA-8/4/2014  
 Pacific Healthcare T-071714-PO 64348/HAMMONS, ROJELIO-8/4/2014  
 Pacific Healthcare T-102714-PO 64514/STASIO, BRITTANIE-12/9/2014  
 Pacific Healthcare T-110714-PO 64506/GOMES, CHELSI-11/26/2014  
 Pacific Healthcare T-112414-PO 64513, CATHERINE MASON-1/9/2015  
 Pacific Healthcare T-110614-PO 64491/ADDINGTON, MEGAN-12/9/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-60005-10-00-0000**

**Account: 01-102-60005-10-00-0000 (Training - On the Job)**

7/1/2014

*Account Beginning Balance*

10/8/2014 3726-7 Accounts Payable  
 11/27/2014 3866-79 Accounts Payable

Roxy Ann Memory Comm-11061403B-OJT - Tibbetts, Sarah 102 PY14-10/8  
 A Loving Home Adult -12231402-Singleton, Melissa OJT - 102 PY14-12/8/2

12/5/2014 3911-167 Accounts Payable  
 12/9/2014 3866-43 Accounts Payable

Southern OR Credit S-01081504B-Wilson, Christen OJT - 102 PY14-12/8/2014  
 Valley Immediate Car-12231403-Bullion, Alyssa OJT - 102 PY14-12/11/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-60005-20-00-0000**

**Account: 01-102-60005-20-00-0000 (Training - On the Job)**

7/1/2014

*Account Beginning Balance*

7/19/2014 3222-11 Accounts Payable  
 9/19/2014 3571-13 Accounts Payable  
 9/26/2014 3726-37 Accounts Payable  
 11/11/2014 3911-156 Accounts Payable  
 12/4/2014 3963-116 Accounts Payable  
 12/22/2014 3900-123 Accounts Payable  
 1/8/2015 3963-17 Accounts Payable

MasterBrand Cabinets-08071407-Hamelin, Melissa OJT - 102 PY14-7/19/2014  
 Deardorff Fitzsimmon-10091404-OJT - 102 Noah Baker PY14-9/19/2014  
 Josephine Community -11061410B-OJT - Grutchfield, Michael 102 PY14-9  
 Rough & Ready Lumber-01081503-May, Eddie OJT - 102 PY14-12/15/2014  
 Farmer Enterprises, -01221506-Thill, Alex OJT - 102 PY14-12/4/2014  
 Your Wedding Connect-12301408-Gibson, Destiny OJT - 102 PY14-12/22/2014  
 GR Roguewood LLC-01221502-Davidson, Janae OJT 102 PY14-1/8/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-60012-10-00-0000**

**Account: 01-102-60012-10-00-0000 (Client Intensive - Occupational Skills)**

7/1/2014

*Account Beginning Balance*

7/7/2014 3404-15 Accounts Payable  
 8/19/2014 3342-3 Accounts Payable  
 8/19/2014 3342-5 Accounts Payable  
 9/29/2014 3791-29 Accounts Payable  
 9/29/2014 3791-33 Accounts Payable

Rogue Community Coll-33613-PO 64332/COLLINS, STEVEN-9/2/2014  
 Pearson VUE-0031-7630-0038-PO 64389/Angelina Maigarejo-8/19/2014  
 Pearson VUE-0013-7629-7314-PO 64388/Natalie Mickey-8/19/2014  
 Rogue Community Coll-33899-PO 64412/GARCIA-RODRIGUEZ, CRYSTA  
 Rogue Community Coll-33899-PO 64403/GOMEZ, ALBERT-10/28/2014

*Account Subtotals*

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-102-60012-10-70-1050**

**Account: 01-102-60012-10-70-1050 (Client Intensive)**

7/1/2014

Account Beginning Balance

8/20/2014	3373-7	Accounts Payable	Nelson, Wayne Medic -8-20-2014-Ayala, Jennifer D/C 8/20/14 Adult WIA F
8/20/2014	3373-9	Accounts Payable	Nelson, Wayne Medic -8-20-2014-Colas, Michelle D/C 8/20/14 Adult WIA F
8/20/2014	3373-11	Accounts Payable	Nelson, Wayne Medic -8-20-2014-Eichenberg, Ashley D/C 8/20/14 Adult W
8/20/2014	3373-13	Accounts Payable	Nelson, Wayne Medic -8-20-2014-Holden, Terisa D/C 8/20/14 Adult WIA P'
8/20/2014	3373-15	Accounts Payable	Nelson, Wayne Medic -8-20-2014-Lee, Kylee D/C 8/20/14 Adult WIA PY14
8/26/2014	3427-3	Accounts Payable	ORfoodhandlers.com-090414-AYALA, JENNIFER 8/26/14-9/4/2014
8/26/2014	3427-5	Accounts Payable	ORfoodhandlers.com-090414-COLAS, MICHELLE 8/26/14-9/4/2014
8/26/2014	3427-13	Accounts Payable	ORfoodhandlers.com-090414-HOLDEN, TERISA 8/26/14-9/4/2014
8/26/2014	3427-15	Accounts Payable	ORfoodhandlers.com-090414-LEE, KYLEE 8/26/14-9/4/2014
8/27/2014	3427-9	Accounts Payable	ORfoodhandlers.com-090414-EICHENBERG, ASHLEY 8/27/14-9/4/2014
9/24/2014	3550-11	Accounts Payable	Nelson, Wayne Medic -9-24-2014E-Taylor, Aisha 9/24/14 102 PY14-9/24/
9/24/2014	3550-13	Accounts Payable	Nelson, Wayne Medic -9-24-2014F-Stasio, Brittanie 9/24/14 102 PY14-9/24/
9/24/2014	3550-15	Accounts Payable	Nelson, Wayne Medic -9-24-2014G-Mason, Catherine 9/24/14 102 PY14-9/
9/24/2014	3550-17	Accounts Payable	Nelson, Wayne Medic -9-24-2014H-Comes, Chelsi 9/24/14 102 PY14-9/24/
9/24/2014	3550-19	Accounts Payable	Nelson, Wayne Medic -9-24-2014I-Brion, Courtney 9/24/14 102 PY14-9/24/
9/24/2014	3550-21	Accounts Payable	Nelson, Wayne Medic -9-24-2014J-Fishel, Kayla 9/24/14 102 PY14-9/24/20
9/24/2014	3550-23	Accounts Payable	Nelson, Wayne Medic -9-24-2014K-Merideth, Sherry 9/24/14 102 PY14-9/2
9/24/2014	3550-25	Accounts Payable	Nelson, Wayne Medic -9-24-2014L-Evans-Hood, Taryn 9/24/14 102 PY14-
10/1/2014	3818-190	Accounts Payable	Nelson, Wayne Medic -10-1-2014F-Jones, Jazzery 10/1/14 102 PY14-11/19/
10/8/2014	3759-155	Accounts Payable	ORfoodhandlers.com-110614-COLOMBE, ROBYN 10/8/14-11/6/2014
10/8/2014	3759-159	Accounts Payable	ORfoodhandlers.com-110614-WALLER, KRISTA 10/8/14-11/6/2014
10/9/2014	3759-157	Accounts Payable	ORfoodhandlers.com-110614-JONES, JAZZERY 10/9/14-11/6/2014

Account Subtotals

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Account Net Change

6/30/2015

Account Ending Balance

**01-102-60012-20-00-0000**

**Account: 01-102-60012-20-00-0000 (Client Intensive - Occupational Skills)**

7/1/2014

*Account Beginning Balance*

7/7/2014	3404-41	Accounts Payable
7/7/2014	3404-43	Accounts Payable
9/4/2014	3393-5	Accounts Payable
9/29/2014	3791-23	Accounts Payable
9/29/2014	3791-35	Accounts Payable
9/29/2014	3791-41	Accounts Payable
1/5/2015	3928-49	Accounts Payable

Rogue Community Coll-33613-PO 64344/SHOREY, MICHAEL-9/2/2014  
 Rogue Community Coll-33613-PO 64345/WALKER, DONNA-9/2/2014  
 Pearson VUE-0014-0258-4630-PO 64406/Janet Holtman-9/4/2014  
 Rogue Community Coll-33899-PO 64461/ESLAMA, CHAWNTAE-10/28/20  
 Rogue Community Coll-33899-PO 64398/HAMPTON, ERICA-10/28/2014  
 Rogue Community Coll-33899-PO 64405/HOLTMAN, JANET-10/28/2014  
 Pearson VUE-0016-2866-1504-PO #64543/Jerry Cripps-1/5/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-60012-20-70-1050**

**Account: 01-102-60012-20-70-1050 (Client Intensive)**

7/1/2014

*Account Beginning Balance*

10/7/2014	3759-163	Accounts Payable
10/7/2014	3759-165	Accounts Payable
10/14/2014	3759-161	Accounts Payable
10/14/2014	3759-167	Accounts Payable
10/21/2014	3759-169	Accounts Payable
12/1/2014	3861-174	Accounts Payable

ORfoodhandlers.com-110614-STASIO, BRITANIE 10/7/14-11/6/2014  
 ORfoodhandlers.com-110614-MASON, CATHERINE 10/7/14-11/6/2014  
 ORfoodhandlers.com-110614-TAYLOR, AISHA 10/14/14-11/6/2014  
 ORfoodhandlers.com-110614-GOMES, CHELSI 10/14/14-11/6/2014  
 ORfoodhandlers.com-110614-EVANS-HOOD, TARYN 10/21/14-11/6/2014  
 Nelson, Wayne Medic -12-1-2014D-Prickett, Jasmine D/C 12/1/14 Adult WI

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-70004-00-00-0000**

**Account: 01-102-70004-00-00-0000 (Contracted Services)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3457-5	Accounts Payable
8/30/2014	3550-27	Accounts Payable

Worksystems, Inc.-09181405-July 14 I-Trac Maint WIA PY14-9/4/2014  
 Worksystems, Inc.-PY14-02A-Aug 14 I-Trac Maint A WIA PY14-8/30/2014

9/1/2014	3337-10	Accounts Payable
9/30/2014	3681-11	Accounts Payable
10/1/2014	3535-76	Accounts Payable
10/1/2014	3535-103	Accounts Payable
10/31/2014	3843-102	Accounts Payable
11/1/2014	3681-166	Accounts Payable
11/1/2014	3895-222	Accounts Payable
11/14/2014	Summarized	Cash Receipts
11/30/2014	3980-39	Accounts Payable
12/1/2014	3818-10	Accounts Payable
12/1/2014	3818-160	Accounts Payable
1/1/2015	3904-33	Accounts Payable
1/1/2015	3904-102	Accounts Payable

Diamond Parking Serv-09021402-Sept 14 Parking Patrol Oh's PY14-9/1/2014  
 Worksystems, Inc.-PY14-03A-Sept 14 I-Trac Maint 102 WIA Adult-10/23/2014  
 Diamond Parking Serv-M10021404B-Oct 14 Oh's Parking Patrol PY14-10/1/2014  
 Diamond Parking Serv-M10021404A-Oct 14 Porter's So Parking Lot Patrollir  
 Worksystems, Inc.-PY14-04-Oct 14 I-Trac-Maint Adult WIA PY14-12/1/2014  
 Diamond Parking Serv-M11031402-Nov 14 Oh's Parking Patrol PY14-11/1/2014  
 Diamond Parking Serv-M11.1.14-To record Double PMT to Vendor-11/1/2014

Worksystems, Inc.-PY14-05A-Nov 14 I-Trac-Maint Adult WIA PY14-1/15/2015  
 Diamond Parking Serv-M12011404B-Dec 14 Porter's So Parking Lot Patrollir  
 Diamond Parking Serv-M12011404A-Dec 14 Oh's Parking Patrol PY14-12/1/2014  
 Diamond Parking Serv-M01021502A-Jan 15 Porter's So Parking Lot Patrollin  
 Diamond Parking Serv-M01021502B-Jan 15 Oh's Parking Patrol PY14-1/1/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-70004-00-00-9991**

**Account: 01-102-70004-00-00-9991 (Contracted Services)**

7/1/2014

*Account Beginning Balance*

9/1/2014	3337-14	Accounts Payable
10/1/2014	3535-80	Accounts Payable
10/1/2014	3535-107	Accounts Payable
11/1/2014	3681-170	Accounts Payable
11/1/2014	3895-226	Accounts Payable
11/14/2014	Summarized	Cash Receipts
12/1/2014	3818-14	Accounts Payable
12/1/2014	3818-164	Accounts Payable
1/1/2015	3904-37	Accounts Payable
1/1/2015	3904-114	Accounts Payable

Diamond Parking Serv-09021402-Sept 14 Parking Patrol Oh's PY14-9/1/2014  
 Diamond Parking Serv-M10021404B-Oct 14 Oh's Parking Patrol PY14-10/1/2014  
 Diamond Parking Serv-M10021404A-Oct 14 Porter's So Parking Lot Patrollir  
 Diamond Parking Serv-M11031402-Nov 14 Oh's Parking Patrol PY14-11/1/2014  
 Diamond Parking Serv-M11.1.14-To record Double PMT to Vendor-11/1/2014

Diamond Parking Serv-M12011404B-Dec 14 Porter's So Parking Lot Patrollir  
 Diamond Parking Serv-M12011404A-Dec 14 Oh's Parking Patrol PY14-12/1/2014  
 Diamond Parking Serv-M01021502A-Jan 15 Porter's So Parking Lot Patrollin  
 Diamond Parking Serv-M01021502B-Jan 15 Oh's Parking Patrol PY14-1/1/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-70004-10-00-0000**

**Account:** 01-102-70004-10-00-0000 (Contracted Services)

7/1/2014

*Account Beginning Balance*

7/31/2014	3967-1	Journal Entry	Allocation of Jul RCC Room Rental
8/31/2014	3967-5	Journal Entry	Allocation of Aug RCC Room Rental
8/31/2014	3967-10	Journal Entry	Allocation of Aug RCC Room Rental
9/30/2014	3967-14	Journal Entry	Allocation of Sept RCC Room Rental
9/30/2014	3967-18	Journal Entry	Allocation of Sept RCC Room Rental
10/31/2014	3970-1	Journal Entry	Allocate Rent for Oct
10/31/2014	3970-5	Journal Entry	Allocate Rent for Oct
11/12/2014	3818-322	Accounts Payable	American Red Cross --3204401-Cash Match OSSC AmeriCorps Srvc Special
11/30/2014	3970-9	Journal Entry	Allocate Rent for Nov
11/30/2014	3970-13	Journal Entry	Allocate Rent for Nov
12/31/2014	3970-17	Journal Entry	Allocate Rent for Dec

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-102-90004-00-00-9991**

**Account:** 01-102-90004-00-00-9991 (Other Expense)

7/1/2014

*Account Beginning Balance*

1/6/2015	3943-38	Accounts Payable	Two Thirty Seven LLC-1594-Refreshments Healthcare Steering Meeting 1/6/15
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*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-12000-00-00-0000**

**Account:** 01-103-12000-00-00-0000 (Accounts Receivable)

7/1/2014

*Account Beginning Balance*

7/1/2014 3821-18 Journal Entry Reverse PY13 Yearend entry *Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-12100-00-00-0000**

**Account: 01-103-12100-00-00-0000 (Payroll Advances Receivable)**

7/1/2014 *Account Beginning Balance*

7/3/2014 3046-696 Payroll Allison-Tamara-6/30/2014-4442-

7/3/2014 3812-6 Journal Entry Allison-Tamara-RCLS TO 000

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-12100-00-00-9991**

**Account: 01-103-12100-00-00-9991 (Payroll Advances Receivable)**

7/1/2014 *Account Beginning Balance*

7/3/2014 3046-693 Payroll Allison-Tamara-6/30/2014-4442-

7/3/2014 3812-8 Journal Entry Allison-Tamara-RCLS TO 000

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-12100-10-00-0000**

**Account: 01-103-12100-10-00-0000 (Payroll Advances Receivable)**

7/1/2014

*Account Beginning Balance*

7/17/2014	3108-10	Payroll	Timeus-Cheryl-7/17/2014-4497-
7/17/2014	3812-68	Journal Entry	Timeus-Cheryl-RCLS TO 000
12/2/2014	3831-3	Payroll	Timeus-Cheryl-11/21/2014-4761-
12/29/2014	3923-3	Payroll	Timeus-Cheryl-12/29/2014-4822-
1/5/2015	3942-8	Journal Entry	Timeus-Cheryl-11/21/2014-4761-
1/5/2015	3942-12	Journal Entry	Timeus-Cheryl-12/29/2014-4822-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-12100-20-00-0000**

**Account: 01-103-12100-20-00-0000 (Payroll Advances Receivable)**

7/1/2014

*Account Beginning Balance*

7/3/2014	3046-188	Payroll	D'Inzillo-Donna-6/30/2014-4455-
7/3/2014	3046-374	Payroll	Potts-Rhonda-6/30/2014-4479-
7/3/2014	3812-36	Journal Entry	D'Inzillo-Donna-RCLS TO 000
7/3/2014	3812-62	Journal Entry	Potts-Rhonda-RCLS TO 000
7/17/2014	3108-15	Payroll	Davidson-Janae-7/17/2014-527856-
7/17/2014	3812-24	Journal Entry	Davidson-Janae-RCLS TO 000
7/29/2014	3184-3	Payroll	D'Inzillo-Donna-7/29/2014-527872-
7/29/2014	3812-40	Journal Entry	D'Inzillo-Donna-RCLS TO 000

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-13008-00-00-9991**

**Account: 01-103-13008-00-00-9991 (Prepaid Miscellaneous)**

7/1/2014

*Account Beginning Balance*



12/1/2014	3846-66	Journal Entry	Expense Go To Meeting	<i>Account Subtotals</i>
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6/30/2015				<i>Account Net Change</i>
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6/30/2015				<i>Account Ending Balance</i>
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**01-103-30001-00-00-0000**

**Account: 01-103-30001-00-00-0000 (Rent Revenue)**

7/1/2014				<i>Account Beginning Balance</i>
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7/1/2014	3493-6	Journal Entry	Emain SOREDI Lease Revenue
7/1/2014	3496-6	Journal Entry	Emain GRSC Lease Revenue
7/1/2014	3502-6	Journal Entry	Emain Wrk Syst Lease Revenue
7/1/2014	3505-6	Journal Entry	Emain Sust Val Lease Revenue
7/1/2014	3929-40	Journal Entry	Reverse Dup Batch 3502
7/15/2014	3131-6	Journal Entry	Emain WrkSyst Lease Rev CR 755
8/1/2014	3494-6	Journal Entry	Emain SOREDI Lease Revenue
8/1/2014	3497-6	Journal Entry	Emain GRSC Lease Revenue
8/1/2014	3503-6	Journal Entry	Emain Wrk Syst Lease Revenue
8/1/2014	3506-6	Journal Entry	Emain Sust Val Lease Revenue
9/1/2014	3495-6	Journal Entry	Emain SOREDI Lease Revenue
9/1/2014	3498-6	Journal Entry	Emain GRSC Lease Revenue
9/1/2014	3504-6	Journal Entry	Emain Wrk Syst Lease Revenue
9/1/2014	3507-6	Journal Entry	Emain Sust Val Lease Revenue
10/1/2014	3853-41	Journal Entry	Emain SOREDI Lease Revenue
10/1/2014	3853-57	Journal Entry	Emain GRSC Lease Revenue
10/1/2014	3853-85	Journal Entry	Emain Wrk Syst Lease Revenue
10/1/2014	3853-101	Journal Entry	Emain Sust Val Lease Revenue
11/1/2014	3854-41	Journal Entry	Emain SOREDI Lease Revenue
11/1/2014	3854-57	Journal Entry	Emain GRSC Lease Revenue
11/1/2014	3854-85	Journal Entry	Emain Wrk Syst Lease Revenue
11/1/2014	3854-101	Journal Entry	Emain Sust Val Lease Revenue
12/1/2014	3855-41	Journal Entry	Emain SOREDI Lease Revenue
12/1/2014	3855-57	Journal Entry	Emain GRSC Lease Revenue
12/1/2014	3855-85	Journal Entry	Emain Wrk Syst Lease Revenue
12/1/2014	3855-101	Journal Entry	Emain Sust Val Lease Revenue
1/1/2015	3905-41	Journal Entry	Emain SOREDI Lease Revenue
1/1/2015	3905-57	Journal Entry	Emain GRSC Lease Revenue
1/1/2015	3905-85	Journal Entry	Emain Wrk Syst Lease Revenue
1/1/2015	3905-101	Journal Entry	Emain Sust Val Lease Revenue

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-103-30001-00-00-9991**

**Account: 01-103-30001-00-00-9991 (Rent Revenue)**

7/1/2014

Account Beginning Balance

7/1/2014	3493-7	Journal Entry	Emain SOREDI Lease Revenue
7/1/2014	3496-7	Journal Entry	Emain GRSC Lease Revenue
7/1/2014	3502-7	Journal Entry	Emain Wrk Syst Lease Revenue
7/1/2014	3505-7	Journal Entry	Emain Sust Val Lease Revenue
7/1/2014	3929-41	Journal Entry	Reverse Dup Batch 3502
7/15/2014	3131-7	Journal Entry	Emain WrkSyst Lease Rev CR 755
8/1/2014	3494-7	Journal Entry	Emain SOREDI Lease Revenue
8/1/2014	3497-7	Journal Entry	Emain GRSC Lease Revenue
8/1/2014	3503-7	Journal Entry	Emain Wrk Syst Lease Revenue
8/1/2014	3506-7	Journal Entry	Emain Sust Val Lease Revenue
9/1/2014	3495-7	Journal Entry	Emain SOREDI Lease Revenue
9/1/2014	3498-7	Journal Entry	Emain GRSC Lease Revenue
9/1/2014	3504-7	Journal Entry	Emain Wrk Syst Lease Revenue
9/1/2014	3507-7	Journal Entry	Emain Sust Val Lease Revenue
10/1/2014	3853-42	Journal Entry	Emain SOREDI Lease Revenue
10/1/2014	3853-58	Journal Entry	Emain GRSC Lease Revenue
10/1/2014	3853-86	Journal Entry	Emain Wrk Syst Lease Revenue
10/1/2014	3853-102	Journal Entry	Emain Sust Val Lease Revenue
11/1/2014	3854-42	Journal Entry	Emain SOREDI Lease Revenue
11/1/2014	3854-58	Journal Entry	Emain GRSC Lease Revenue
11/1/2014	3854-86	Journal Entry	Emain Wrk Syst Lease Revenue
11/1/2014	3854-102	Journal Entry	Emain Sust Val Lease Revenue
12/1/2014	3855-42	Journal Entry	Emain SOREDI Lease Revenue
12/1/2014	3855-58	Journal Entry	Emain GRSC Lease Revenue
12/1/2014	3855-86	Journal Entry	Emain Wrk Syst Lease Revenue
12/1/2014	3855-102	Journal Entry	Emain Sust Val Lease Revenue
1/1/2015	3905-42	Journal Entry	Emain SOREDI Lease Revenue
1/1/2015	3905-58	Journal Entry	Emain GRSC Lease Revenue
1/1/2015	3905-86	Journal Entry	Emain Wrk Syst Lease Revenue
1/1/2015	3905-102	Journal Entry	Emain Sust Val Lease Revenue

Account Subtotals

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-30001-10-00-0000**

**Account: 01-103-30001-10-00-0000 (Rent Revenue)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3490-4	Journal Entry	Bartlett VocRehab Lease Revenue
7/1/2014	3929-15	Journal Entry	Reverse Dup Batch 3490
7/16/2014	3129-4	Journal Entry	Bart VocRehab Lease Rev CR 754
8/1/2014	3491-4	Journal Entry	Bartlett VocRehab Lease Revenue
8/5/2014	3258-14	Cash Receipts	HASL BARLETT ROOM RE-771-3251
9/1/2014	3492-4	Journal Entry	Bartlett VocRehab Lease Revenue
10/1/2014	3853-16	Journal Entry	Bartlett VocRehab Lease Revenue
11/1/2014	3854-16	Journal Entry	Bartlett VocRehab Lease Revenue
12/1/2014	3855-16	Journal Entry	Bartlett VocRehab Lease Revenue
1/1/2015	3905-16	Journal Entry	Bartlett VocRehab Lease Revenue

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-30001-20-00-0000**

**Account: 01-103-30001-20-00-0000 (Rent Revenue)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3054-7	Cash Receipts	OED Rent June 2014-745-3177
7/1/2014	3070-7	Journal Entry	Cor Dep 745 - OED Rent Cash Rcpt 745-3177 to 12000 acct
7/1/2014	3487-6	Journal Entry	GPO VocRehab Lease Revenue
7/1/2014	3499-6	Journal Entry	GPO OED Lease Revenue
7/1/2014	3929-5	Journal Entry	Reverse Dup Batch 3487
7/8/2014	3134-7	Journal Entry	GP OED Addnl Lease Rev CR 748/756
7/16/2014	3128-6	Journal Entry	GP VocRehab Lease Rev CR 754
8/1/2014	3488-6	Journal Entry	GPO VocRehab Lease Revenue

8/1/2014	3500-6	Journal Entry	GPO OED Lease Revenue
8/1/2014	3509-6	Journal Entry	GPO CCCSSO Lease Revenue
8/14/2014	3326-10	Cash Receipts	DESI Job Corps Rm Re-779-3271
9/1/2014	3489-6	Journal Entry	GPO VocRehab Lease Revenue
9/1/2014	3501-6	Journal Entry	GPO OED Lease Revenue
9/1/2014	3508-6	Journal Entry	GPO CCCSSO Lease Revenue
9/1/2014	3933-5	Journal Entry	Reverse Batch 3501
9/1/2014	3933-18	Journal Entry	Correct GPO OED Rent Revenue
10/1/2014	3853-6	Journal Entry	GPO VocRehab Lease Revenue
10/1/2014	3853-73	Journal Entry	GPO OED Lease Revenue
10/1/2014	3853-117	Journal Entry	GPO CCCSSO Lease Revenue
11/1/2014	3854-6	Journal Entry	GPO VocRehab Lease Revenue
11/1/2014	3854-73	Journal Entry	GPO OED Lease Revenue
11/1/2014	3854-117	Journal Entry	GPO CCCSSO Lease Revenue
12/1/2014	3855-6	Journal Entry	GPO VocRehab Lease Revenue
12/1/2014	3855-73	Journal Entry	GPO OED Lease Revenue
12/1/2014	3855-117	Journal Entry	GPO CCCSSO Lease Revenue
12/19/2014	3891-6	Journal Entry	Record GP OED PY14 Rent Revenue
1/1/2015	3905-6	Journal Entry	GPO VocRehab Lease Revenue
1/1/2015	3905-73	Journal Entry	GPO OED Lease Revenue
1/1/2015	3905-117	Journal Entry	GPO CCCSSO Lease Revenue

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-30001-20-00-9991**

**Account: 01-103-30001-20-00-9991 (Rent Revenue)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3487-7	Journal Entry	GPO VocRehab Lease Revenue
7/1/2014	3499-7	Journal Entry	GPO OED Lease Revenue
7/1/2014	3929-6	Journal Entry	Reverse Dup Batch 3487
7/8/2014	3134-8	Journal Entry	GP OED Addnl Lease Rev CR 748/756
7/16/2014	3128-7	Journal Entry	GP VocRehab Lease Rev CR 754
8/1/2014	3488-7	Journal Entry	GPO VocRehab Lease Revenue
8/1/2014	3500-7	Journal Entry	GPO OED Lease Revenue
8/1/2014	3509-7	Journal Entry	GPO CCCSSO Lease Revenue
8/14/2014	3326-15	Cash Receipts	DESI Job Corps Rm Re-779-3271
9/1/2014	3489-7	Journal Entry	GPO VocRehab Lease Revenue

9/1/2014	3501-7	Journal Entry	GPO OED Lease Revenue
9/1/2014	3508-7	Journal Entry	GPO CCCSSO Lease Revenue
9/1/2014	3933-6	Journal Entry	Reverse Batch 3501
9/1/2014	3933-19	Journal Entry	Correct GPO OED Rent Revenue
10/1/2014	3853-7	Journal Entry	GPO VocRehab Lease Revenue
10/1/2014	3853-74	Journal Entry	GPO OED Lease Revenue
10/1/2014	3853-118	Journal Entry	GPO CCCSSO Lease Revenue
11/1/2014	3854-7	Journal Entry	GPO VocRehab Lease Revenue
11/1/2014	3854-74	Journal Entry	GPO OED Lease Revenue
11/1/2014	3854-118	Journal Entry	GPO CCCSSO Lease Revenue
12/1/2014	3855-7	Journal Entry	GPO VocRehab Lease Revenue
12/1/2014	3855-74	Journal Entry	GPO OED Lease Revenue
12/1/2014	3855-118	Journal Entry	GPO CCCSSO Lease Revenue
12/19/2014	3891-7	Journal Entry	Record GP OED PY14 Rent Revenue
1/1/2015	3905-7	Journal Entry	GPO VocRehab Lease Revenue
1/1/2015	3905-74	Journal Entry	GPO OED Lease Revenue
1/1/2015	3905-118	Journal Entry	GPO CCCSSO Lease Revenue

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-30100-00-00-0000**

**Account: 01-103-30100-00-00-0000 (Grant Revenue)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3821-17	Journal Entry	Reverse PY13 Yearend entry
7/8/2014	3091-3	Cash Receipts	CCWD WIA DRAW 13-27-749-3193
7/11/2014	3113-3	Cash Receipts	CCWD WIA DRAW 14-01-751-3195
7/18/2014	3133-3	Cash Receipts	CCWD WIA DRAW 14-02-757-3209
7/25/2014	3211-3	Cash Receipts	CCWD WIA DRAW 14-03-761-3215
8/1/2014	3259-3	Cash Receipts	CCWD WIA DRAW 14-04-768-3242
8/8/2014	3311-3	Cash Receipts	CCWD WIA DRAW 14-05-772-3255
8/18/2014	3336-4	Cash Receipts	CCWD WIA DRAW 14-06-780-3277--Received EFT
8/22/2014	3362-3	Cash Receipts	CCWD WIA DRAW 14-07-789-3292
9/2/2014	3410-3	Cash Receipts	CCWD WIA DRAW 14-08-794-3297
9/12/2014	3454-3	Cash Receipts	CCWD WIA DRAW 14-09-801-3324
9/12/2014	3454-9	Cash Receipts	CCWD WIA DRAW 14-10-801-3325
9/19/2014	3511-3	Cash Receipts	CCWD WIA DRAW 14-11-806-3330
9/26/2014	3561-3	Cash Receipts	WIA DRAW 14-12-810-3353

10/3/2014	3585-3	Cash Receipts	CCWD WIA DRAW 14-13-812-3355
10/14/2014	3667-3	Cash Receipts	WIA DRAW 14-14-819-3380
10/24/2014	3694-3	Cash Receipts	CCWD WIA DRAW 14-15-823-3397
10/24/2014	3694-11	Cash Receipts	CCWD WIA DRAW 14-16-823-3398
11/3/2014	3769-3	Cash Receipts	CCWD WIA DRAW 14-18-827-3413
11/7/2014	3773-3	Cash Receipts	CCWD WIA DRAW 14-19-831-3420
11/14/2014	3788-5	Cash Receipts	CCWD WIA DRAW 14-20-835-3467
11/24/2014	3857-3	Cash Receipts	WIA DRAW #14-21-841-3482
11/28/2014	3858-3	Cash Receipts	WIA DRAW #14-22-840-3481
12/12/2014	3872-5	Cash Receipts	CCWD WIA DRAW 14-23-844-3514
12/19/2014	3897-4	Cash Receipts	CCWD WIA DRAW #14-24-848-3528--Received EFT
12/26/2014	3958-3	Cash Receipts	WIA DRAW #14-25-857-3551
1/2/2015	3940-3	Cash Receipts	WIA DRAW #14-26-856-3550
1/16/2015	3986-3	Cash Receipts	CCWD WIA DRAY 14-28-864-3569

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-31040-00-00-0000**

**Account: 01-103-31040-00-00-0000 (Program Reimbursement)**

7/1/2014 *Account Beginning Balance*

7/25/2014	3261-5	Cash Receipts	JOBS+ Berry 6/3 - 6/-769-3244
7/25/2014	3261-12	Cash Receipts	JOBS+ Davidson 5/16 -769-3245
10/9/2014	3603-14	Cash Receipts	JOBS+/DAVIDSON 8/16/-818-3377

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-31040-20-00-0000**

**Account: 01-103-31040-20-00-0000 (Program Reimbursement)**

7/1/2014 *Account Beginning Balance*

8/7/2014	3746-35	Journal Entry
9/9/2014	3746-36	Journal Entry
11/10/2014	3775-38	Cash Receipts
12/26/2014	3935-11	Cash Receipts

Distr 9993-Ref CR JE 3312 DHS JOBS+ Davidson  
 Distr 9993-Ref CR JE 3437 DHS JOBS+ Davidson  
 JOBS+ DAVIDSON 9/16--833-3453  
 JOBS+ TESSEN 10/16-1-850-3535

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-32006-00-00-0000**

**Account: 01-103-32006-00-00-0000 (Other Miscellaneous Revenue)**

7/1/2014

*Account Beginning Balance*

10/17/2014	3693-17	Cash Receipts
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SAIF PY13 DIVIDEND-822-3407

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-32006-00-00-9991**

**Account: 01-103-32006-00-00-9991 (Other Miscellaneous Revenue)**

7/1/2014

*Account Beginning Balance*

10/17/2014	3693-42	Cash Receipts
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SAIF PY13 DIVIDEND-822-3407

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-32006-10-00-0000**

**Account: 01-103-32006-10-00-0000 (Other Miscellaneous Revenue)**

7/1/2014

*Account Beginning Balance*

10/17/2014

Summarized

Cash Receipts

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-32006-20-00-0000**

**Account: 01-103-32006-20-00-0000 (Other Miscellaneous Revenue)**

7/1/2014

*Account Beginning Balance*

10/17/2014

Summarized

Cash Receipts

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40001-00-00-0000**

**Account: 01-103-40001-00-00-0000 (Organizational Expenses)**

7/1/2014

*Account Beginning Balance*

12/17/2014

3887-61

Accounts Payable

TapRock Northwest Gr-E01392-All Staff Meeting-Luncheon PY14-12/17/201

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40001-00-00-9991**

**Account: 01-103-40001-00-00-9991 (Organizational Expenses)**



7/1/2014

*Account Beginning Balance*

12/17/2014

3887-67

Accounts Payable

TapRock Northwest Gr-E01392-All Staff Meeting-Luncheon PY14-12/17/201

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40006-20-00-0000**

**Account: 01-103-40006-20-00-0000 (Outreach)**

7/1/2014

*Account Beginning Balance*

7/23/2014

3254-78

Accounts Payable

Grants Pass Daily Co-38572,39516,40390-AmeriCorps Enhanced Srvc Coord

7/24/2014

3273-6

Accounts Payable

Dex Media West, Inc.-100265558-July 14 GP Dex Listing TJC-7/24/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40006-20-00-9991**

**Account: 01-103-40006-20-00-9991 (Outreach)**

7/1/2014

*Account Beginning Balance*

7/24/2014

3273-11

Accounts Payable

Dex Media West, Inc.-100265558-July 14 GP Dex Listing TJC-7/24/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40007-00-00-0000**

**Account: 01-103-40007-00-00-0000 (Office Expenses)**

7/1/2014

*Account Beginning Balance*

7/10/2014	3155-33	Accounts Payable	Office Depot Credit -719701389001-Cable cover for Board Room Main St PY
7/10/2014	3155-50	Accounts Payable	Office Depot Credit -719701389001-Packing tape strips, Pens TJC ALL PY1
7/14/2014	3170-10	Accounts Payable	West Coast Paper Sol-8610556-White copy paper Main St PY14-7/14/2014
7/17/2014	3220-13	Accounts Payable	Office Depot Credit -720874449001-Pen refills Admin PY14-7/17/2014
7/23/2014	3254-87	Accounts Payable	Rogue Shred, LLC-25-2014-004-July 14 Document Destruction E Main St P
7/24/2014	3182-3	Accounts Payable	West Coast Paper Sol--Wht copy paper 11 x 17 5 reams Bartlett PY13-7/24/
7/31/2014	3396-52	Accounts Payable	Xerox Corporation-075322514-July 14 Admin Copier/Copies PY14-8/1/2014
8/6/2014	3392-26	Accounts Payable	Office Depot Credit -723398320001-Office Supplies-8/6/2014
8/18/2014	3350-9	Accounts Payable	West Coast Paper Sol-8659824-White Copy Paper Admin PY14-8/18/2014
8/18/2014	3350-25	Accounts Payable	West Coast Paper Sol-8659823-White Copy Paper Finance PY14-8/18/2014
8/19/2014	3392-65	Accounts Payable	Office Depot Credit -725105103001-Supplies Bartlett PY14-8/19/2014
9/18/2014	3562-14	Accounts Payable	Office Depot Credit -730518336001-Blank Business Cards TJC ALL PY14-9
10/15/2014	3688-110	Accounts Payable	Office Depot Credit -735308257001-AA Batteries TJC All PY14-10/15/2014
11/14/2014	3861-93	Accounts Payable	Office Depot Credit -740564422001-Business Cards TJC ALL-11/14/2014
11/14/2014	3861-123	Accounts Payable	Office Depot Credit -740564422001/593001-Blue Folders Finance Calendar
11/14/2014	3861-148	Accounts Payable	Office Depot Credit -740689593001-DVD 100 Pack GP PY14-11/14/2014
12/3/2014	3900-10	Accounts Payable	West Coast Paper Sol-8816866-White CopyPaper Admin/Fin + Legal ream P
12/10/2014	3911-81	Accounts Payable	Office Depot Credit -745030012001-AA Batteries TJC All PY14-12/10/2014
12/16/2014	3886-107	Accounts Payable	Allison, Tamara-M12171401-Reimb Walmart- Frames for Staff awards PY14
12/30/2014	3915-39	Accounts Payable	Burt, Penny-M01021506A-Reimb Planners Dollar Tree TJC ALL-12/30/2014
12/30/2014	3915-87	Accounts Payable	Burt, Penny-M01021506C-Reimb Windshiled Cleaner Fred Meyer TJC ALL-
1/12/2015	3953-108	Accounts Payable	InstaPrint-32540-White envelopes 2 boxes w/ return address-1/12/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40007-00-00-9991**

**Account: 01-103-40007-00-00-9991 (Office Expenses)**

7/1/2014

*Account Beginning Balance*

7/10/2014	3155-37	Accounts Payable	Office Depot Credit -719701389001-Cable cover for Board Room Main St PY
7/10/2014	3155-54	Accounts Payable	Office Depot Credit -719701389001-Packing tape strips, Pens TJC ALL PY1
7/14/2014	3170-14	Accounts Payable	West Coast Paper Sol-8610556-White copy paper Main St PY14-7/14/2014
7/17/2014	3220-16	Accounts Payable	Office Depot Credit -720874449001-Pen refills Admin PY14-7/17/2014
7/23/2014	3254-91	Accounts Payable	Rogue Shred, LLC-25-2014-004-July 14 Document Destruction E Main St P

7/24/2014	3196-3	Accounts Payable	Superior Stamp and S-122416-Hetland,Graham,name plt/tag,(Amanda R Zam
7/31/2014	3396-7	Accounts Payable	Xerox Corporation-075322514-July 14 Admin Copier/Copies PY14-8/1/2014
8/6/2014	3392-28	Accounts Payable	Office Depot Credit -723398320001-Office Supplies-8/6/2014
8/11/2014	3512-7	Accounts Payable	US Bank-M10011406A-Amazon Tripp lite 33' ext cables RWP-8/11/2014
8/18/2014	3350-13	Accounts Payable	West Coast Paper Sol-8659824-White Copy Paper Admin PY14-8/18/2014
8/18/2014	3350-29	Accounts Payable	West Coast Paper Sol-8659823-White Copy Paper Finance PY14-8/18/2014
8/19/2014	3392-67	Accounts Payable	Office Depot Credit -725105103001-Supplies Bartlett PY14-8/19/2014
8/31/2014	3536-16	Accounts Payable	Xerox Corporation-075787463-Aug 14 Copier Admin PY14-9/1/2014
8/31/2014	3536-24	Accounts Payable	Xerox Corporation-075787463-July 24-Aug 21 14 Copies Admin PY14-9/1/2
8/31/2014	3536-32	Accounts Payable	Xerox Corporation-075787463-July 24-Aug 21 14 Copies color Admin PY14
8/31/2014	3536-67	Accounts Payable	Xerox Corporation-075787464-Aug 14 Copier Resource Room Bartlett PY14
8/31/2014	3536-84	Accounts Payable	Xerox Corporation-075787464-July 21-Aug21 14 Copies Resource Room Ba
9/18/2014	3562-18	Accounts Payable	Office Depot Credit -730518336001-Blank Business Cards TJC ALL PY14-9
9/21/2014	3584-20	Accounts Payable	Xerox Corporation-076249346-Aug21 Sept21 14 Copies Black Admin PY1
9/21/2014	3584-28	Accounts Payable	Xerox Corporation-076249346-Aug21 Sept21 14 Copies Color Admin PY1
9/24/2014	3584-49	Accounts Payable	Xerox Corporation-076249347-Aug21 Sept21 14 Copies Resource Room Ba
9/30/2014	3584-12	Accounts Payable	Xerox Corporation-076249346-Sept 14 Copier Admin PY14-10/1/2014
9/30/2014	3584-33	Accounts Payable	Xerox Corporation-076249347-Sept 14 Copier Resource Room Bartlett PY14
10/15/2014	3688-114	Accounts Payable	Office Depot Credit -735308257001-AA Batteries TJC All PY14-10/15/2014
10/21/2014	3725-55	Accounts Payable	Xerox Corporation-076736944-Sept - Oct 14 Admin Black Copies PY14-11
10/21/2014	3725-63	Accounts Payable	Xerox Corporation-076736944-Sept - Oct 14 Admin Color Copies PY14-11
10/21/2014	3725-86	Accounts Payable	Xerox Corporation-076736945-Sept - Oct 14 Resource Room Bartlett Copies
10/31/2014	3725-36	Accounts Payable	Xerox Corporation-076736944-Oct 14 Admin Copier PY14-11/1/2014
10/31/2014	3725-68	Accounts Payable	Xerox Corporation-076736945-Oct 14 Resource Room Bartlett Copier PY14-
11/14/2014	3861-97	Accounts Payable	Office Depot Credit -740564422001-Business Cards TJC ALL-11/14/2014
11/14/2014	3861-127	Accounts Payable	Office Depot Credit -740564422001/593001-Blue Folders Finance Calendar 1
11/14/2014	3861-152	Accounts Payable	Office Depot Credit -740689593001-DVD 100 Pack GP PY14-11/14/2014
11/30/2014	3850-36	Accounts Payable	Xerox Corporation-077161714-Nov 14 Admin Copier PY14-12/1/2014
11/30/2014	3850-42	Accounts Payable	Xerox Corporation-077161714-Oct - Nov 14 Black Copies Admin PY14-12
11/30/2014	3850-50	Accounts Payable	Xerox Corporation-077161714-Oct - Nov 14 Color Copies Admin PY14-12/
12/1/2014	3846-65	Journal Entry	Expense Go To Meeting
12/3/2014	3900-14	Accounts Payable	West Coast Paper Sol-8816866-White CopyPaper Admin/Fin + Legal ream P
12/10/2014	3911-85	Accounts Payable	Office Depot Credit -745030012001-AA Batteries TJC All PY14-12/10/2014
12/16/2014	3886-113	Accounts Payable	Allison, Tamara-M12171401-Reimb Walmart- Frames for Staff awards PY14
12/30/2014	3915-43	Accounts Payable	Burt, Penny-M01021506A-Reimb Planners Dollar Tree TJC ALL-12/30/2014
12/30/2014	3915-91	Accounts Payable	Burt, Penny-M01021506C-Reimb Windshiled Cleaner Fred Meyer TJC ALL-
1/2/2015	3953-156	Accounts Payable	Office Depot Credit -747856444001-Self Stick Easel Pads RWP PY14-1/2/20
1/12/2015	3953-112	Accounts Payable	InstaPrint-32540-White envelopes 2 boxes w/ return address-1/12/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

01-103-40007-10-00-0000

Account: 01-103-40007-10-00-0000 (Office Expenses)

			<i>Account Beginning Balance</i>
7/1/2014			
7/8/2014	3121-48	Accounts Payable	Baxter Office Produc-68902-Burgundy twin pock file folders WIA DLW PY1
7/10/2014	3155-12	Accounts Payable	Office Depot Credit -719701408001-Lysol wipes Resource Room PY14-7/10/
7/22/2014	3225-15	Accounts Payable	Superior Stamp and S-122380-Stephannie Krunglevich JX CO Adult WIA-7/2
7/24/2014	3182-12	Accounts Payable	West Coast Paper Sol--Resume paper, Blue/White Bartlett PY14-7/24/2014
7/24/2014	3182-50	Accounts Payable	West Coast Paper Sol--Wht copy paper, 10 reams Bartlett PY14-7/24/2014
7/31/2014	3396-13	Accounts Payable	Xerox Corporation-720167212-July 14 Resource Room Copier/Copies Bartlett
7/31/2014	3396-22	Accounts Payable	Xerox Corporation-720167220-July 14 Production CUBE Copier/Copies Bart
8/6/2014	3392-15	Accounts Payable	Office Depot Credit -723398320001-Office Supplies-8/6/2014
8/18/2014	3350-41	Accounts Payable	West Coast Paper Sol-8659825-Yellow,Tan paper to Bartlett PY14-8/18/2014
8/19/2014	3392-50	Accounts Payable	Office Depot Credit -725105103001-Supplies Bartlett PY14-8/19/2014
8/21/2014	3434-10	Accounts Payable	Office Depot Credit -725558973001-Tissues, legal pads Bartlett PY14-8/21/2
8/21/2014	3434-54	Accounts Payable	Office Depot Credit -725559365001-Blank Index cards Foundational Skills P
8/31/2014	3536-4	Accounts Payable	Xerox Corporation-075787462-Aug 14 Copier Finance PY14-9/1/2014
8/31/2014	3536-11	Accounts Payable	Xerox Corporation-075787462-Aug21-Aug21 14 Copies Finance PY14-9/1/2
8/31/2014	3536-19	Accounts Payable	Xerox Corporation-075787463-Aug 14 Copier Admin PY14-9/1/2014
8/31/2014	3536-27	Accounts Payable	Xerox Corporation-075787463-July 24-Aug 21 14 Copies Admin PY14-9/1/2
8/31/2014	3536-38	Accounts Payable	Xerox Corporation-075787465-Aug 14 Copies CUBE production Bartlett P
8/31/2014	3536-46	Accounts Payable	Xerox Corporation-075787465-July21-Aug21 14 Copies level 1CUBE Prod
8/31/2014	3536-53	Accounts Payable	Xerox Corporation-075787465-July21-Aug21 14 Copies level 2CUBE Prod 1
8/31/2014	3536-60	Accounts Payable	Xerox Corporation-075787465-July21-Aug21 14 Copies level 3 CUBE Prod
8/31/2014	3536-70	Accounts Payable	Xerox Corporation-075787464-Aug 14 Copier Resource Room Bartlett PY14
8/31/2014	3536-78	Accounts Payable	Xerox Corporation-075787464-July 21-Aug21 14 Copies Resource Room Ba
9/17/2014	3529-134	Accounts Payable	West Coast Paper Sol-8703732-Blue,white, Resume paper Bartlett-9/17/2014
9/18/2014	3562-34	Accounts Payable	Office Depot Credit -730518336001-Notebook Paper WIA JX CO PY14-9/18
9/18/2014	3562-45	Accounts Payable	Office Depot Credit -730518336001-Disinfecting Wipes Bartlett PY14-9/18/2
9/18/2014	3562-63	Accounts Payable	Office Depot Credit -730518336001-Shipping Labels WIA JX CO PY14-9/18
9/18/2014	3562-80	Accounts Payable	Office Depot Credit -730518336001-Self Stick Easel Pads WIA JX CO PY14
9/21/2014	3584-23	Accounts Payable	Xerox Corporation-076249346-Aug21 Sept21 14 Copies Black Admin PY1
9/21/2014	3584-61	Accounts Payable	Xerox Corporation-076249348-Aug21 Sept21 14 Copies Lev 1 Production C
9/21/2014	3584-70	Accounts Payable	Xerox Corporation-076249348-Aug21 Sept21 14 Copies Lev 2 Production C
9/21/2014	3584-77	Accounts Payable	Xerox Corporation-076249348-Aug21 Sept21 14 Copies Lev 3 Production C
9/24/2014	3584-44	Accounts Payable	Xerox Corporation-076249347-Aug21 Sept21 14 Copies Resource Room Ba
9/30/2014	3584-15	Accounts Payable	Xerox Corporation-076249346-Sept 14 Copier Admin PY14-10/1/2014
9/30/2014	3584-36	Accounts Payable	Xerox Corporation-076249347-Sept 14 Copier Resource Room Bartlett PY14
9/30/2014	3584-60	Accounts Payable	Xerox Corporation-076249348-Sept 14 Copier Production CUBE Bartlett P'
10/13/2014	3835-125	Accounts Payable	US Bank-M12011403P-Walmart AA Batteries Bartlett-10/13/2014
10/14/2014	3633-10	Accounts Payable	West Coast Paper Sol-8743015-Paper 100 E Main St-10/14/2014
10/21/2014	3725-57	Accounts Payable	Xerox Corporation-076736944-Sept - Oct 14 Admin Black Copies PY14-11

10/21/2014	3725-81	Accounts Payable	Xerox Corporation-076736945-Sept - Oct 14 Resource Room Bartlett Copies
10/21/2014	3725-103	Accounts Payable	Xerox Corporation-076736946-Sept - Oct 14 Production Cube level 1 Bartlett
10/21/2014	3725-116	Accounts Payable	Xerox Corporation-076736946-Sept - Oct 14 Production Cube level 2 Bartlett
10/21/2014	3725-114	Accounts Payable	Xerox Corporation-076736946-Sept - Oct 14 Production Cube level 3 Bartlett
10/22/2014	3725-302	Accounts Payable	Office Depot Credit -736438481001-Disinf. wipes, Blk pens, Dry Erasers, Ba
10/22/2014	3759-7	Accounts Payable	Office Depot Credit -736438481002-Dry Erasers Bartlett All PY14-11/27/20
10/30/2014	3725-500	Accounts Payable	West Coast Paper Sol-8769923-White copy , colored, blue resume,8.5x17 Bar
10/31/2014	3725-42	Accounts Payable	Xerox Corporation-076736944-Oct 14 Admin Copier PY14-11/1/2014
10/31/2014	3725-71	Accounts Payable	Xerox Corporation-076736945-Oct 14 Resource Room Bartlett Copier PY14-
10/31/2014	3725-94	Accounts Payable	Xerox Corporation-076736946-Oct 14 Production Cube Bartlett Copier PY14
11/3/2014	3725-523	Accounts Payable	West Coast Paper Sol-8774119-Green copy paper Bartlett PY14-11/3/2014
11/14/2014	3861-112	Accounts Payable	Office Depot Credit -740564422001-Business Cards TJC ALL-11/14/2014
11/30/2014	3850-61	Accounts Payable	Xerox Corporation-077161715-Nov 14 Copier Resource Room Bartlett PY14
11/30/2014	3850-73	Accounts Payable	Xerox Corporation-077161715-Oct - Nov 14 Copies Resource Room Bartlett
11/30/2014	3850-102	Accounts Payable	Xerox Corporation-077161716-Nov 14 Copier Cube Bartlett PY14-12/1/2014
11/30/2014	3850-113	Accounts Payable	Xerox Corporation-077161716-Oct - Nov 14 Level 1 Copies Cube Bartlett PY
11/30/2014	3850-126	Accounts Payable	Xerox Corporation-077161716-Oct - Nov 14 Level 2 Copies Cube Bartlett PY
11/30/2014	3850-133	Accounts Payable	Xerox Corporation-077161716-Oct - Nov 14 Level 3 Copies Cube Bartlett PY
12/2/2014	3911-6	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Adult GP-12/2/2014
12/2/2014	3911-31	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Adult Bartlett PY14-12
12/3/2014	3900-49	Accounts Payable	West Coast Paper Sol-8816865-White Copy Paper, Salmon color, 1 case 11x1
12/10/2014	3911-58	Accounts Payable	Office Depot Credit -745030012001-Tissues,pens/pencils,correction tape,Batt
12/10/2014	3911-108	Accounts Payable	Office Depot Credit -745030012001-Correction Tape Bartlett-12/10/2014
12/12/2014	3866-98	Accounts Payable	Pacific Office Produ-9220-4100 Cartridge Bartlett PY14-12/12/2014
12/15/2014	3886-46	Accounts Payable	Pacific Office Produ-9226-2 61X Toner Cartridge Bartlett PY14-12/15/2014
12/15/2014	3886-69	Accounts Payable	Pacific Office Produ-9226-96A toner cartridge Classrooms Bartlett-12/15/201
12/30/2014	3915-65	Accounts Payable	Burt, Penny-M01021506B-Reimb. Ice Trays Fred Meyer - Bartlett-7/26/2014
12/30/2014	3915-111	Accounts Payable	Burt, Penny-M01021506D-Reimb Postage shipping headset Hallmark Shop I
1/2/2015	3953-136	Accounts Payable	Office Depot Credit -747856444001-Pens,Wipes,labes,planners Bartlett PY1

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40007-10-00-9991**

**Account: 01-103-40007-10-00-9991 (Office Expenses)**

7/1/2014

*Account Beginning Balance*

7/24/2014

3182-16

Accounts Payable

West Coast Paper Sol--Resume paper, Blue/White Bartlett PY14-7/24/2014

*Account Subtotals*

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-103-40007-20-00-0000**

**Account: 01-103-40007-20-00-0000 (Office Expenses)**

7/1/2014

Account Beginning Balance

7/22/2014	3225-18	Accounts Payable	Superior Stamp and S-122380-Dayna Sandberg JO CO Adult WIA-7/22/2014
7/31/2014	3396-28	Accounts Payable	Xerox Corporation-720167162-July 14 Programs Copier/Copies GP PY14-8/1
7/31/2014	Summarized	Accounts Payable	
7/31/2014	3444-6	Accounts Payable	REVERSE-ADJUST-Xerox Corporation-720167147
7/31/2014	Summarized	Accounts Payable	
7/31/2014	3444-34	Accounts Payable	REVERSE-ADJUST-Xerox Corporation-720167154
8/6/2014	3392-6	Accounts Payable	Office Depot Credit -723398320001-Office Supplies-8/6/2014
8/27/2014	3390-25	Accounts Payable	West Coast Paper Sol-8676326-White, Yellow, Blue copy paper to GP PY14-8.
8/27/2014	3390-48	Accounts Payable	West Coast Paper Sol-8676326-Resume paper, blue, white GP PY14-8/27/20
8/31/2014	3536-87	Accounts Payable	Xerox Corporation-075787461-Aug 14 Copier Programs GP PY14-9/1/2014
8/31/2014	3536-111	Accounts Payable	Xerox Corporation-075787461-July 21-Aug21 14 Copies Programs GP PY14
8/31/2014	3536-118	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies One Stop GP PY14-9/1/2014
8/31/2014	3536-126	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY
8/31/2014	3536-150	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY
8/31/2014	3536-166	Accounts Payable	Xerox Corporation-075787460-Aug 14 Copier Prod. CUBE GP PY14-9/1/2014
8/31/2014	3536-178	Accounts Payable	Xerox Corporation-075787460-Aug 14 Copier Prod. OED Portion CUBE GP
8/31/2014	3536-196	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod. Level 1 CUBE
8/31/2014	3536-137	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod OED Level 1 C
8/31/2014	3536-107	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 2 CUBE
8/31/2014	3536-96	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 2 OED C
8/31/2014	3536-159	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 3 CUBE
8/31/2014	3536-184	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level OED 3 C
9/4/2014	3704-22	Accounts Payable	US Bank-M10301401F-Office Depot 6 cordless mice staff-9/4/2014
9/21/2014	3584-91	Accounts Payable	Xerox Corporation-076249344-Aug 21-Sept21 14 Copies Programs GP PY1
9/21/2014	3584-96	Accounts Payable	Xerox Corporation-076249342-Sept 14 Copies One Stop GP PY14-10/1/20
9/21/2014	3584-116	Accounts Payable	Xerox Corporation-076249342-Aug21 Sept21 14 Copies One Stop GP PY
9/21/2014	3584-140	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies Level 1 Production
9/21/2014	3584-150	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies OED Level 1 Prod
9/21/2014	3584-159	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies Level 2 Prod Cube
9/21/2014	3584-168	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 2 Prod
9/21/2014	3584-176	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies Level 3 Prod Cube
9/21/2014	3584-185	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 3 Prod

9/30/2014	3584-83	Accounts Payable	Xerox Corporation-076249344-Sept 14 Copier Programs GP PY14-10/1/201
9/30/2014	3584-104	Accounts Payable	Xerox Corporation-0762493242-Sept 14 Copier OED portion One Stop GP
9/30/2014	3584-122	Accounts Payable	Xerox Corporation-076249343-Sept 14 Copier Production Cube GP PY14-1
9/30/2014	3584-131	Accounts Payable	Xerox Corporation-076249343-Sept 14 Copier OED Portion Production Cub
10/21/2014	3725-135	Accounts Payable	Xerox Corporation-076736942-Sept - Oct 14 Programs GP Copies PY14-11/1
10/21/2014	3725-161	Accounts Payable	Xerox Corporation-076736940-Sept - Oct 14 One Stop GP Copies PY14-11/
10/21/2014	3725-187	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Production CUBE Level 1 GP C
10/21/2014	3725-198	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-210	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-221	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-230	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE Level 2 GP Copies
10/21/2014	3725-237	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE Level 3 GP Copies
10/22/2014	3725-280	Accounts Payable	Office Depot Credit -736438482001-Medium binder clips GP All PY14-10/2/
10/22/2014	3725-321	Accounts Payable	Office Depot Credit -736438481001-Flash Drive,Blue/Blk/red pens,sticky not
10/22/2014	3725-330	Accounts Payable	Office Depot Credit -736438481001-Sm binder clips,Disinf wipes,calc NCRC
10/30/2014	3725-542	Accounts Payable	West Coast Paper Sol-8769924-White copy paper GP PY14-10/31/2014
10/31/2014	3725-126	Accounts Payable	Xerox Corporation-076736942-Oct 14 Programs GP Copier PY14-11/1/2014
10/31/2014	3725-141	Accounts Payable	Xerox Corporation-076736940-Oct 14 One Stop GP Copier PY14-11/1/2014
10/31/2014	3725-149	Accounts Payable	Xerox Corporation-076736940-Oct 14 One Stop OED portion GP Copier PY
10/31/2014	3725-168	Accounts Payable	Xerox Corporation-076736941-Oct 14 Production CUBE GP Copier PY14-1
10/31/2014	3725-178	Accounts Payable	Xerox Corporation-076736941-Oct 14 Production CUBE OED portion GP C
11/30/2014	3850-143	Accounts Payable	Xerox Corporation-077161712-Nov 14 Copier Programs GP PY14-12/1/2014
11/30/2014	3850-159	Accounts Payable	Xerox Corporation-077161712-Oct - Nov 14 Copies Programs GP PY14-12/
11/30/2014	3850-167	Accounts Payable	Xerox Corporation-077161710-Nov 14 Copier Resource Rm One Stop TJC G
11/30/2014	3850-174	Accounts Payable	Xerox Corporation-077161710-Nov 14 Copier Resource Rm One Stop OED C
11/30/2014	3850-186	Accounts Payable	Xerox Corporation-077161710-Oct - Nov 14 Copies Resource Rm One Stop
11/30/2014	3850-192	Accounts Payable	Xerox Corporation-077161711-Nov 14 Copier Color CUBE Production TJC
11/30/2014	3850-84	Accounts Payable	Xerox Corporation-077161711-Nov 14 Copier Color CUBE Production OED
11/30/2014	3850-8	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 1 Color CUBE Proc
11/30/2014	3850-26	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 1 Color CUBE Proc
11/30/2014	3850-51	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 2 Color CUBE Proc
11/30/2014	3850-85	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 2 Color CUBE Proc
11/30/2014	3850-116	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 3 Color CUBE Proc
11/30/2014	3850-150	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 3 Color CUBE Proc
12/2/2014	3911-11	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Adult GP-12/2/2014
12/10/2014	3911-127	Accounts Payable	Office Depot Credit -745030012001-Correct.tape, cleaners, GP-12/10/2014
12/10/2014	3911-139	Accounts Payable	Office Depot Credit -745030013001-Cleaner Lysol GP PY14-12/10/2014
12/15/2014	3886-25	Accounts Payable	Pacific Office Produ-9226-2 61X toner Cartridge GP PY14-12/15/2014
1/8/2015	3953-60	Accounts Payable	Heindsmann, Ken-M01121502-Staples: Logitech 400 wireless for projectors-1

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-103-40007-20-00-9991**

**Account: 01-103-40007-20-00-9991 (Office Expenses)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3444-13	Accounts Payable	ADJUST-Xerox Corporation-720167147-July 14 One Stop Copier/Copies GP
7/31/2014	3444-37	Accounts Payable	ADJUST-Xerox Corporation-720167154-July 14 Production CUBE Copier/C
8/6/2014	3392-11	Accounts Payable	Office Depot Credit -723398320001-Office Supplies-8/6/2014
8/27/2014	3390-34	Accounts Payable	West Coast Paper Sol-8676326-White, Yellow, Blue copy paper to GP PY14-8.
8/27/2014	3390-58	Accounts Payable	West Coast Paper Sol-8676326-Resume paper, blue, white GP PY14-8/27/20
8/31/2014	3536-136	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY
8/31/2014	3536-155	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY
8/31/2014	3536-187	Accounts Payable	Xerox Corporation-075787460-Aug 14 Copier Prod. OED Portion CUBE GP
8/31/2014	3536-143	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod OED Level 1 CI
8/31/2014	3536-102	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 2 OED CI
8/31/2014	3536-192	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level OED 3 CI
9/21/2014	3584-155	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies OED Level 1 Prod
9/21/2014	3584-173	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 2 Prod
9/21/2014	3584-190	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 3 Prod
9/30/2014	3584-109	Accounts Payable	Xerox Corporation-0762493242-Sept 14 Copier OED portion One Stop GP
9/30/2014	3584-136	Accounts Payable	Xerox Corporation-076249343-Sept 14 Copier OED Portion Production Cub
10/21/2014	3725-203	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-215	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-226	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/22/2014	3725-285	Accounts Payable	Office Depot Credit -736438482001-Medium binder clips GP All PY14-10/2/
10/22/2014	3725-335	Accounts Payable	Office Depot Credit -736438481001-Sm binder clips, Disinf wipes, calc NCR
10/30/2014	3725-547	Accounts Payable	West Coast Paper Sol-8769924-White copy paper GP PY14-10/31/2014
10/31/2014	3725-154	Accounts Payable	Xerox Corporation-076736940-Oct 14 One Stop OED portion GP Copier PY
10/31/2014	3725-183	Accounts Payable	Xerox Corporation-076736941-Oct 14 Production CUBE OED portion GP C
11/30/2014	3850-179	Accounts Payable	Xerox Corporation-077161710-Nov 14 Copier Resource Rm One Stop OED C
11/30/2014	3850-92	Accounts Payable	Xerox Corporation-077161711-Nov 14 Copier Color CUBE Production OED
11/30/2014	3850-31	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 1 Color CUBE Proc
11/30/2014	3850-100	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 2 Color CUBE Proc
11/30/2014	3850-160	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 3 Color CUBE Proc
12/2/2014	3911-15	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Adult GP-12/2/2014
12/10/2014	3911-132	Accounts Payable	Office Depot Credit -745030012001-Correct.tape, cleaners, GP-12/10/2014
12/10/2014	3911-143	Accounts Payable	Office Depot Credit -745030013001-Cleaner Lysol GP PY14-12/10/2014
12/15/2014	3886-35	Accounts Payable	Pacific Office Produ-9226-2 61X toner Cartridge GP PY14-12/15/2014
1/8/2015	3953-70	Accounts Payable	Heindsmann, Ken-M01121502-Staples: Logitech 400 wireless for projectors-1

*Account Subtotals*



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Account Net Change

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Account Ending Balance

**01-103-40009-00-00-0000**

**Account: 01-103-40009-00-00-0000 (Insurance)**

7/1/2014

Account Beginning Balance

7/1/2014 3120-31 Accounts Payable

CityCounty Insurance-18763-GL/Auto Package Down Payment PY14-7/7/20

7/1/2014 3373-27 Accounts Payable

Association of Orego-082614-Membership fee for CIS Services 7/1/14-6-30-1

9/25/2014 3461-13 Accounts Payable

CityCounty Insurance-09181402-50024 TJC1201300 GL/Auto Package Pay

12/18/2014 3887-35 Accounts Payable

CityCounty Insurance-122314-50024 TJC1201300 GL/Auto Package Paym

Account Subtotals

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Account Ending Balance

**01-103-40009-00-00-9991**

**Account: 01-103-40009-00-00-9991 (Insurance)**

7/1/2014

Account Beginning Balance

7/1/2014 3089-87 Accounts Payable

United Risk Solution-18762-Annual Installment Directors/Officers Liability I

7/1/2014 3120-35 Accounts Payable

CityCounty Insurance-18763-GL/Auto Package Down Payment PY14-7/7/20

7/1/2014 3373-31 Accounts Payable

Association of Orego-082614-Membership fee for CIS Services 7/1/14-6-30-1

8/1/2014 3292-17 Accounts Payable

Philadelphia Insuran-04021429075-RWP Umbrella/Liability Partial Payment

8/15/2014 3120-20 Accounts Payable

Philadelphia Insuran-04021285181-RWP Umbrella/Liability Partial Pmt PY14-

9/25/2014 3461-17 Accounts Payable

CityCounty Insurance-09181402-50024 TJC1201300 GL/Auto Package Pay

10/1/2014 3581-13 Accounts Payable

Philadelphia Insuran-04021 764633-PHPK1188449 Acct# 81074618 PY14-

10/1/2014 3581-16 Accounts Payable

Philadelphia Insuran-04021764633-PHUB462538 Non Profit - Umbrella Ac

11/1/2014 3759-154 Accounts Payable

Philadelphia Insuran-04021932952-Umbrella/Liability RWP partial payment I

12/9/2014 3861-58 Accounts Payable

Philadelphia Insuran-04000077253-RWP Umbrella/Liability Final Payment P

12/18/2014 3887-39 Accounts Payable

CityCounty Insurance-122314-50024 TJC1201300 GL/Auto Package Paym

Account Subtotals

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Account Net Change

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*Account Ending Balance*

**01-103-40009-10-00-0000**

**Account: 01-103-40009-10-00-0000 (Insurance)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3148-9	Accounts Payable
12/31/2014	3916-9	Journal Entry
1/1/2015	3895-10	Accounts Payable

United Risk Solution-18843-Classroom Trng Accident Premium PY14-7/1/20  
 To record Umbrella Policy for 7/1/14 - 12/31/14  
 Yondorf & Dale, LLC-01021501-Dec 14-Dec 15 Bartlett Ins Umbrella/Comm

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40009-20-00-0000**

**Account: 01-103-40009-20-00-0000 (Insurance)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3148-10	Accounts Payable
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United Risk Solution-18843-Classroom Trng Accident Premium PY14-7/1/20

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40010-00-00-0000**

**Account: 01-103-40010-00-00-0000 (Postage and Shipping)**

7/1/2014

*Account Beginning Balance*

7/9/2014	3155-116	Accounts Payable
7/31/2014	3256-11	Accounts Payable
8/18/2014	3291-23	Accounts Payable
8/31/2014	3403-11	Accounts Payable

Neopost USA Inc.-NWAR51208-Cartridge for JXCO Postage Meter PY14-7/9/14  
 Secured Courier, Inc-3344-July 14 Courier Srv/ PY14-7/31/2014  
 Neopost USA Inc.-51898346-Aug 18-Nov 17, 2014 Meter Rental Mfd PY14-8/18/14  
 Secured Courier, Inc-M09101401-Aug 14 Courier Srv/ PY14-8/31/2014

9/8/2014	3403-62	Accounts Payable
9/30/2014	3626-150	Accounts Payable
10/31/2014	3800-115	Accounts Payable
11/18/2014	3704-126	Accounts Payable
11/30/2014	3848-132	Accounts Payable
12/12/2014	3866-62	Accounts Payable
12/31/2014	3953-55	Accounts Payable
1/15/2015	3848-90	Accounts Payable

Hasler Mailing Syste-M09081404-Postage Medford PY14-9/8/2014  
 Secured Courier, Inc-M10171402-Sept 14 Courier Srv/ PY14-9/30/2014  
 Secured Courier, Inc-M11181402-Oct 14 Monthly Courier Srv/ PY14-10/31/  
 Neopost USA Inc.-52169006-Nov 18,14 - Feb 17,15; Meter Rental Medford-1  
 Secured Courier, Inc-M12121402-Nov 14 Monthly Courier Srv/ PY14-11/30  
 Hasler Mailing Syste-M12121408-Dec 14 Postage Medford PY14-12/12/201  
 Secured Courier, Inc-M01151501-Dec 14 Monthly Courier Srv/ PY14-12/31/  
 United States Postal-01081501-BRM Permit TJC All-11/20/2014

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-103-40010-00-00-9991**

**Account: 01-103-40010-00-00-9991 (Postage and Shipping)**

7/1/2014

*Account Beginning Balance*

7/9/2014	3155-120	Accounts Payable
7/31/2014	3256-15	Accounts Payable
8/18/2014	3291-27	Accounts Payable
8/31/2014	3403-15	Accounts Payable
9/8/2014	3403-66	Accounts Payable
9/30/2014	3626-154	Accounts Payable
10/31/2014	3800-119	Accounts Payable
11/18/2014	3704-133	Accounts Payable
11/30/2014	3848-136	Accounts Payable
12/12/2014	3866-66	Accounts Payable
12/31/2014	3953-63	Accounts Payable
1/15/2015	3848-94	Accounts Payable

Neopost USA Inc.-NWAR51208-Cartridge for JXCO Postage Meter PY14-7/9/  
 Secured Courier, Inc-3344-July 14 Courier Srv/ PY14-7/31/2014  
 Neopost USA Inc.-51898346-Aug 18-Nov 17, 2014 Meter Rental Mfd PY14-  
 Secured Courier, Inc-M09101401-Aug 14 Courier Srv/ PY14-8/31/2014  
 Hasler Mailing Syste-M09081404-Postage Medford PY14-9/8/2014  
 Secured Courier, Inc-M10171402-Sept 14 Courier Srv/ PY14-9/30/2014  
 Secured Courier, Inc-M11181402-Oct 14 Monthly Courier Srv/ PY14-10/31/  
 Neopost USA Inc.-52169006-Nov 18,14 - Feb 17,15; Meter Rental Medford-1  
 Secured Courier, Inc-M12121402-Nov 14 Monthly Courier Srv/ PY14-11/30  
 Hasler Mailing Syste-M12121408-Dec 14 Postage Medford PY14-12/12/201  
 Secured Courier, Inc-M01151501-Dec 14 Monthly Courier Srv/ PY14-12/31/  
 United States Postal-01081501-BRM Permit TJC All-11/20/2014

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40010-20-00-0000**

**Account: 01-103-40010-20-00-0000 (Postage and Shipping)**

7/1/2014

*Account Beginning Balance*

8/16/2014	3291-6	Accounts Payable
8/26/2014	3381-6	Accounts Payable
11/16/2014	3704-95	Accounts Payable

Neopost USA Inc.-51893180-Aug 16-Nov 15, 2014 Meter Rental GP PY14-7  
 Hasler Mailing Syste-M08271401-July 14 Postage GP PY14-8/26/2014  
 Neopost USA Inc.-52164043-Nov 16,14 - Feb 15,15; Meter Rental GP-10/17/

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-103-40010-20-00-9991**

**Account: 01-103-40010-20-00-9991 (Postage and Shipping)**

7/1/2014

*Account Beginning Balance*

8/16/2014	3291-11	Accounts Payable
8/26/2014	3381-11	Accounts Payable
11/16/2014	3704-100	Accounts Payable

Neopost USA Inc.-51893180-Aug 16-Nov 15, 2014 Meter Rental GP PY14-7  
 Hasler Mailing Syste-M08271401-July 14 Postage GP PY14-8/26/2014  
 Neopost USA Inc.-52164043-Nov 16,14 - Feb 15,15; Meter Rental GP-10/17/

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-103-40014-00-00-0000**

**Account: 01-103-40014-00-00-0000 (Dues and Subscriptions)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3048-160	Accounts Payable
7/1/2014	3053-11	Accounts Payable
7/1/2014	3157-38	Accounts Payable
10/2/2014	3618-71	Accounts Payable
12/15/2014	3911-183	Accounts Payable

Grants Pass & Jo.Co.-13535-Annual Renewal Dues 7/1/14 - 6/30/15-6/2/2014  
 Ashland Chamber of C-9551-Annual Membership Dues 2014-2015 PY14-7/1  
 Southern Oregon Regi-5/30/14-Membership 7/1/14 - 6/30/15 RWP PY13-5/3  
 Asante Physician Par-14703-Membership fee for Random Drug Screening PY  
 Oregon Government Et-GE0696-Annual Assessment-12/15/2014

*Account Subtotals*

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Account Net Change

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Account Ending Balance

**01-103-40014-00-00-9991**

**Account: 01-103-40014-00-00-9991 (Dues and Subscriptions)**

7/1/2014

Account Beginning Balance

7/1/2014	3048-164	Accounts Payable	Grants Pass & Jo.Co.-13535-Annual Renewal Dues 7/1/14 - 6/30/15-6/2/2014
7/1/2014	3053-15	Accounts Payable	Ashland Chamber of C-9551-Annual Membership Dues 2014-2015 PY14-7/1
7/1/2014	3157-42	Accounts Payable	Southern Oregon Regi-5/30/14-Membership 7/1/14 - 6/30/15 RWP PY13-5/3
7/28/2014	3307-8	Accounts Payable	US Bank-M08291401G-July Cloud Adobe RWP PY14-7/28/2014
7/31/2014	3303-62	Accounts Payable	National Association-15-473-Jul 14- June 15 Dues Fin# 52-1167468 RWP PY
8/28/2014	3512-18	Accounts Payable	US Bank-M10011406E-Adobe Cloud Monthly Fee RWP-8/28/2014
9/30/2014	3704-56	Accounts Payable	US Bank-M10301401AA-Sept 14 Adobe PY14-9/28/2014
10/1/2014	3428-16	Accounts Payable	Chamber of Medford/J-1944-Annual Memb. Investment Dues 10/1/14-9/30/1
10/2/2014	3618-79	Accounts Payable	Asante Physician Par-14703-Membership fee for Random Drug Screening PY
12/3/2014	3843-26	Accounts Payable	Oregon Workforce Par-9-2044-Dues/OWP Membership Dues PY14-7/1/2014
12/15/2014	3911-187	Accounts Payable	Oregon Government Et-GE0696-Annual Assessment-12/15/2014
1/16/2015	3943-54	Accounts Payable	Biddle Consulting Gr-46990-OPAC Plus Service Plan Renewal 2/21/15-16-1

Account Subtotals

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Account Net Change

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Account Ending Balance

**01-103-40015-00-00-0000**

**Account: 01-103-40015-00-00-0000 (Rent)**

7/1/2014

Account Beginning Balance

7/1/2014	3025-104	Accounts Payable	Restaurant Professio-070114-July 14 Porters Parking Lot Lease 34 Spaces PY
7/1/2014	3025-113	Accounts Payable	Diamond Parking Serv-070114-July 14 Parking Patrol Oh's PY14-7/1/2014
7/1/2014	3025-75	Accounts Payable	One Hundred Main LLC-070114-July 14 100 E Main Suite A/F Rent PY14-7
7/1/2014	3048-46	Accounts Payable	North Medford Mini S-6/16/14-July 14 E316 Storage Unit Rental PY14-6/16
7/1/2014	3048-74	Accounts Payable	North Medford Mini S-6/16/14-July 14 E321 Storage Unit Rental PY13-6/16
7/1/2014	3048-102	Accounts Payable	North Medford Mini S-6/16/14-July 14 H478 Storage Unit Rental PY14-6/1
7/1/2014	3048-130	Accounts Payable	North Medford Mini S-6/16/14-July 14 H 498 Storage Unit Rental PY14-6/1
7/1/2014	3927-4	Journal Entry	Prepaid rent was also recorded in A/R

7/1/2014	3973-5	Journal Entry	Allocation of Prepaid Rent Jul
8/1/2014	3149-11	Accounts Payable	North Medford Mini S-7/17/14-July 14 Storage Unit Rentals E316, 321: H4'
8/1/2014	3198-82	Accounts Payable	Restaurant Professio-07311414-Aug 14 Porter's Parking Lot Lease 34 Spaces
8/1/2014	3198-108	Accounts Payable	One Hundred Main LLC-07311415-Aug 14 100 E Main Suite A/E Rent PY1
8/1/2014	3973-21	Journal Entry	Allocation of Prepaid Rent Aug
9/1/2014	3347-11	Accounts Payable	Restaurant Professio-09021401-Sept 14 Porter's Parking Lot Lease 34 Spaces
9/1/2014	3324-10	Accounts Payable	One Hundred Main LLC-09021403-Sept 14 100 E Main Suite A/E Rent PY1
9/1/2014	3338-15	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 E316 Storage Unit Rental PY14-8
9/1/2014	3338-43	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 E321 Storage Unit Rental PY14-8/
9/1/2014	3338-71	Accounts Payable	North Medford Mini S-8/17/14-Sept 14 H478 Storage Unit Rental PY 14-8/1
9/1/2014	3338-99	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 H 498 Storage Unit Rental PY14-
9/1/2014	3358-17	Accounts Payable	Diamond Parking Serv-082814-Aug/Sept 14 Porter's So Pkg Lot Patrolling M
9/1/2014	3973-37	Journal Entry	Allocation of Prepaid Rent Sept
10/1/2014	3529-23	Accounts Payable	North Medford Mini S-9/16/2014A-Oct 14 E316 Storage Unit Rental PY14-
10/1/2014	3529-51	Accounts Payable	North Medford Mini S-9/16/2014B-Oct 14 E321 Storage Unit Rental PY14-5
10/1/2014	3529-79	Accounts Payable	North Medford Mini S-9/16/2014C-Oct 14 H478 Storage Unit Rental PY14-
10/1/2014	3529-107	Accounts Payable	North Medford Mini S-9/16/2014D-Oct 14 H 498 Storage Unit Rental PY14
10/1/2014	3535-34	Accounts Payable	Restaurant Professio-M10021402-Oct 14 Porter's Parking Lot Lease 34 Spac
10/1/2014	3535-60	Accounts Payable	One Hundred Main LLC-M10021403-Oct 14 100 E Main Suite A/E Rent PY
10/1/2014	3973-53	Journal Entry	Allocation of Prepaid Rent Oct
11/1/2014	3660-15	Accounts Payable	North Medford Mini S-10/17/2014A-Nov 14 E316 Storage Unit Rental PY1
11/1/2014	3660-43	Accounts Payable	North Medford Mini S-10/17/2014B-Nov 14 E321 Storage Unit Rental PY14
11/1/2014	3660-71	Accounts Payable	North Medford Mini S-10/17/2014C-Nov 14 H478 Storage Unit Rental PY14
11/1/2014	3660-99	Accounts Payable	North Medford Mini S-10/17/2014D-Nov 14 H 498 Storage Unit Rental PY
11/1/2014	3681-70	Accounts Payable	Restaurant Professio-M11031405-Nov 14 Porter's Parking Lot Lease 34 Spac
11/1/2014	3681-150	Accounts Payable	One Hundred Main LLC-M11031403-Nov 14 100 E Main Suite A/E Rent PY
11/1/2014	3895-72	Accounts Payable	One Hundred Main LLC-M1.1.14-To record double payment to vendor-11/1/14
11/1/2014	3973-69	Journal Entry	Allocation of Prepaid Rent Nov
11/14/2014	3806-63	Cash Receipts	100 MAIN LLC, OCT'14-836-3477
11/18/2014	3800-186	Accounts Payable	Restaurant Professio-10646339-1/2 Property Tax Payment for Portor's Parkin
12/1/2014	3818-37	Accounts Payable	One Hundred Main LLC-M12011405-Dec 14 100 E Main Suite A/E Rent PY
12/1/2014	3818-107	Accounts Payable	Restaurant Professio-M12011407-Dec 14 Porter's Parking Lot Lease 34 Spac
12/1/2014	3818-213	Accounts Payable	North Medford Mini S-11/16/2014A-Dec 14 E316 Storage Unit Rental PY14
12/1/2014	3818-248	Accounts Payable	North Medford Mini S-11/16/2014B-Dec 14E321 Storage Unit Rental PY14-
12/1/2014	3818-276	Accounts Payable	North Medford Mini S-11/16/2014C-Dec 14 H478 Storage Unit Rental PY1
12/1/2014	3818-304	Accounts Payable	North Medford Mini S-11/16/2014D-Dec 14 H 498 Storage Unit Rental PY1
12/1/2014	3835-49	Accounts Payable	Rogue Community Coll-12021401-Room Rental TRC 100 All Staff 12/1/14-1
12/1/2014	3973-85	Journal Entry	Allocation of Prepaid Rent Dec
1/1/2015	3895-89	Accounts Payable	North Medford Mini S-01061501A-Jan 15 E316 Storage Unit Rental PY14-
1/1/2015	3895-138	Accounts Payable	North Medford Mini S-01061501B-Jan 15 E321 Storage Unit Rental PY14-1
1/1/2015	3895-167	Accounts Payable	North Medford Mini S-01061501C-Jan 15 H478 Storage Unit Rental PY14-
1/1/2015	3895-195	Accounts Payable	North Medford Mini S-01061501D-Jan 15 H 498 Storage Unit Rental PY14
1/1/2015	3904-143	Accounts Payable	One Hundred Main LLC-M01021503-Jan 15 100 E Main Suite A/E Rent PY
1/1/2015	3904-160	Accounts Payable	Restaurant Professio-M01021505-Jan 15 Porter's Parking Lot Lease 34 Spac
1/1/2015	3973-101	Journal Entry	Allocation of Prepaid Rent Jan

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**01-103-40015-00-00-9991**

**Account: 01-103-40015-00-00-9991 (Rent)**

7/1/2014

Account Beginning Balance

7/1/2014	3025-112	Accounts Payable	Restaurant Professio-070114-July 14 Porters Parking Lot Lease 34 Spaces PY
7/1/2014	3025-121	Accounts Payable	Diamond Parking Serv-070114-July 14 Parking Patrol Oh's PY14-7/1/2014
7/1/2014	3025-88	Accounts Payable	One Hundred Main LLC-070114-July 14 100 E Main Suite A/F Rent PY14-7
7/1/2014	3048-50	Accounts Payable	North Medford Mini S-6/16/14-July 14 E316 Storage Unit Rental PY14-6/16
7/1/2014	3048-78	Accounts Payable	North Medford Mini S-6/16/14-July 14 E321 Storage Unit Rental PY13-6/16
7/1/2014	3048-106	Accounts Payable	North Medford Mini S-6/16/14-July 14 H478 Storage Unit Rental PY14-6/1
7/1/2014	3048-134	Accounts Payable	North Medford Mini S-6/16/14-July 14 H 498 Storage Unit Rental PY14-6/1
7/1/2014	3927-5	Journal Entry	Prepaid rent was also recorded in A/R
7/1/2014	3973-6	Journal Entry	Allocation of Prepaid Rent Jul
8/1/2014	3149-15	Accounts Payable	North Medford Mini S-7/17/14-July 14 Storage Unit Rentals E316, 321: H4
8/1/2014	3198-86	Accounts Payable	Restaurant Professio-07311414-Aug 14 Porter's Parking Lot Lease 34 Spaces
8/1/2014	3198-112	Accounts Payable	One Hundred Main LLC-07311415-Aug 14 100 E Main Suite A/E Rent PY1
8/1/2014	3973-22	Journal Entry	Allocation of Prepaid Rent Aug
9/1/2014	3347-15	Accounts Payable	Restaurant Professio-09021401-Sept 14 Porter's Parking Lot Lease 34 Spaces
9/1/2014	3324-14	Accounts Payable	One Hundred Main LLC-09021403-Sept 14 100 E Main Suite A/E Rent PY1
9/1/2014	3338-19	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 E316 Storage Unit Rental PY14-8
9/1/2014	3338-47	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 E321 Storage Unit Rental PY14-8/
9/1/2014	3338-75	Accounts Payable	North Medford Mini S-8/17/14-Sept 14 H478 Storage Unit Rental PY 14-8/1
9/1/2014	3338-103	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 H 498 Storage Unit Rental PY14-
9/1/2014	3358-21	Accounts Payable	Diamond Parking Serv-082814-Aug/Sept 14 Porter's So Pkg Lot Patrolling M
9/1/2014	3973-38	Journal Entry	Allocation of Prepaid Rent Sept
10/1/2014	3529-27	Accounts Payable	North Medford Mini S-9/16/2014A-Oct 14 E316 Storage Unit Rental PY14-
10/1/2014	3529-55	Accounts Payable	North Medford Mini S-9/16/2014B-Oct 14 E321 Storage Unit Rental PY14-9
10/1/2014	3529-83	Accounts Payable	North Medford Mini S-9/16/2014C-Oct 14 H478 Storage Unit Rental PY14-
10/1/2014	3529-111	Accounts Payable	North Medford Mini S-9/16/2014D-Oct 14 H 498 Storage Unit Rental PY14
10/1/2014	3535-38	Accounts Payable	Restaurant Professio-M10021402-Oct 14 Porter's Parking Lot Lease 34 Spac
10/1/2014	3535-64	Accounts Payable	One Hundred Main LLC-M10021403-Oct 14 100 E Main Suite A/E Rent PY
10/1/2014	3973-54	Journal Entry	Allocation of Prepaid Rent Oct
11/1/2014	3660-19	Accounts Payable	North Medford Mini S-10/17/2014A-Nov 14 E316 Storage Unit Rental PY1
11/1/2014	3660-47	Accounts Payable	North Medford Mini S-10/17/2014B-Nov 14 E321 Storage Unit Rental PY14
11/1/2014	3660-75	Accounts Payable	North Medford Mini S-10/17/2014C-Nov 14 H478 Storage Unit Rental PY14

11/1/2014	3660-103	Accounts Payable	North Medford Mini S-10/17/2014D-Nov 14 H 498 Storage Unit Rental PY
11/1/2014	3681-76	Accounts Payable	Restaurant Professio-M11031405-Nov 14 Porter's Parking Lot Lease 34 Space
11/1/2014	3681-154	Accounts Payable	One Hundred Main LLC-M11031403-Nov 14 100 E Main Suite A/E Rent PY
11/1/2014	3895-79	Accounts Payable	One Hundred Main LLC-M1.1.14-To record double payment to vendor-11/1/14
11/1/2014	3973-70	Journal Entry	Allocation of Prepaid Rent Nov
11/14/2014	3806-67	Cash Receipts	100 MAIN LLC, OCT'14-836-3477
11/18/2014	3800-190	Accounts Payable	Restaurant Professio-10646339-1/2 Property Tax Payment for Portor's Parking
12/1/2014	3818-41	Accounts Payable	One Hundred Main LLC-M12011405-Dec 14 100 E Main Suite A/E Rent PY
12/1/2014	3818-113	Accounts Payable	Restaurant Professio-M12011407-Dec 14 Porter's Parking Lot Lease 34 Space
12/1/2014	3818-218	Accounts Payable	North Medford Mini S-11/16/2014A-Dec 14 E316 Storage Unit Rental PY14
12/1/2014	3818-252	Accounts Payable	North Medford Mini S-11/16/2014B-Dec 14E321 Storage Unit Rental PY14-
12/1/2014	3818-280	Accounts Payable	North Medford Mini S-11/16/2014C-Dec 14 H478 Storage Unit Rental PY1
12/1/2014	3818-308	Accounts Payable	North Medford Mini S-11/16/2014D-Dec 14 H 498 Storage Unit Rental PY1
12/1/2014	3835-53	Accounts Payable	Rogue Community Coll-12021401-Room Rental TRC 100 All Staff 12/1/14-1
12/1/2014	3973-86	Journal Entry	Allocation of Prepaid Rent Dec
1/1/2015	3895-94	Accounts Payable	North Medford Mini S-01061501A-Jan 15 E316 Storage Unit Rental PY14-
1/1/2015	3895-143	Accounts Payable	North Medford Mini S-01061501B-Jan 15 E321 Storage Unit Rental PY14-1
1/1/2015	3895-171	Accounts Payable	North Medford Mini S-01061501C-Jan 15 H478 Storage Unit Rental PY14-
1/1/2015	3895-199	Accounts Payable	North Medford Mini S-01061501D-Jan 15 H 498 Storage Unit Rental PY14
1/1/2015	3904-147	Accounts Payable	One Hundred Main LLC-M01021503-Jan 15 100 E Main Suite A/E Rent PY
1/1/2015	3904-164	Accounts Payable	Restaurant Professio-M01021505-Jan 15 Porter's Parking Lot Lease 34 Space
1/1/2015	3973-102	Journal Entry	Allocation of Prepaid Rent Jan
1/6/2015	3911-205	Accounts Payable	Medford Library Meet-LQHCZTA-Deposit for Room Rentals 2015-12/30/201

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*Account Ending Balance*

**01-103-40015-10-00-0000**

**Account: 01-103-40015-10-00-0000 (Rent)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3025-61	Accounts Payable	Yondorf & Dale, LLC-7/1/14-July 14 Rent Taylor/Bartlett Building PY14-7/14
8/1/2014	3198-10	Accounts Payable	Diamond Parking Serv-07311408-Aug 14 Parking Patrol Oh's PY14-8/1/2014
8/1/2014	3198-124	Accounts Payable	Yondorf & Dale, LLC-07311409-Aug 14 Rent Taylor/Bartlett Building PY14
8/21/2014	3337-37	Accounts Payable	Diamond Parking Serv-710-Sept-Dec 14 Parking MGR (5 spaces) Bartlett PY
9/1/2014	Summarized	Accounts Payable	
9/1/2014	3321-20	Accounts Payable	REVERSE-ADJUST-Yondorf & Dale, LLC-09021405
10/1/2014	3535-10	Accounts Payable	Yondorf & Dale, LLC-M10021401-Oct 14 Rent Taylor/Bartlett Building PY1
11/1/2014	3681-34	Accounts Payable	Yondorf & Dale, LLC-M11031406-Nov 14 Rent Taylor/Bartlett Building PY



12/1/2014	3818-135	Accounts Payable
12/18/2014	3887-22	Accounts Payable
1/1/2015	3904-10	Accounts Payable
1/1/2015	3911-215	Accounts Payable

Yondorf & Dale, LLC-M12011405-Dec 14 Rent Taylor/Bartlett Building PY  
 St. Mark's Episcopal-12181407-Rm Rntl JX CO One Stop Meeting-12/18/201  
 Yondorf & Dale, LLC-M01021505-Jan 15 Rent Taylor/Bartlett Building PY1  
 Diamond Parking Serv-12301401-Jan-June 15 Parking MGR (5 spaces) Bartl

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*Account Ending Balance*

**01-103-40015-20-00-0000**

**Account: 01-103-40015-20-00-0000 (Rent)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3025-6	Accounts Payable
7/1/2014	3025-18	Accounts Payable
7/1/2014	3025-30	Accounts Payable
7/1/2014	3025-42	Accounts Payable
8/1/2014	3198-29	Accounts Payable
8/1/2014	3198-41	Accounts Payable
8/1/2014	3198-53	Accounts Payable
8/1/2014	3198-65	Accounts Payable
9/1/2014	3323-42	Accounts Payable
9/1/2014	3323-6	Accounts Payable
9/1/2014	3323-18	Accounts Payable
9/1/2014	3323-30	Accounts Payable
9/1/2014	3390-37	Accounts Payable
10/1/2014	3534-30	Accounts Payable
10/1/2014	3534-42	Accounts Payable
10/1/2014	3534-54	Accounts Payable
10/1/2014	3534-66	Accounts Payable
11/1/2014	3681-98	Accounts Payable
11/1/2014	3681-110	Accounts Payable
11/1/2014	3681-122	Accounts Payable
11/1/2014	3681-134	Accounts Payable
12/1/2014	3818-49	Accounts Payable
12/1/2014	3818-61	Accounts Payable
12/1/2014	3818-73	Accounts Payable
12/1/2014	3818-87	Accounts Payable
1/1/2015	3904-182	Accounts Payable
1/1/2015	3904-194	Accounts Payable

Parkway Village, LLC-070114-July 14 Rent 1569 NE F St Adult GP PY14-7  
 Parkway Village, LLC-070114-July 14 CAM Fees 1569 NE F St GP PY14-7/  
 Parkway Village, LLC-070104-July 14 Rent 1519 NE F St Annex GP PY14-7  
 Parkway Village, LLC-070114-July 14 CAM Fees 1519 NE F Sr GP PY14-7/  
 Parkway Village, LLC-07311410-Aug 14 Rent 1569 NE F St Adult GP PY14  
 Parkway Village, LLC-07311411-Aug 14 CAM Fees 1569 NE F St GP PY14  
 Parkway Village, LLC-07311412-Aug 14 Rent 1519 NE F St Annex GP PY1  
 Parkway Village, LLC-07311413-Aug 14 CAM Fees 1519 NE F Sr GP PY14  
 Parkway Village, LLC-09021404-Sept 14 Rent 1569 NE F St Adult GP PY1  
 Parkway Village, LLC-09021404-Sept 14 CAM Fees 1569 NE F St GP PY14  
 Parkway Village, LLC-09021404-Sept 14 Rent 1519 NE F St Annex GP PY1  
 Parkway Village, LLC-09021404-Sept 14 CAM Fees 1519 NE F Sr GP PY14  
 Parkway Village, LLC-37421-Leasehold Improvements 1569 NE F Street PY1  
 Parkway Village, LLC-M10021405A-Oct 14 Rent 1519 NE F St Annex GP P  
 Parkway Village, LLC-M10021405B-Oct 14 Rent 1569 NE F St Adult GP P  
 Parkway Village, LLC-M10021405C-Oct 14 CAM Fees 1519 NE F ST GP P  
 Parkway Village, LLC-M10021405D-Oct 14 CAM Fees 1569 NE F ST GP P  
 Parkway Village, LLC-M11031404A-Nov 14 Rent 1519 NE F St Annex GP F  
 Parkway Village, LLC-M11031404B-Nov 14 Rent 1569 NE F St Adult GP I  
 Parkway Village, LLC-M11031404C-Nov 14 CAM Fees 1519 NE F Sr GP P  
 Parkway Village, LLC-M11031404D-Nov 14 CAM Fees 1569 NE F St GP P  
 Parkway Village, LLC-M12011406A-Dec 14 Rent 1519 NE F St Annex GP P  
 Parkway Village, LLC-M12011406B-Dec 14 Rent 1569 NE F St Adult GP F  
 Parkway Village, LLC-M12011406-Dec 14 CAM Fees 1519 NE F Sr GP PY1  
 Parkway Village, LLC-M12011406D-Dec 14 CAM Fees 1569 NE F St GP P  
 Parkway Village, LLC-M01021504A-Jan 15 Rent 1519 NE F St Annex GP P  
 Parkway Village, LLC-M01021504B-Jan 15 Rent 1569 NE F St Adult GP P

1/1/2015 3904-206 Accounts Payable  
 1/1/2015 3904-218 Accounts Payable

Parkway Village, LLC-M01021504C-Jan 15 CAM Fees 1519 NE F ST GP P'  
 Parkway Village, LLC-M01021504D-Jan 15 CAM Fees 1569 NE F St GP PY

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*Account Ending Balance*

**01-103-40015-20-00-9991**

**Account: 01-103-40015-20-00-9991 (Rent)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3025-11	Accounts Payable	Parkway Village, LLC-070114-July 14 Rent 1569 NE F St Adult GP PY14-7
7/1/2014	3025-23	Accounts Payable	Parkway Village, LLC-070114-July 14 CAM Fees 1569 NE F St GP PY14-7/
7/1/2014	3025-35	Accounts Payable	Parkway Village, LLC-070104-July 14 Rent 1519 NE F St Annex GP PY14-7
7/1/2014	3025-47	Accounts Payable	Parkway Village, LLC-070114-July 14 CAM Fees 1519 NE F Sr GP PY14-7/
8/1/2014	3198-34	Accounts Payable	Parkway Village, LLC-07311410-Aug 14 Rent 1569 NE F St Adult GP PY14
8/1/2014	3198-46	Accounts Payable	Parkway Village, LLC-07311411-Aug 14 CAM Fees 1569 NE F St GP PY14
8/1/2014	3198-58	Accounts Payable	Parkway Village, LLC-07311412-Aug 14 Rent 1519 NE F St Annex GP PY1
8/1/2014	3198-70	Accounts Payable	Parkway Village, LLC-07311413-Aug 14 CAM Fees 1519 NE F Sr GP PY14
9/1/2014	3323-47	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 Rent 1569 NE F St Adult GP PY1
9/1/2014	3323-11	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 CAM Fees 1569 NE F St GP PY14
9/1/2014	3323-23	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 Rent 1519 NE F St Annex GP PY1
9/1/2014	3323-35	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 CAM Fees 1519 NE F Sr GP PY14
9/1/2014	3390-47	Accounts Payable	Parkway Village, LLC-37421-Leasehold Improvements 1569 NE F Street PY1
10/1/2014	3534-35	Accounts Payable	Parkway Village, LLC-M10021405A-Oct 14 Rent 1519 NE F St Annex GP P'
10/1/2014	3534-47	Accounts Payable	Parkway Village, LLC-M10021405B-Oct 14 Rent 1569 NE F St Adult GP P'
10/1/2014	3534-59	Accounts Payable	Parkway Village, LLC-M10021405C-Oct 14 CAM Fees 1519 NE F ST GP P
10/1/2014	3534-71	Accounts Payable	Parkway Village, LLC-M10021405D-Oct 14 CAM Fees 1569 NE F ST GP P
11/1/2014	3681-103	Accounts Payable	Parkway Village, LLC-M11031404A-Nov 14 Rent 1519 NE F St Annex GP F
11/1/2014	3681-115	Accounts Payable	Parkway Village, LLC-M11031404B-Nov 14 Rent 1569 NE F St Adult GP I
11/1/2014	3681-127	Accounts Payable	Parkway Village, LLC-M11031404C-Nov 14 CAM Fees 1519 NE F Sr GP P
11/1/2014	3681-139	Accounts Payable	Parkway Village, LLC-M11031404D-Nov 14 CAM Fees 1569 NE F St GP P
12/1/2014	3818-54	Accounts Payable	Parkway Village, LLC-M12011406A-Dec 14 Rent 1519 NE F St Annex GP P
12/1/2014	3818-66	Accounts Payable	Parkway Village, LLC-M12011406B-Dec 14 Rent 1569 NE F St Adult GP F
12/1/2014	3818-78	Accounts Payable	Parkway Village, LLC-M12011406-Dec 14 CAM Fees 1519 NE F Sr GP PY1
12/1/2014	3818-92	Accounts Payable	Parkway Village, LLC-M12011406D-Dec 14 CAM Fees 1569 NE F St GP P'
1/1/2015	3904-187	Accounts Payable	Parkway Village, LLC-M01021504A-Jan 15 Rent 1519 NE F St Annex GP P
1/1/2015	3904-199	Accounts Payable	Parkway Village, LLC-M01021504B-Jan 15 Rent 1569 NE F St Adult GP P
1/1/2015	3904-211	Accounts Payable	Parkway Village, LLC-M01021504C-Jan 15 CAM Fees 1519 NE F ST GP P'
1/1/2015	3904-223	Accounts Payable	Parkway Village, LLC-M01021504D-Jan 15 CAM Fees 1569 NE F St GP PY

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Account Ending Balance

**01-103-40016-10-00-0000**

**Account: 01-103-40016-10-00-0000 (Utilities)**

7/1/2014

Account Beginning Balance

7/1/2014	3065-49	Accounts Payable	S.O.S. Alarm, Inc.-Q422505-Qtr Alarm July-Sept 1569 NE F Adult PY14-7/1
7/11/2014	3143-10	Accounts Payable	Medford Water Commis-M07251402-July 14 Acct#1472307/Bartlett PY14-7
7/14/2014	3145-10	Accounts Payable	City of Medford-M07291401B-July 14 313 E. Eighth St. Bartlett Building-7/
7/31/2014	3298-22	Accounts Payable	Pacific Power-M08201401C-July 14 Acct# 0101/313 E 8th St/Bartlett PY14-
7/31/2014	3299-34	Accounts Payable	Avista Utilities-M08211402C-July 14 Acct#010146361/Bartlett PY14-8/4/20
7/31/2014	3300-10	Accounts Payable	Rogue Disposal and R-313 E 8th St-024-July 14 Cust#05-0133364-5/Taylor
8/12/2014	3347-60	Accounts Payable	Medford Water Commis-M08271401-Aug 14 Acct#1472307/Bartlett PY14-8
8/14/2014	3347-37	Accounts Payable	City of Medford-M08291402-Aug 14 313 E. Eighth St. Bartlett Building PY1
8/31/2014	3403-38	Accounts Payable	Rogue Disposal and R-M09121402-Aug 14 Cust#05-0133364-5/Taylor PY14
8/31/2014	3442-34	Accounts Payable	Pacific Power-M09191402-Aug 14 Acct# 0101/313 E 8th St/Bartlett PY14-9
8/31/2014	3533-36	Accounts Payable	Avista Utilities-M09231401-Aug 14 Acct#010146361/Bartlett PY14-9/4/201
9/11/2014	3533-59	Accounts Payable	Medford Water Commis-M09291403-Sept 14 Acct#1472307/Bartlett PY14-9
9/14/2014	3533-80	Accounts Payable	City of Medford-M09301402-Sept 14 313 E. Eighth St. Bartlett Building PY
9/30/2014	3553-10	Accounts Payable	City of Medford-22211-12366-Thru June 2015 Bartlett PY14-9/22/2014
9/30/2014	3569-46	Accounts Payable	Rogue Disposal and R-M10141401-Sept 14 Cust#05-0133364-5/Taylor PY1
9/30/2014	3626-14	Accounts Payable	Pacific Power-M10201402A-Sept 14 Acct# 0101/313 E 8th St/Bartlett PY14-
9/30/2014	3626-124	Accounts Payable	Avista Utilities-M10231401-Sept 14 Acct#010146361/Bartlett PY14-10/3/20
10/10/2014	3639-82	Accounts Payable	Medford Water Commis-M10281401-Oct 14 Acct#1472307/Bartlett PY14-1
10/31/2014	3843-10	Accounts Payable	Rogue Disposal and R-M11131401-Oct 14 Cust#05-0133364-5/Taylor PY14-
10/31/2014	3759-48	Accounts Payable	Avista Utilities-M11121402C-Oct 14 Acct#010146361/Bartlett PY14-11/3/2
10/31/2014	3759-110	Accounts Payable	Pacific Power-M11201403C-Oct 14 Acct# 0101/313 E 8th St/Bartlett PY14-1
11/7/2014	3800-240	Accounts Payable	Medford Water Commis-M11251401-Nov 14 Acct#1472307/Bartlett PY14-1
11/30/2014	3843-42	Accounts Payable	Rogue Disposal and R-M12121401-Nov 14 Cust#05-0133364-5/Taylor PY1-
11/30/2014	3850-261	Accounts Payable	Avista Utilities-M12231402C-Nov 14 Acct#010146361/Bartlett PY14-12/4/2
11/30/2014	3866-12	Accounts Payable	Pacific Power-M12221401C-Nov 14 Acct# 0101/313 E 8th St/Bartlett PY14
12/9/2014	3886-12	Accounts Payable	Medford Water Commis-M12231403-Dec 14 Acct#1472307/Bartlett PY14-1
12/30/2014	3928-135	Accounts Payable	Rogue Disposal and R-M01141502-Dec 14 Cust#05-0133364-5/Taylor PY14-
12/31/2014	3953-194	Accounts Payable	Pacific Power-M01221503C-Dec 14 Acct# 0101/313 E 8th St/Bartlett PY14-
12/31/2014	3953-241	Accounts Payable	Avista Utilities-M01221502C-Dec 14 Acct#010146361/Bartlett PY14-1/6/20

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**01-103-40016-20-00-0000**

**Account: 01-103-40016-20-00-0000 (Utilities)**

7/1/2014

Account Beginning Balance

7/1/2014	3065-33	Accounts Payable	S.O.S. Alarm, Inc.-Q422505-Qtr July-Sept 14, Alarm 1519 NE F St GP PY14
7/1/2014	3065-97	Accounts Payable	S.O.S. Alarm, Inc.-Q422505-Qtr July-Sept Alarm 1519 NE F GP Annex PY14
7/31/2014	3298-41	Accounts Payable	Pacific Power-M08201401A-July 14 1519 NE F YTH PY14-8/6/2014
7/31/2014	3298-6	Accounts Payable	Pacific Power-M08201401B-July 14 1569 NE F ST/GPO ADULT PY14-8/6/2014
7/31/2014	3301-6	Accounts Payable	Republic Services #4-M08181402-July 14 1519 NE F Adult PY14-7/31/2014
7/31/2014	3299-6	Accounts Payable	Avista Utilities-M08211402A-July 14 Acct#290130975/1519 NE F Street/Yth
7/31/2014	3299-18	Accounts Payable	Avista Utilities-M08211402B-July 14 Acct#530130975/1569 NE F Street/Adult
7/31/2014	3322-6	Accounts Payable	Parkway Village-37417-July 14 1519 NE F St Water/Sewer/City Fees PY14-8/6/2014
7/31/2014	3322-18	Accounts Payable	Parkway Village-37417-July 14 1569 NE F St Water/Sewer/City Fees PY14-8/6/2014
7/31/2014	3322-30	Accounts Payable	Parkway Village-37417-July 14 1569 NE F Dumpster/Trash GP Adult PY14-8/6/2014
7/31/2014	3322-42	Accounts Payable	Parkway Village-37417-July 14 1519 NE F St Dumpster/Trash GP Annex PY14-8/6/2014
8/31/2014	3428-8	Accounts Payable	Republic Services #4-M09181401-Aug 14 1569 NE F recycling Service Adult
8/31/2014	3442-6	Accounts Payable	Pacific Power-M09191402-Aug 14 1519 NE F YTH PY14-9/5/2014
8/31/2014	3442-18	Accounts Payable	Pacific Power-M09191402-Aug 14 1569 NE F ST/GPO ADULT PY14-9/5/2014
8/31/2014	3465-6	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F Jail Bed Fee PY14-9/1/2014
8/31/2014	3465-18	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F Jail bed fee GP PY14-9/1/2014
8/31/2014	3465-30	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F St Water/Sewer/City Fees PY14-9/1/2014
8/31/2014	3465-42	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F St Water/Sewer/City Fees PY14-9/1/2014
8/31/2014	3465-54	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F St Dumpster/Trash GP Adult PY14-9/1/2014
8/31/2014	3465-66	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F St Dumpster/Trash GP Annex PY14-9/1/2014
8/31/2014	3533-8	Accounts Payable	Avista Utilities-M09231401-Aug 14 Acct#290130975/1519 NE F Street/Yth
8/31/2014	3533-20	Accounts Payable	Avista Utilities-M09231401-Aug 14 Acct#530130975/1569 NE F Street/Adult
9/30/2014	3626-119	Accounts Payable	Republic Services #4-M10161401-Sept 14 1569 NE F recycling Service Adult
9/30/2014	3626-33	Accounts Payable	Pacific Power-M10201402B-Sept 14 1519 NE F YTH PY14-10/6/2014
9/30/2014	3626-45	Accounts Payable	Pacific Power-M10201402C-Sept 14 1569 NE F ST/GPO ADULT PY14-10/6/2014
9/30/2014	3626-81	Accounts Payable	Avista Utilities-M10231401-Sept 14 #290130975/1519 NE F Street/Yth Ann
9/30/2014	3626-97	Accounts Payable	Avista Utilities-M10231401-Sept 14 #530130975/1569 NE F Street/Adult F
9/30/2014	3618-44	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F St Water/Sewer/City Fees PY14-10/6/2014
9/30/2014	3618-68	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F St Water/Sewer/City Fees PY14-10/6/2014
9/30/2014	3618-92	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F St Dumpster/Trash GP Adult PY14-10/6/2014
9/30/2014	3618-110	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F St Dumpster/Trash GP Annex PY14-10/6/2014
9/30/2014	3618-122	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F Jail Bed Fee GP PY14-10/1/2014
9/30/2014	3618-134	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F Jail Bed Fee GP PY14-10/1/2014

10/1/2014	3569-6	Accounts Payable	S.O.S. Alarm, Inc.-M10091402A-Oct-Dec 14 1519 NE F Fire Alarm Quarter
10/1/2014	3569-18	Accounts Payable	S.O.S. Alarm, Inc.-M10091402B-Oct-Dec 14 1569 NE F Alarm Quartely Bil
10/1/2014	3569-30	Accounts Payable	S.O.S. Alarm, Inc.-M10091402C-Oct-Dec 14 1519 NE F Alarm Quarterly bill
10/31/2014	3759-20	Accounts Payable	Avista Utilities-M11121401A-Oct 14 Acct#290130975/1519 NE F Street/Yth
10/31/2014	3759-32	Accounts Payable	Avista Utilities-M11121402B-Oct 14 #530130975/1569 NE F Street/Adult P
10/31/2014	3800-98	Accounts Payable	Republic Services #4-M11181401-Oct-May 15 1569 NE F recycling Service
10/31/2014	3759-73	Accounts Payable	Pacific Power-M11201403-Oct 14 1519 NE F YTH PY14-11/4/2014
10/31/2014	3759-94	Accounts Payable	Pacific Power-M11201403C-Oct 14 1569 NE F ST/GPO ADULT PY14-11/
10/31/2014	3965-6	Accounts Payable	Parkway Village-27448-Oct 14 1519 NE F Jail Bed Fee GP PY14-11/1/2014
10/31/2014	3965-42	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F Jail Bed Fee GP PY14-11/1/2014
10/31/2014	3965-78	Accounts Payable	Parkway Village-37448-Oct 14 1519 NE F St Dumpster/Trash GP Annex PY
10/31/2014	3965-114	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F St Dumpster/Trash GP Adult PY1
10/31/2014	3965-150	Accounts Payable	Parkway Village-37448-Oct 14 1519 NE F St Water/Sewer/City Fees PY14-1
10/31/2014	3965-186	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F St Water/Sewer/City Fees PY14-1
11/30/2014	3850-213	Accounts Payable	Avista Utilities-M12231402A-Nov 14 Acct#290130975/1519 NE F Street/Yt
11/30/2014	3850-237	Accounts Payable	Avista Utilities-M12231402B-Nov 14 #530130975/1569 NE F Street/Adult P
11/30/2014	3866-31	Accounts Payable	Pacific Power-M12221401A-Nov 14 1519 NE F YTH PY14-12/8/2014
11/30/2014	3866-44	Accounts Payable	Pacific Power-M12221401B-Nov 14 Aug 13 1569 NE F ST/GPO ADULT P
11/30/2014	3965-18	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F Jail Bed Fee GP PY14-12/1/2014
11/30/2014	3965-54	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F Jail Bed Fee GP PY14-12/1/2014
11/30/2014	3965-90	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F St Dumpster/Trash GP Annex PY
11/30/2014	3965-126	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F St Dumpster/Trash GP Adult PY
11/30/2014	3965-162	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F St Water/Sewer/City Fees PY14-
11/30/2014	3965-198	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F St Water/Sewer/City Fees PY14-
12/31/2014	3953-166	Accounts Payable	Pacific Power-M01221503A-Dec 14 1519 NE F YTH PY14-1/8/2015
12/31/2014	3953-178	Accounts Payable	Pacific Power-M01221503B-Dec 14 1569 NE F ST/GPO ADULT PY14-1/8/
12/31/2014	3953-213	Accounts Payable	Avista Utilities-M01221502A-Dec 14 Acct#290130975/1519 NE F Street/Ytl
12/31/2014	3953-225	Accounts Payable	Avista Utilities-M01221502B-Dec 14 #530130975/1569 NE F Street/Adult I
12/31/2014	3965-30	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F Jail Bed Fee GP PY14-1/1/2015
12/31/2014	3965-66	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F Jail Bed Fee GP PY14-1/1/2015
12/31/2014	3965-102	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F St Dumpster/Trash GP Annex PY
12/31/2014	3965-138	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F St Dumpster/Trash GP Adult PY
12/31/2014	3965-174	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F St Water/Sewer/City Fees PY14-
12/31/2014	3965-210	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F St Water/Sewer/City Fees PY14-
1/1/2015	3928-56	Accounts Payable	S.O.S. Alarm, Inc.-Q445010A-Jan - Mar 15 1519 NE F Fire Alarm Quarterly
1/1/2015	3928-22	Accounts Payable	S.O.S. Alarm, Inc.-Q445010B-Jan - Mar 15 1569 NE F Alarm Quartely Billin
1/1/2015	3928-40	Accounts Payable	S.O.S. Alarm, Inc.-Q445010C-Jan - Mar 15 1519 NE F Alarm Quarterly bill

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

Account: 01-103-40016-20-00-9991 (Utilities)

			<i>Account Beginning Balance</i>
7/1/2014			
7/1/2014	3065-38	Accounts Payable	S.O.S. Alarm, Inc.-Q422505-Qtr July-Sept 14, Alarm 1519 NE F St GP PY14
7/1/2014	3065-112	Accounts Payable	S.O.S. Alarm, Inc.-Q422505-Qtr July-Sept Alarm 1519 NE F GP Annex PY14
7/31/2014	3298-46	Accounts Payable	Pacific Power-M08201401A-July 14 1519 NE F YTH PY14-8/6/2014
7/31/2014	3298-11	Accounts Payable	Pacific Power-M08201401B-July 14 1569 NE F ST/GPO ADULT PY14-8/6/
7/31/2014	3301-11	Accounts Payable	Republic Services #4-M08181402-July 14 1519 NE F Adult PY14-7/31/201
7/31/2014	3299-11	Accounts Payable	Avista Utilities-M08211402A-July 14 Acct#290130975/1519 NE F Street/Ytl
7/31/2014	3299-23	Accounts Payable	Avista Utilities-M08211402B-July 14 Acct#530130975/1569 NE F Street/Ac
7/31/2014	3322-11	Accounts Payable	Parkway Village-37417-July 14 1519 NE F St Water/Sewer/City Fees PY14-1
7/31/2014	3322-23	Accounts Payable	Parkway Village-37417-July 14 1569 NE F St Water/Sewer/City Fees PY14-1
7/31/2014	3322-35	Accounts Payable	Parkway Village-37417-July 14 1569 NE F Dumpster/Trash GP Adult PY14-
7/31/2014	3322-47	Accounts Payable	Parkway Village-37417-July 14 1519 NE F St Dumpster/Trash GP Annex PY
8/31/2014	3428-13	Accounts Payable	Republic Services #4-M09181401-Aug 14 1569 NE F recycling Service Adu
8/31/2014	3442-11	Accounts Payable	Pacific Power-M09191402-Aug 14 1519 NE F YTH PY14-9/5/2014
8/31/2014	3442-23	Accounts Payable	Pacific Power-M09191402-Aug 14 1569 NE F ST/GPO ADULT PY14-9/5/2
8/31/2014	3465-11	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F Jail Bed Fee PY14-9/1/2014
8/31/2014	3465-23	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F Jail bed fee GP PY14-9/1/2014
8/31/2014	3465-35	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F St Water/Sewer/City Fees PY14-9
8/31/2014	3465-47	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F St Water/Sewer/City Fees PY14-1
8/31/2014	3465-59	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F St Dumpster/Trash GP Adult PY
8/31/2014	3465-71	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F St Dumpster/Trash GP Annex PY
8/31/2014	3533-13	Accounts Payable	Avista Utilities-M09231401-Aug 14 Acct#290130975/1519 NE F Street/Yth
8/31/2014	3533-25	Accounts Payable	Avista Utilities-M09231401-Aug 14 Acct#530130975/1569 NE F Street/Adu
9/30/2014	3626-126	Accounts Payable	Republic Services #4-M10161401-Sept 14 1569 NE F recycling Service Ad
9/30/2014	3626-38	Accounts Payable	Pacific Power-M10201402B-Sept 14 1519 NE F YTH PY14-10/6/2014
9/30/2014	3626-50	Accounts Payable	Pacific Power-M10201402C-Sept 14 1569 NE F ST/GPO ADULT PY14-10
9/30/2014	3626-86	Accounts Payable	Avista Utilities-M10231401-Sept 14 #290130975/1519 NE F Street/Yth An
9/30/2014	3626-102	Accounts Payable	Avista Utilities-M10231401-Sept 14 #530130975/1569 NE F Street/Adult F
9/30/2014	3618-54	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F St Water/Sewer/City Fees PY14-1
9/30/2014	3618-78	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F St Water/Sewer/City Fees PY14-
9/30/2014	3618-102	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F St Dumpster/Trash GP Adult PY1
9/30/2014	3618-115	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F St Dumpster/Trash GP Annex PY
9/30/2014	3618-127	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F Jail Bed Fee GP PY14-10/1/2014
9/30/2014	3618-139	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F Jail Bed Fee GP PY14-10/1/2014
10/1/2014	3569-11	Accounts Payable	S.O.S. Alarm, Inc.-M10091402A-Oct-Dec 14 1519 NE F Fire Alarm Quarter
10/1/2014	3569-23	Accounts Payable	S.O.S. Alarm, Inc.-M10091402B-Oct-Dec 14 1569 NE F Alarm Quartely Bil
10/1/2014	3569-35	Accounts Payable	S.O.S. Alarm, Inc.-M10091402C-Oct-Dec 14 1519 NE F Alarm Quarterly bill
10/31/2014	3759-25	Accounts Payable	Avista Utilities-M11121401A-Oct 14 Acct#290130975/1519 NE F Street/Yth
10/31/2014	3759-37	Accounts Payable	Avista Utilities-M11121402B-Oct 14 #530130975/1569 NE F Street/Adult P'
10/31/2014	3800-103	Accounts Payable	Republic Services #4-M11181401-Oct-May 15 1569 NE F recycling Service

10/31/2014	3759-78	Accounts Payable	Pacific Power-M11201403-Oct 14 1519 NE F YTH PY14-11/4/2014
10/31/2014	3759-99	Accounts Payable	Pacific Power-M11201403C-Oct 14 1569 NE F ST/GPO ADULT PY14-11/4/2014
10/31/2014	3965-11	Accounts Payable	Parkway Village-27448-Oct 14 1519 NE F Jail Bed Fee GP PY14-11/1/2014
10/31/2014	3965-47	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F Jail Bed Fee GP PY14-11/1/2014
10/31/2014	3965-83	Accounts Payable	Parkway Village-37448-Oct 14 1519 NE F St Dumpster/Trash GP Annex PY14-11/1/2014
10/31/2014	3965-119	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F St Dumpster/Trash GP Adult PY14-11/1/2014
10/31/2014	3965-155	Accounts Payable	Parkway Village-37448-Oct 14 1519 NE F St Water/Sewer/City Fees PY14-11/1/2014
10/31/2014	3965-191	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F St Water/Sewer/City Fees PY14-11/1/2014
11/30/2014	3850-223	Accounts Payable	Avista Utilities-M12231402A-Nov 14 Acct#290130975/1519 NE F Street/Ytd
11/30/2014	3850-247	Accounts Payable	Avista Utilities-M12231402B-Nov 14 #530130975/1569 NE F Street/Adult P
11/30/2014	3866-36	Accounts Payable	Pacific Power-M12221401A-Nov 14 1519 NE F YTH PY14-12/8/2014
11/30/2014	3866-51	Accounts Payable	Pacific Power-M12221401B-Nov 14 Aug 13 1569 NE F ST/GPO ADULT P
11/30/2014	3965-23	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F Jail Bed Fee GP PY14-12/1/2014
11/30/2014	3965-59	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F Jail Bed Fee GP PY14-12/1/2014
11/30/2014	3965-95	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F St Dumpster/Trash GP Annex PY14-12/1/2014
11/30/2014	3965-131	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F St Dumpster/Trash GP Adult PY14-12/1/2014
11/30/2014	3965-167	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F St Water/Sewer/City Fees PY14-12/1/2014
11/30/2014	3965-203	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F St Water/Sewer/City Fees PY14-12/1/2014
12/31/2014	3953-171	Accounts Payable	Pacific Power-M01221503A-Dec 14 1519 NE F YTH PY14-1/8/2015
12/31/2014	3953-183	Accounts Payable	Pacific Power-M01221503B-Dec 14 1569 NE F ST/GPO ADULT PY14-1/8/2015
12/31/2014	3953-218	Accounts Payable	Avista Utilities-M01221502A-Dec 14 Acct#290130975/1519 NE F Street/Ytd
12/31/2014	3953-230	Accounts Payable	Avista Utilities-M01221502B-Dec 14 #530130975/1569 NE F Street/Adult P
12/31/2014	3965-35	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F Jail Bed Fee GP PY14-1/1/2015
12/31/2014	3965-71	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F Jail Bed Fee GP PY14-1/1/2015
12/31/2014	3965-107	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F St Dumpster/Trash GP Annex PY14-1/1/2015
12/31/2014	3965-143	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F St Dumpster/Trash GP Adult PY14-1/1/2015
12/31/2014	3965-179	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F St Water/Sewer/City Fees PY14-1/1/2015
12/31/2014	3965-215	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F St Water/Sewer/City Fees PY14-1/1/2015
1/1/2015	3928-61	Accounts Payable	S.O.S. Alarm, Inc.-Q445010A-Jan - Mar 15 1519 NE F Fire Alarm Quarterly
1/1/2015	3928-28	Accounts Payable	S.O.S. Alarm, Inc.-Q445010B-Jan - Mar 15 1569 NE F Alarm Quarterly Billin
1/1/2015	3928-45	Accounts Payable	S.O.S. Alarm, Inc.-Q445010C-Jan - Mar 15 1519 NE F Alarm Quarterly bill

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40017-00-00-0000**

**Account: 01-103-40017-00-00-0000 (Repairs and Maintenance)**

7/1/2014

*Account Beginning Balance*

8/29/2014	3431-26	Accounts Payable
9/5/2014	3431-10	Accounts Payable
9/10/2014	3547-32	Accounts Payable

Interior Office Conc-27064-Reconfigure cubicles E Main new tenents PY14-9  
 Cascade Communicatio-19661-Terminate cable 36B to Patch panel Main St. |  
 Rogue Shred, LLC-M10171401-Sept 14 Document Destruction E Main St PY  
*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-40017-00-00-9991**

**Account: 01-103-40017-00-00-9991 (Repairs and Maintenance)**

7/1/2014 *Account Beginning Balance*

8/29/2014	3431-30	Accounts Payable
9/5/2014	3431-14	Accounts Payable
9/10/2014	3547-36	Accounts Payable

Interior Office Conc-27064-Reconfigure cubicles E Main new tenents PY14-9  
 Cascade Communicatio-19661-Terminate cable 36B to Patch panel Main St. |  
 Rogue Shred, LLC-M10171401-Sept 14 Document Destruction E Main St PY  
*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-40017-10-00-0000**

**Account: 01-103-40017-10-00-0000 (Repairs and Maintenance)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3157-10	Accounts Payable
7/11/2014	3233-45	Accounts Payable
8/4/2014	3348-56	Accounts Payable
8/12/2014	3306-21	Accounts Payable
8/19/2014	3432-10	Accounts Payable
8/29/2014	3431-42	Accounts Payable
9/10/2014	3547-10	Accounts Payable
9/22/2014	3688-22	Accounts Payable
9/25/2014	3550-48	Accounts Payable
10/16/2014	3688-45	Accounts Payable
10/16/2014	3688-68	Accounts Payable

Integrated Elevator -Inv Date: 7/14/14-Annual Maint/Safety Testing PY14-7/1  
 Hardway Construction-10529-July 14 Misc tasks Bartlett PY14-7/13/2014  
 Protec Security & Co-5195-Rewire elevator/pull station, replace horn/strobe -1  
 Pacific Office Produ-8547-HP 4100 Printer Maint Kit Bartlett PY14-8/12/201  
 Protec Security & Co-5221-Panic Button Test Bartlett PY14-9/5/2014  
 Interior Office Conc-27064-Removed 3 shelves,side panel Bartlett PY14-9/5/  
 Rogue Shred, LLC-M10171401-Sept 14 Document Destruction 35 S Bartlett |  
 Hardway Construction-10540-Sept tasks at Bartlett PY14-10/3/2014  
 Roto-Rooter Plumbing-144995-Srvc Wms Dwnstrs toilet Bartlett PY14-9/25/  
 Hardway Construction-10543-Oct 14 tasks at Bartlett PY14-10/20/2014  
 Hardway Construction-10543-Oct 14 Materials purchased for Bartlett PY14-



10/20/2014	3725-423	Accounts Payable
10/27/2014	3725-446	Accounts Payable
12/15/2014	3895-41	Accounts Payable

Pro Electric, Inc.-1396-Labor replacing ballasts,lights Bartlett 5 hr ! 55-10/29/  
 Pro Electric, Inc.-1396-Materials, ballasts, ER exit light, Bartlett PY14-10/29/  
 Protec Security & Co-4996-Srvc Call to Bartlett Alarm lines-Phone lines-3/28

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40017-20-00-0000**

**Account: 01-103-40017-20-00-0000 (Repairs and Maintenance)**

7/1/2014

*Account Beginning Balance*

7/24/2014	3226-8	Accounts Payable
7/24/2014	3226-20	Accounts Payable
7/25/2014	3196-9	Accounts Payable
7/25/2014	3196-21	Accounts Payable
7/29/2014	3303-35	Accounts Payable
8/12/2014	3303-49	Accounts Payable
9/2/2014	3464-6	Accounts Payable
9/23/2014	3556-6	Accounts Payable
9/25/2014	3556-18	Accounts Payable
9/29/2014	3572-10	Accounts Payable
10/23/2014	3725-29	Accounts Payable
10/27/2014	3681-57	Accounts Payable
12/3/2014	3843-146	Accounts Payable
12/10/2014	3895-127	Accounts Payable
12/11/2014	3911-157	Accounts Payable
1/9/2015	3963-99	Accounts Payable
1/9/2015	3963-111	Accounts Payable

TouchPoint Networks-50214-Voicemail/phone system repair Labor GP PY14-  
 TouchPoint Networks-50214-Power Supply replaced for voice mail/phone sys  
 ACME Fire Fighting D-7869-8 yearly srvc @ 8.00 & 2 orings replaced @ 4.0  
 ACME Fire Fighting D-7869-2 Hydrotests @ 20.00 fire extinguishers GP-7/2  
 Hardway Construction-10535-July 14 Misc Moving GP PY14-8/13/2014  
 Southern Oregon Aspi-15553-July 14 Confidential Shredding PY14-8/12/201  
 TouchPoint Networks-50486-Recpt phone not ringing, Service call GP PY14-  
 Comfort Control, Inc-33903-HVAC Qrtly Srvc 1519 NE F GP PY14-9/23/2  
 Comfort Control, Inc-33924-HVAC Qrtly Srvc 1569 NE F GP PY14-9/25/2  
 Comfort Control, Inc-33928-Ignition Control 1569 NE F St Adult GP PY14-9  
 ER Electric Service,-640-Lights replcd/reprd ER Fixture 1569 NE F Adult GP  
 Schermerhorn's Carpe-0731-1569 NE F St Carpet Cleaning GP PY14-10/27/2  
 Action Door-57874-Repair GP ADA Door NE F St. PY 14-12/3/2014  
 S.O.S. Alarm, Inc.-ST30171-Moved Horn and strobe, tested GP Annex PY14-  
 ER Electric Service,-867-Power added/projector annex, relocate outlet GP PY  
 Comfort Control, Inc-34168-HVAC Qrtly Srvc 1519 NE F Annex PY14-1/9/2  
 Comfort Control, Inc-34169-HVAC Qrtly Srvc 1569 NE F Adult PY14-1/9/2

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40017-20-00-9991**

**Account: 01-103-40017-20-00-9991 (Repairs and Maintenance)**

7/1/2014

*Account Beginning Balance*

7/24/2014	3226-13	Accounts Payable	TouchPoint Networks-50214-Voicemail/phone system repair Labor GP PY14-
7/24/2014	3226-25	Accounts Payable	TouchPoint Networks-50214-Power Supply replaced for voice mail/phone sys
7/25/2014	3196-14	Accounts Payable	ACME Fire Fighting D-7869-8 yearly srvc @ 8.00 & 2 orings replaced @ 4.0
7/25/2014	3196-26	Accounts Payable	ACME Fire Fighting D-7869-2 Hydrotests @ 20.00 fire extinguishers GP-7/2
7/29/2014	3303-42	Accounts Payable	Hardway Construction-10535-July 14 Misc Moving GP PY14-8/13/2014
8/12/2014	3303-54	Accounts Payable	Southern Oregon Aspi-15553-July 14 Confidential Shredding PY14-8/12/201
9/2/2014	3464-11	Accounts Payable	TouchPoint Networks-50486-Recpt phone not ringing, Service call GP PY14-
9/23/2014	3556-11	Accounts Payable	Comfort Control, Inc-33903-HVAC Qrtly Srvc 1519 NE F GP PY14-9/23/2
9/25/2014	3556-23	Accounts Payable	Comfort Control, Inc-33924-HVAC Qrtly Srvc 1569 NE F GP PY14-9/25/2
9/29/2014	3572-15	Accounts Payable	Comfort Control, Inc-33928-Ignition Control 1569 NE F St Adult GP PY14-9
10/23/2014	3725-44	Accounts Payable	ER Electric Service,-640-Lights replcd/reprd ER Fixture 1569 NE F Adult GP
10/27/2014	3681-67	Accounts Payable	Schermerhorn's Carpe-0731-1569 NE F St Carpet Cleaning GP PY14-10/27/2
12/3/2014	3843-151	Accounts Payable	Action Door-57874-Repair GP ADA Door NE F St. PY 14-12/3/2014
12/10/2014	3895-137	Accounts Payable	S.O.S. Alarm, Inc.-ST30171-Moved Horn and strobe, tested GP Annex PY14-
12/11/2014	3911-165	Accounts Payable	ER Electric Service,-867-Power added/projector annex, relocate outlet GP PY
1/9/2015	3963-104	Accounts Payable	Comfort Control, Inc-34168-HVAC Qrtly Srvc 1519 NE F Annex PY14-1/9/2
1/9/2015	3963-117	Accounts Payable	Comfort Control, Inc-34169-HVAC Qrtly Srvc 1569 NE F Adult PY14-1/9/2

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40018-00-00-0000**

**Account: 01-103-40018-00-00-0000 (Phone and Data)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3846-5	Journal Entry	Hunter Rcls from Prepaid
7/23/2014	3297-39	Accounts Payable	AT&T Mobility-M08181401C-July 14 541-601-6153/Brouwer, Amanda PY1
7/23/2014	3808-4	Journal Entry	Brouwer, Amanda RCLS 40018/10
7/31/2014	3297-28	Accounts Payable	AT&T Mobility-M08181401J-July 14 541-941-2353 PY14-7/25/2014
8/1/2014	3183-10	Accounts Payable	Hunter Communication-205-Aug 14 E Main St Phone/Internet PY14-7/15/20
8/25/2014	3433-9	Accounts Payable	AT&T Mobility-M09181402C-Aug 14 541-601-6153/Brouwer, Amanda PY1
8/25/2014	3433-32	Accounts Payable	AT&T Mobility-M09181402J-Aug 14 541-941-2353 PY14-9/8/2014
8/25/2014	3808-10	Journal Entry	Brouwer, Amanda RCLS 40018/10
9/1/2014	3349-10	Accounts Payable	Hunter Communication-205-Sept 14 E Main St Phone/Internet PY14-8/15/20
9/25/2014	3583-6	Accounts Payable	AT&T Mobility-M10171402C-Sept 14 541-601-6153/Brouwer, Amanda PY
9/25/2014	3583-31	Accounts Payable	AT&T Mobility-m10171402J-Sept 14 541-941-2353 PY14 CANCELLED PF

9/25/2014	3808-16	Journal Entry
10/1/2014	3473-27	Accounts Payable
10/25/2014	3725-250	Accounts Payable
10/25/2014	3808-22	Journal Entry
11/1/2014	3639-38	Accounts Payable
12/1/2014	3800-231	Accounts Payable
1/1/2015	3904-69	Accounts Payable

Brouwer, Amanda RCLS 40018/10  
 Hunter Communication-M09291401B-Oct 14 E Main St Phone/Internet PY14-  
 AT&T Mobility-M11191401C-Oct 14 541-601-6153/Brouwer, Amanda PY14-  
 Brouwer, Amanda RCLS 40018/10  
 Hunter Communication-M103311401B-Nov 14 E Main St Phone/Internet PY14-  
 Hunter Communication-M11281401B-Dec 14 E Main St Phone/Internet PY14-  
 Hunter Communication-M01021501B-Jan 15 Main St Phone/Internet PY14-1

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40018-00-00-9991**

**Account: 01-103-40018-00-00-9991 (Phone and Data)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3846-6	Journal Entry
7/31/2014	3297-15	Accounts Payable
8/1/2014	3183-14	Accounts Payable
8/25/2014	3433-19	Accounts Payable
9/1/2014	3349-14	Accounts Payable
9/25/2014	3583-16	Accounts Payable
10/1/2014	3473-31	Accounts Payable
10/25/2014	3725-260	Accounts Payable
11/1/2014	3639-42	Accounts Payable
11/10/2014	3759-66	Accounts Payable
11/25/2014	3850-325	Accounts Payable
12/1/2014	3800-239	Accounts Payable
12/25/2014	3943-19	Accounts Payable
1/1/2015	3904-76	Accounts Payable

Hunter Rcls from Prepaid  
 AT&T Mobility-M08181401F-July 14 541-646-1149/GPO PY 14 / Heindsm  
 Hunter Communication-205-Aug 14 E Main St Phone/Internet PY14-7/15/20  
 AT&T Mobility-<09181402F-Aug 14 541-646-1149/GPO PY 14 / Heindsm  
 Hunter Communication-205-Sept 14 E Main St Phone/Internet PY14-8/15/20  
 AT&T Mobility-M10171402F-Sept 14 541-646-1149/GPO PY 14 / Heindsm  
 Hunter Communication-M09291401B-Oct 14 E Main St Phone/Internet PY14-  
 AT&T Mobility-M11191401F-Oct 14 541-646-1149/GPO PY 14 / Heindsm  
 Hunter Communication-M103311401B-Nov 14 E Main St Phone/Internet PY14-  
 Allison, Tamara-M1121401-Reimb Cell Phone July, Aug, Sept, Oct 2014-11  
 AT&T Mobility-M12181401F-Nov 14 541-646-1149/GPO PY 14 / Heindsm  
 Hunter Communication-M11281401B-Dec 14 E Main St Phone/Internet PY14-  
 AT&T Mobility-M01161501F-Dec 14 541-646-1149/GPO PY 14 / Heindsm  
 Hunter Communication-M01021501B-Jan 15 Main St Phone/Internet PY14-1

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40018-10-00-0000**

**Account: 01-103-40018-10-00-0000 (Phone and Data)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3065-84	Accounts Payable
7/1/2014	3846-19	Journal Entry
7/23/2014	3808-3	Journal Entry
8/1/2014	3183-26	Accounts Payable
8/1/2014	3233-15	Accounts Payable
8/25/2014	3808-9	Journal Entry
9/1/2014	3349-26	Accounts Payable
9/1/2014	3390-13	Accounts Payable
9/25/2014	3808-15	Journal Entry
10/1/2014	3473-43	Accounts Payable
10/1/2014	3553-33	Accounts Payable
10/25/2014	3808-21	Journal Entry
11/1/2014	3639-54	Accounts Payable
11/1/2014	3725-23	Accounts Payable
11/25/2014	3850-313	Accounts Payable
12/1/2014	3800-263	Accounts Payable
12/1/2014	3843-90	Accounts Payable
12/25/2014	3943-9	Accounts Payable
12/31/2014	3953-77	Accounts Payable
1/1/2015	3904-96	Accounts Payable
1/1/2015	3915-17	Accounts Payable

Answer Page, Inc.-015707012014-July 14 Monthly Elevator Monitoring Acct  
 Hunter Rcls from Prepaid  
 AT&T Mobility-M08181401C-July 14 541-601-6153/Brouwer, Amanda PY1  
 Hunter Communication-205-Aug 14 Bartlett Phone/Internet PY14-7/15/2014  
 Answer Page, Inc.-015708012014-Aug 14 Monthly Elevator Monitoring Acct  
 AT&T Mobility-M09181402C-Aug 14 541-601-6153/Brouwer, Amanda PY1  
 Hunter Communication-205-Sept 14 Bartlett /Phone/Internet PY14-8/15/2014  
 Answer Page, Inc.-M09121401-Sept14 Mo Elevator Monitoring Acct# 01623  
 AT&T Mobility-M10171402C-Sept 14 541-601-6153/Brouwer, Amanda PY  
 Hunter Communication-M09291401C-Oct 14 Bartlett Phone/Internet PY14-9  
 Answer Page, Inc.-M10101401-Oct 14Monthly Elevator Monitoring Acct# 01  
 AT&T Mobility-M11191401C-Oct 14 541-601-6153/Brouwer, Amanda PY1  
 Hunter Communication-M10311401C-Nov 14 Bartlett Phone/Internet PY14-  
 Answer Page, Inc.-M11141401-Nov 14 Monthly Elevator Monitoring Acct#0  
 AT&T Mobility-M12181401C-Nov 14 541-601-6153/Brouwer, Amanda PY  
 Hunter Communication-M11281401C-Dec 14 Bartlett Phone/Internet PY14-1  
 Answer Page, Inc.-M12121402-Dec 14Monthly Elevator Monitoring Acct# 01  
 AT&T Mobility-M01161501C-Dec 14 541-601-6153/Brouwer, Amanda PY1  
 Stratton, Sherri-M01121501-Reimb.Cell phone June/July - Oct/Nov 2014-12/  
 Hunter Communication-M01021501C-Jan 15 Bartlett Phone/Internet PY14-1  
 Answer Page, Inc.-M01141501-Jan 15 Monthly Elevator Monitoring Acct# 01

*Account Subtotals*

6/30/2015

*Account Net Change*

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*Account Ending Balance*

**01-103-40018-20-00-0000**

**Account: 01-103-40018-20-00-0000 (Phone and Data)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3846-49	Journal Entry
7/2/2014	3116-18	Accounts Payable
7/2/2014	3116-6	Accounts Payable
7/31/2014	3297-8	Accounts Payable
7/31/2014	3297-18	Accounts Payable
8/1/2014	3183-50	Accounts Payable

Hunter Rcls from Prepaid  
 Integra Telecom, Inc-12140170-July 14 Acct# 737974/1519 NE Alarms/Yout  
 Integra Telecom, Inc-12140170-July 14 Acct# 737974/1569 NE F/GPO Adult  
 AT&T Mobility-M08181401E-July 14 541-621-9143/YOUTH PY 14 / Ande  
 AT&T Mobility-M08181401F-July 14 541-646-1149/GPO PY 14 / Heindsm  
 Hunter Communication-205-Aug 14 Grants Pass Internet PY14-7/15/2014

8/25/2014	3433-12	Accounts Payable	AT&T Mobility-M09181402E-Aug 14 541-621-9143/YOUTH PY 14 / Ande
8/25/2014	3433-22	Accounts Payable	AT&T Mobility-<09181402F-Aug 14 541-646-1149/GPO PY 14 / Heindsm
8/30/2014	3303-6	Accounts Payable	Integra Telecom, Inc-12226069-Aug 14 Acct# 737974/1569 NE F/GPO Adul
8/30/2014	3303-18	Accounts Payable	Integra Telecom, Inc-12226069-Aug 14 Acct# 737974/1519 NE Alarms/Yo
9/1/2014	3349-50	Accounts Payable	Hunter Communication-205-Sept 14 Grants Pass Internet PY14-8/15/2014
9/1/2014	3534-6	Accounts Payable	Integra Telecom, Inc-M09181401-Sept 14 Acct# 737974/1569 NE F/GPO Ac
9/1/2014	3534-18	Accounts Payable	Integra Telecom, Inc-M09191401-Sept 14 Acct# 737974/1519 NE Alarms/Yc
9/25/2014	3583-9	Accounts Payable	AT&T Mobility-M10171402E-Sept 14 541-621-9143/YOUTH PY 14 / Ande
9/25/2014	3583-19	Accounts Payable	AT&T Mobility-M10171402F-Sept 14 541-646-1149/GPO PY 14 / Heindsm
9/30/2014	3626-57	Accounts Payable	Integra Telecom, Inc-m10211401a-Oct 14 Acct# 737974/1569 NE F/GPO Ac
9/30/2014	3626-69	Accounts Payable	Integra Telecom, Inc-M10211401-Oct 14 Acct# 737974/1519 NE Alarms/Yc
10/1/2014	3473-11	Accounts Payable	Hunter Communication-M09291401A-Oct 14 Grants Pass Internet PY14-9/15
10/25/2014	3725-253	Accounts Payable	AT&T Mobility-M11191401E-Oct 14 541-621-9143/YOUTH PY 14 / Ande
10/25/2014	3725-263	Accounts Payable	AT&T Mobility-M11191401F-Oct 14 541-646-1149/GPO PY 14 / Heindsm
10/31/2014	3759-129	Accounts Payable	Integra Telecom, Inc-M11201402A-Nov 14Acct# 737974/1569 NE F/GPO A
10/31/2014	3759-141	Accounts Payable	Integra Telecom, Inc-M11201402A-Nov 14 Acct# 737974/1519 NE Alarms/
11/1/2014	3639-22	Accounts Payable	Hunter Communication-M10311401A-Nov 14 GP Internet PY14-10/15/2014
11/25/2014	3850-316	Accounts Payable	AT&T Mobility-M12181401E-Nov 14 541-621-9143/YOUTH PY 14 / Ande
11/25/2014	3850-328	Accounts Payable	AT&T Mobility-M12181401F-Nov 14 541-646-1149/GPO PY 14 / Heindsm
12/1/2014	3800-210	Accounts Payable	Hunter Communication-M11281401A-Dec 14 GP Internet PY14-11/15/2014
12/1/2014	3850-286	Accounts Payable	Integra Telecom, Inc-M12191401A-Dec 14 Acct# 737974/1569 NE F/GPO /
12/1/2014	3850-298	Accounts Payable	Integra Telecom, Inc-M12191401B-Dec 14 Acct# 737974/1519 NE Alarms/Y
12/25/2014	3943-12	Accounts Payable	AT&T Mobility-M01161501E-Dec 14 541-621-9143/YOUTH PY 14 / Ande
12/25/2014	3943-22	Accounts Payable	AT&T Mobility-M01161501F-Dec 14 541-646-1149/GPO PY 14 / Heindsm
1/1/2015	3904-45	Accounts Payable	Hunter Communication-M01021501A-Jan 15 GP Internet PY14-12/15/2014
1/1/2015	3963-8	Accounts Payable	Integra Telecom, Inc-M01211501A-Jan 15 Acct# 737974/1519 NE Alarms/Y
1/1/2015	3963-41	Accounts Payable	Integra Telecom, Inc-M01211501B-Jan 15 Acct# 737974/1569 NE F/GPO A

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40018-20-00-9991**

**Account: 01-103-40018-20-00-9991 (Phone and Data)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3846-50	Journal Entry	Hunter Rcls from Prepaid
7/2/2014	3116-23	Accounts Payable	Integra Telecom, Inc-12140170-July 14 Acct# 737974/1519 NE Alarms/Yout
7/2/2014	3116-11	Accounts Payable	Integra Telecom, Inc-12140170-July 14 Acct# 737974/1569 NE F/GPO Adult
8/1/2014	3183-55	Accounts Payable	Hunter Communication-205-Aug 14 Grants Pass Internet PY14-7/15/2014

8/30/2014	3303-11	Accounts Payable	Integra Telecom, Inc-12226069-Aug 14 Acct# 737974/1569 NE F/GPO Adul
8/30/2014	3303-23	Accounts Payable	Integra Telecom, Inc-12226069-Aug 14 Acct# 737974/1519 NE Alarms/Yo
9/1/2014	3349-55	Accounts Payable	Hunter Communication-205-Sept 14 Grants Pass Internet PY14-8/15/2014
9/1/2014	3534-11	Accounts Payable	Integra Telecom, Inc-M09181401-Sept 14 Acct# 737974/1569 NE F/GPO Ac
9/1/2014	3534-23	Accounts Payable	Integra Telecom, Inc-M09191401-Sept 14 Acct# 737974/1519 NE Alarms/Yc
9/30/2014	3626-62	Accounts Payable	Integra Telecom, Inc-m10211401a-Oct 14 Acct# 737974/1569 NE F/GPO Ac
9/30/2014	3626-74	Accounts Payable	Integra Telecom, Inc-M10211401-Oct 14 Acct# 737974/1519 NE Alarms/Yc
10/1/2014	3473-16	Accounts Payable	Hunter Communication-M09291401A-Oct 14 Grants Pass Internet PY14-9/15
10/31/2014	3759-134	Accounts Payable	Integra Telecom, Inc-M11201402A-Nov 14Acct# 737974/1569 NE F/GPO A
10/31/2014	3759-146	Accounts Payable	Integra Telecom, Inc-M11201402A-Nov 14 Acct# 737974/1519 NE Alarms/Y
11/1/2014	3639-27	Accounts Payable	Hunter Communication-M10311401A-Nov 14 GP Internet PY14-10/15/2014
12/1/2014	3800-215	Accounts Payable	Hunter Communication-M11281401A-Dec 14 GP Internet PY14-11/15/2014
12/1/2014	3850-291	Accounts Payable	Integra Telecom, Inc-M12191401A-Dec 14 Acct# 737974/1569 NE F/GPO A
12/1/2014	3850-303	Accounts Payable	Integra Telecom, Inc-M12191401B-Dec 14 Acct# 737974/1519 NE Alarms/Y
1/1/2015	3904-53	Accounts Payable	Hunter Communication-M01021501A-Jan 15 GP Internet PY14-12/15/2014
1/1/2015	3963-13	Accounts Payable	Integra Telecom, Inc-M01211501A-Jan 15 Acct# 737974/1519 NE Alarms/Y
1/1/2015	3963-51	Accounts Payable	Integra Telecom, Inc-M01211501B-Jan 15 Acct# 737974/1569 NE F/GPO A

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40019-20-00-0000**

**Account: 01-103-40019-20-00-0000 (Non Capitalized Furnishings and Equipment)**

7/1/2014

*Account Beginning Balance*

10/2/2014                      3574-89                      Accounts Payable

Zones, Inc.-S38415380101-Ergotrom adjustable work station OFFSET GP PY1

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40020-00-00-0000**

**Account: 01-103-40020-00-00-0000 (Software and Support)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3115-11	Accounts Payable
7/7/2014	3146-30	Accounts Payable
8/1/2014	3462-11	Accounts Payable
8/7/2014	3256-41	Accounts Payable
8/21/2014	3434-34	Accounts Payable
9/2/2014	3709-67	Journal Entry
9/12/2014	3619-5	Accounts Payable
9/12/2014	3709-68	Journal Entry
12/18/2014	3887-4	Accounts Payable
1/4/2015	3928-196	Accounts Payable
1/16/2015	3975-11	Accounts Payable

Zones, Inc.-S37113390101-Antivirus renewal TJC All-7/1/2014  
US Bank-M09311401F-GoDaddy Domain renewal Jobcouncil.org PY14-7/7/  
Rogue Shred, LLC-M09041401-Document Destruction E Main St-8/22/2014  
Cybercenter Retail C-08071401-EVGA GeForce GT610 card S Durbin dual n  
Office Depot Credit -725558973001-Hard Drives TJC All PY14-8/21/2014  
Distr 9992-Ref AP JE 3384 Cybercenter Retail  
CDW Government, Inc.-PM75152-Ghost Sol Site 2.5 WIN STD 250+U-9/18/  
Distr 9992-Ref AP JE 3619 CDW Government  
Cybercenter Retail C-12181406-138 Memory Upgrades PY14-12/18/2014  
Barracuda Networks, -1142039 (RBM-RB)-Cloud Storage 12 mo 1/4/15 - 1/3  
Project A Inc.-01161503-Job Council Hosting Fee-1/16/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40020-00-00-9991**

**Account: 01-103-40020-00-00-9991 (Software and Support)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3115-15	Accounts Payable
7/7/2014	3146-34	Accounts Payable
8/1/2014	3462-15	Accounts Payable
8/7/2014	3256-45	Accounts Payable
8/21/2014	3434-38	Accounts Payable
8/28/2014	3512-12	Accounts Payable
9/2/2014	3709-111	Journal Entry
9/12/2014	3709-112	Journal Entry
12/18/2014	3887-6	Accounts Payable
1/4/2015	3928-200	Accounts Payable
1/16/2015	3975-15	Accounts Payable

Zones, Inc.-S37113390101-Antivirus renewal TJC All-7/1/2014  
US Bank-M09311401F-GoDaddy Domain renewal Jobcouncil.org PY14-7/7/  
Rogue Shred, LLC-M09041401-Document Destruction E Main St-8/22/2014  
Cybercenter Retail C-08071401-EVGA GeForce GT610 card S Durbin dual n  
Office Depot Credit -725558973001-Hard Drives TJC All PY14-8/21/2014  
US Bank-M10011406C-Faststone Soft License screen capture utility RWP(-8  
Distr 9992-Ref AP JE 3384 Cybercenter Retail  
Distr 9992-Ref AP JE 3619 CDW Government  
Cybercenter Retail C-12181406-138 Memory Upgrades PY14-12/18/2014  
Barracuda Networks, -1142039 (RBM-RB)-Cloud Storage 12 mo 1/4/15 - 1/3  
Project A Inc.-01161503-Job Council Hosting Fee-1/16/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40020-10-00-0000**

**Account: 01-103-40020-10-00-0000 (IT Expense)**

7/1/2014

*Account Beginning Balance*

9/9/2014 3424-6 Accounts Payable  
9/19/2014 3704-35 Accounts Payable  
9/26/2014 3704-66 Accounts Payable  
12/9/2014 3848-153 Accounts Payable

Cybercenter Retail C-09111401-EVGA GeForce 210 512 MB Video Cd clsro  
US Bank-M10301401J-Cybercenter Power DVD classroom comp PY14-9/19,  
US Bank-M10301401Z-Cybercenter Video card etc room 103 Bartlett PY14-  
Cybercenter Retail C-12091402-DV1-D Dual Link Adapter 8900A-12/9/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40020-20-00-0000**

**Account: 01-103-40020-20-00-0000 (Software and Support)**

7/1/2014

*Account Beginning Balance*

9/9/2014 3424-3 Accounts Payable

Cybercenter Retail C-09111401-EVGA GeForce 210 512 MB Video Cd clsro

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-40022-00-00-0000**

**Account: 01-103-40022-00-00-0000 (Vehicle Expenses)**

7/1/2014

*Account Beginning Balance*

10/29/2014 3728-11 Accounts Payable

Les Schwab Tire Cent-3800216485-00 Silver Van rear brakes, 1 tire, balance

*Account Subtotals*

6/30/2015

*Account Net Change*



6/30/2015

Account Ending Balance

**01-103-40022-00-00-9991**

**Account: 01-103-40022-00-00-9991 (Vehicle Expenses)**

7/1/2014

Account Beginning Balance

7/15/2014	3120-13	Accounts Payable
7/29/2014	3307-16	Accounts Payable
7/31/2014	3378-9	Accounts Payable
8/31/2014	3655-54	Accounts Payable
9/30/2014	3543-7	Accounts Payable
9/30/2014	3543-9	Accounts Payable
10/2/2014	3826-5	Accounts Payable
10/11/2014	3835-81	Accounts Payable
10/13/2014	3835-78	Accounts Payable
10/29/2014	3728-15	Accounts Payable
10/31/2014	3843-70	Accounts Payable
10/31/2014	3843-126	Accounts Payable
12/18/2014	3895-46	Accounts Payable

Bill's Glass & Winds-W104347-09 Blue Subaru, repair rock ding in windshield  
 US Bank-M08291401B-Gasoline Blue Subaru Salem Trip 08/27/14 RWP PY  
 Chevron And Texaco U-M08201402C-July 14 '09 Subaru Blue/Mkt Street PY  
 Chevron And Texaco U-M09181403E-Aug 14 '09 Subaru Blue/Mkt Street PY  
 Oregon Dept. of Envi-088EYE-Reg. 09 Grey Subaru 088EYE - 2016 GP PY1  
 Oregon Dept. of Envi-087EYE-Reg 09 Blue Subaru 087EYE - 2016 PY14-9/  
 Chevron And Texaco U-M10201401E-Sept 14 '09 Subaru Blue/Mkt Street PY  
 US Bank-M12011403B-Chevron Trip San Bruno CA for Region 6 WIOA MI  
 US Bank-M12011403A-Texaco gas Blue Subaru-10/13/2014  
 Les Schwab Tire Cent-3800216485-00 Silver Van rear brakes, 1 tire, balance  
 Shell Fleet-M11201401B-Oct 14 '06 KIA Blue/Medford PY14-11/6/2014  
 Chevron And Texaco U-M11201404-Oct 14 '09 Subaru Blue/Mkt Street PY1  
 Les Schwab Tire Cent-3800228166-09 Blue Subaru Wiper Blades-12/18/2014

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**01-103-40022-10-00-0000**

**Account: 01-103-40022-10-00-0000 (Vehicle Expenses)**

7/1/2014

Account Beginning Balance

7/15/2014	3120-11	Accounts Payable
8/31/2014	3655-14	Accounts Payable
8/31/2014	3655-27	Accounts Payable
8/31/2014	3655-60	Accounts Payable
9/30/2014	3543-12	Accounts Payable
10/1/2014	3704-78	Accounts Payable
11/30/2014	3866-145	Accounts Payable

Bill's Glass & Winds-W104347-09 Blue Subaru, repair rock ding in windshield  
 Shell Fleet-M09211401C-Aug 14 '06 KIA Blue/Medford PY14-8/31/2014  
 Shell Fleet-M09211401D-Aug 14 '09 Blue Subaru Medford PY14-8/31/2014  
 Chevron And Texaco U-M09181403E-Aug 14 '09 Subaru Blue/Mkt Street PY  
 Oregon Dept. of Envi-087EYE-Reg 09 Blue Subaru 087EYE - 2016 PY14-9/  
 US Bank-M10301401AF-O'Reilly Auto Wiper Blades Blue KIA-10/1/2014  
 Shell Fleet-M12191401D-Nov 14 '09 Blue Subaru Medford PY14-12/4/2014

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**01-103-40022-10-00-9991**

**Account: 01-103-40022-10-00-9991 (Vehicle Expenses)**

7/1/2014

Account Beginning Balance

7/31/2014	3379-27	Accounts Payable
8/31/2014	3655-24	Accounts Payable
9/30/2014	3826-29	Accounts Payable
10/31/2014	3843-119	Accounts Payable
11/30/2014	3866-143	Accounts Payable

Shell Fleet-M08211401F-July 14 '09 Blue Subaru Medford PY14-7/30/2014
Shell Fleet-M09211401D-Aug 14 '09 Blue Subaru Medford PY14-8/31/2014
Shell Fleet-M10221403D-Sept 14 '09 Blue Subaru Medford PY14-10/8/2014
Shell Fleet-M11201401D-Oct 14 '09 Blue Subaru Medford PY14-11/6/2014
Shell Fleet-M12191401D-Nov 14 '09 Blue Subaru Medford PY14-12/4/2014

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**01-103-40022-20-00-0000**

**Account: 01-103-40022-20-00-0000 (Vehicle Expenses)**

7/1/2014

Account Beginning Balance

7/7/2014	3121-29	Accounts Payable
7/7/2014	3121-40	Accounts Payable
7/8/2014	3121-11	Accounts Payable
7/31/2014	3292-6	Accounts Payable
7/31/2014	3379-9	Accounts Payable
7/31/2014	3379-19	Accounts Payable
7/31/2014	3379-22	Accounts Payable
8/31/2014	3402-8	Accounts Payable
8/31/2014	3655-34	Accounts Payable
8/31/2014	3655-39	Accounts Payable
8/31/2014	3655-3	Accounts Payable
9/22/2014	3627-6	Accounts Payable
9/30/2014	3553-79	Accounts Payable
9/30/2014	3826-11	Accounts Payable

Henderson's Chevron-898264-04 White Taurus, oil change GP PY14-7/7/2014
Henderson's Chevron-898263-09 Grey Subaru, oil change GP PY14-7/7/2014
Henderson's Chevron-898270-04 Silver Taurus Tires,oil change GP PY14-7/7/2014
Mobile Wash of Ameri-22498, 22516-July 14 Vehicle Washing GP PY14-7/7/2014
Shell Fleet-M08211401A-July 14 '04 Ford Taurus/Silver/GPO Adult PY14-7/7/2014
Shell Fleet-M08211401B-July 14 '04 Ford Taurus/White GPO Adult PY14-7/7/2014
Shell Fleet-M08211401E-July 14 '98 Ford WS-GPO AdultPY14-7/30/2014
Mobile Wash of Ameri-M09101402-Aug 14 Vehicle Washing GP PY14-8/30/2014
Shell Fleet-M09211401E-Aug 14 '98 Ford WS-GPO AdultPY14-8/31/2014
Shell Fleet-M09211401F-Aug 14 '04 Ford Taurus/Silver/GPO Adult PY14-8/31/2014
Chevron And Texaco U-M09181403F-Aug 14 '04 Ford Taurus Silver/GPO P
Les Schwab Tire Cent-26300247974-09 Grey Subaru 4 New Tires balanced/a
Mobile Wash of Ameri-M10091401-Sept 14 Vehicle Washing GP PY14-9/28/2014
Shell Fleet-M10221403F-Sept 14 '04 Ford Taurus/Silver/GPO Adult PY14-10/8/2014

9/30/2014	3826-25	Accounts Payable
10/31/2014	3725-465	Accounts Payable
10/31/2014	3843-48	Accounts Payable
10/31/2014	3843-59	Accounts Payable
10/31/2014	3843-77	Accounts Payable
11/30/2014	3848-7	Accounts Payable
11/30/2014	3864-8	Accounts Payable
11/30/2014	3866-126	Accounts Payable
11/30/2014	3866-132	Accounts Payable
11/30/2014	3866-137	Accounts Payable
12/30/2014	3928-10	Accounts Payable

Shell Fleet-M10221403B-Sept 14 '09 Subaru Gray/GPO PY14-10/8/2014
Mobile Wash of Ameri-22601,22613-Oct 14 Vehicle Washing GP PY14-10/3
Shell Fleet-M11201401F-Oct 14 '04 Ford Taurus/Silver/GPO Adult PY14-11
Shell Fleet-M11201401A-Oct 14 '04 Ford Taurus/White GPO Adult PY14-11
Shell Fleet-M11201401B-Oct 14 '09 Subaru Gray/GPO PY14-11/6/2014
Mobile Wash of Ameri-22625,22641-Nov 14 Vehicle Washing GP-11/29/20
Chevron And Texaco U-M12181402A-Nov 14 '09 Subaru Grey/GPO PY14-1
Shell Fleet-M12191401F-Nov 14 '04 Ford Taurus/Silver/GPO Adult PY14-11
Shell Fleet-M12191401B-Nov 14 '09 Subaru Gray/GPO PY14-12/4/2014
Shell Fleet-M12191401E-Nov 14 '98 Ford WS-GPO Adult PY14-12/4/2014
Mobile Wash of Ameri-22666/22684-Dec 14 Vehicle Washing GP PY14-12/

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*Account Ending Balance*

**01-103-40022-20-00-9991**

**Account: 01-103-40022-20-00-9991 (Vehicle Expenses)**

7/1/2014

*Account Beginning Balance*

7/7/2014	3121-32	Accounts Payable
7/7/2014	3121-42	Accounts Payable
7/8/2014	3121-14	Accounts Payable
7/31/2014	3292-11	Accounts Payable
8/31/2014	3402-13	Accounts Payable
9/22/2014	3627-11	Accounts Payable
9/30/2014	3553-84	Accounts Payable
10/31/2014	3725-470	Accounts Payable
11/30/2014	3848-17	Accounts Payable
12/30/2014	3928-15	Accounts Payable

Henderson's Chevron-898264-04 White Taurus, oil change GP PY14-7/7/2014
Henderson's Chevron-898263-09 Grey Subaru, oil change GP PY14-7/7/2014
Henderson's Chevron-898270-04 Silver Taurus Tires,oil change GP PY14-7/7/2014
Mobile Wash of Ameri-22498, 22516-July 14 Vehicle Washing GP PY14-7/7/2014
Mobile Wash of Ameri-M09101402-Aug 14 Vehicle Washing GP PY14-8/30/2014
Les Schwab Tire Cent-26300247974-09 Grey Subaru 4 New Tires balanced/a
Mobile Wash of Ameri-M10091401-Sept 14 Vehicle Washing GP PY14-9/28/2014
Mobile Wash of Ameri-22601,22613-Oct 14 Vehicle Washing GP PY14-10/3/2014
Mobile Wash of Ameri-22625,22641-Nov 14 Vehicle Washing GP-11/29/2014
Mobile Wash of Ameri-22666/22684-Dec 14 Vehicle Washing GP PY14-12/4/2014

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*Account Ending Balance*

**01-103-40023-00-00-0000**

**Account: 01-103-40023-00-00-0000 (Mileage)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3709-71	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/5/2014	3249-7	Accounts Payable	Heindsmann, Ken-M08051402-Mileage Reimb. PE: 7/31/14-8/5/2014
8/31/2014	3709-77	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/5/2014	3417-5	Accounts Payable	Heindsmann, Ken-M09051407-Mileage Reimb PE: 8/31/14-9/5/2014
9/30/2014	3553-67	Accounts Payable	Stratton, Sherri-M10031406-Mileage Reimb PE: 9/30/14-9/30/2014
9/30/2014	3709-83	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-59	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-60	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1083	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-67	Journal Entry	Payroll accrual - 01-103-40023-00-00-0000
12/1/2014	3849-68	Journal Entry	<Reversal> Payroll accrual - 01-103-40023-00-00-0000
12/5/2014	3847-1063	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-1049	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3928-164	Accounts Payable	Timeus, Cheryl-M01051510-Dec 14 Mileage Reimb PY14-12/31/2014
12/31/2014	3928-179	Accounts Payable	King, Aurora-M01051505-Dec 14 Mileage Reimb. PY14-12/31/2014
1/1/2015	3926-1050	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-918	Payroll	Millus-Richard-12/31/2014-4858-

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**01-103-40023-00-00-9991**

**Account: 01-103-40023-00-00-9991 (Mileage)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3042-790	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-1032	Payroll	Hughes-Brandy-6/30/2014-4467-
7/3/2014	3060-3	Accounts Payable	Heindsmann, Ken-M07031401-Mileage PE: 6/30/14-7/3/2014
7/31/2014	3709-115	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/5/2014	3249-5	Accounts Payable	Heindsmann, Ken-M08051402-Mileage Reimb. PE: 7/31/14-8/5/2014
8/31/2014	3399-1013	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
8/31/2014	3709-121	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-1014	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
9/5/2014	3394-1280	Payroll	Hughes-Brandy-8/31/2014-4602-
9/5/2014	3416-11	Accounts Payable	Fong, Jim-M09051406-Mileage Reimb PE: 8/31/14-9/5/2014

9/30/2014	3709-127	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-63	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-64	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1085	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3848-174	Accounts Payable	Heindsmann, Ken-M12051407-Mileage Reimb. Nov 14 PE: 11/30/14-11/30/
11/30/2014	3849-71	Journal Entry	Payroll accrual - 01-103-40023-00-00-9991
12/1/2014	3849-72	Journal Entry	<Reversal> Payroll accrual - 01-103-40023-00-00-9991
12/5/2014	3847-1065	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-1053	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1054	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-920	Payroll	Millus-Richard-12/31/2014-4858-

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6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-40023-10-00-0000**

**Account: 01-103-40023-10-00-0000 (Mileage)**

7/1/2014 *Account Beginning Balance*

11/30/2014	3848-169	Accounts Payable	Timeus, Cheryl-M12051405-Mileage Reimb Nov 14 PE: 11/30/14-11/30/201
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6/30/2015 *Account Ending Balance*

**01-103-40023-20-00-0000**

**Account: 01-103-40023-20-00-0000 (Mileage)**

7/1/2014 *Account Beginning Balance*

7/31/2014	3328-1509	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
8/1/2014	3328-1510	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
8/5/2014	3236-1718	Payroll	Sandberg-Dayna-7/31/2014-4546-

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*Account Ending Balance*

**01-103-40028-00-00-0000**

**Account: 01-103-40028-00-00-0000 (Janitorial Services)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3254-33	Accounts Payable
8/31/2014	3429-33	Accounts Payable
9/30/2014	3574-37	Accounts Payable
10/31/2014	3725-371	Accounts Payable
11/30/2014	3848-45	Accounts Payable
12/31/2014	3928-72	Accounts Payable

Sanitech Building Ma-42062-July 14	Janitorial Service 100 E Main St PY14-
Sanitech Building Ma-42255-Aug 14	Janitorial Service 100 E Main St PY14-
Sanitech Building Ma-42449-Sept 14	Janitorial Service 100 E Main St PY14
Sanitech Building Ma-42662-Oct 14	Janitorial Service 100 E Main St PY14-
Sanitech Building Ma-42862-Nov 14	Janitorial Service 100 E Main St PY14
Sanitech Building Ma-43061B-Dec 14	Janitorial Service 100 E Main St PY1

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*Account Ending Balance*

**01-103-40028-00-00-9991**

**Account: 01-103-40028-00-00-9991 (Janitorial Services)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3254-37	Accounts Payable
8/31/2014	3429-37	Accounts Payable
9/30/2014	3574-44	Accounts Payable
10/31/2014	3725-375	Accounts Payable
11/30/2014	3848-49	Accounts Payable
12/31/2014	3928-76	Accounts Payable

Sanitech Building Ma-42062-July 14	Janitorial Service 100 E Main St PY14-
Sanitech Building Ma-42255-Aug 14	Janitorial Service 100 E Main St PY14-
Sanitech Building Ma-42449-Sept 14	Janitorial Service 100 E Main St PY14
Sanitech Building Ma-42662-Oct 14	Janitorial Service 100 E Main St PY14-
Sanitech Building Ma-42862-Nov 14	Janitorial Service 100 E Main St PY14
Sanitech Building Ma-43061B-Dec 14	Janitorial Service 100 E Main St PY1

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*Account Ending Balance*

**01-103-40028-10-00-0000**

**Account: 01-103-40028-10-00-0000 (Janitorial Services)**

7/1/2014

*Account Beginning Balance*

7/8/2014	3170-26	Accounts Payable
7/24/2014	3182-28	Accounts Payable
7/31/2014	3254-10	Accounts Payable
8/18/2014	3350-64	Accounts Payable
8/18/2014	3350-87	Accounts Payable
8/29/2014	3581-26	Accounts Payable
8/31/2014	3429-10	Accounts Payable
9/8/2014	3432-33	Accounts Payable
9/11/2014	3464-22	Accounts Payable
9/30/2014	3574-12	Accounts Payable
10/14/2014	3633-33	Accounts Payable
10/15/2014	3633-56	Accounts Payable
10/31/2014	3725-348	Accounts Payable
11/19/2014	3900-73	Accounts Payable
11/25/2014	3900-103	Accounts Payable
11/30/2014	3848-22	Accounts Payable
12/3/2014	3900-26	Accounts Payable
12/31/2014	3928-99	Accounts Payable
1/13/2015	3963-54	Accounts Payable

West Coast Paper Sol-8602699-Sanitizer Floor protectors (6)-6/19/2014
West Coast Paper Sol--Janitor Supplies T-P Bartlett PY14-7/24/2014
Sanitech Building Ma-42062-July 14 Janitorial Service 35 S. Bartlett PY14-7
West Coast Paper Sol-8661912-Salmon,Gold colored paper Bartlett PY14-8/1
West Coast Paper Sol-8661912-Paper Towels,hand soap Bartlett PY14-8/18/2
West Coast Paper Sol-8678253-Foam hand sanitizers Bartlett PY14-8/29/2014
Sanitech Building Ma-42255-Aug 14 Janitorial Services 35 S Bartlett PY14-8
West Coast Paper Sol-8688736-Janitor Supplies Bartlett PY14-9/8/2014
West Coast Paper Sol-8695399-Janitor supplies Bartlett PY14-9/11/2014
Sanitech Building Ma-42449-Sept 14 Janitorial Service 35 S. Bartlett PY14-9
West Coast Paper Sol-8743013-Janitorial Supplies Bartlett PY14-10/14/2014
West Coast Paper Sol-8688736
Sanitech Building Ma-42662-Oct 14 Janitorial Service 35 S. Bartlett PY14-1
West Coast Paper Sol-8799391-Janitorial Supplies Bartlett PY14-11/20/2014
West Coast Paper Sol-8678253
Sanitech Building Ma-42862-Nov 14 Janitorial Service 35 S. Bartlett PY14-1
West Coast Paper Sol-8816864-Janitorial Supplies Bartlett-12/4/2014
Sanitech Building Ma-43061-Dec 14 Janitorial Service 35 S. Bartlett PY14-1
West Coast Paper Sol-8865637-Janitorial supplies Bartlett PY14-1/13/2015

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**01-103-40028-20-00-0000**

**Account: 01-103-40028-20-00-0000 (Janitorial Services)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3254-45	Accounts Payable
7/31/2014	3254-57	Accounts Payable
7/31/2014	3254-69	Accounts Payable
8/31/2014	3429-45	Accounts Payable
8/31/2014	3429-57	Accounts Payable

Sanitech Building Ma-42060-July 14 Janitorial Service 1569 NE F Street GP
Sanitech Building Ma-42060-July 14 Janitorial Service 1519 NE F Street GP
Sanitech Building Ma-42061-July 14 Janitorial Supplies 1519/1569 NE F Str
Sanitech Building Ma-42253-Aug 14 Janitorial Service 1569 NE F Street GP
Sanitech Building Ma-42253-Aug 14 Janitorial Service 1519 NE F Street GP

8/31/2014	3429-69	Accounts Payable	Sanitech Building Ma-42254-Aug 14 Janitorial Supplies 1519/1569 NE F Str
9/30/2014	3574-57	Accounts Payable	Sanitech Building Ma-42447-Sept 14 Janitorial Service 1569 NE F Street GP
9/30/2014	3574-69	Accounts Payable	Sanitech Building Ma-42447-Sept 14 Janitorial Service 1519 NE F Street GP
9/30/2014	3574-81	Accounts Payable	Sanitech Building Ma-42448-Sept 14 Janitorial Supplies 1519/1569 NE F Str
10/31/2014	3725-383	Accounts Payable	Sanitech Building Ma-42660-Oct 14 Janitorial Service 1569 NE F Street GP I
10/31/2014	3725-395	Accounts Payable	Sanitech Building Ma-42660-Oct 14 Janitorial Service 1519 NE F Street GP
10/31/2014	3725-407	Accounts Payable	Sanitech Building Ma-42661-Oct 14 Janitorial supplies GP PY14-10/31/2014
11/30/2014	3848-57	Accounts Payable	Sanitech Building Ma-42860-Nov 14 Janitorial Service 1569 NE F Street GP
11/30/2014	3848-69	Accounts Payable	Sanitech Building Ma-42860-Nov 14 Janitorial Service 1519 NE F Street GP
11/30/2014	3848-113	Accounts Payable	Sanitech Building Ma-42861-Nov 14 Janitorial Supplies GP PY14-11/30/2014
12/31/2014	3928-88	Accounts Payable	Sanitech Building Ma-43059C-Dec 14 Janitorial Service 1569 NE F Street G
12/31/2014	3928-112	Accounts Payable	Sanitech Building Ma-43059D-Dec 14 Janitorial Service 1519 NE F Street G
12/31/2014	3928-154	Accounts Payable	Sanitech Building Ma-43060-Dec 14 Janitorial Supplies GP PY14-12/31/2014

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**Account: 01-103-40028-20-00-9991 (Janitorial Services and Supplies)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3254-50	Accounts Payable	Sanitech Building Ma-42060-July 14 Janitorial Service 1569 NE F Street GP
7/31/2014	3254-62	Accounts Payable	Sanitech Building Ma-42060-July 14 Janitorial Service 1519 NE F Street GP
7/31/2014	3254-74	Accounts Payable	Sanitech Building Ma-42061-July 14 Janitorial Supplies 1519/1569 NE F Str
8/31/2014	3429-50	Accounts Payable	Sanitech Building Ma-42253-Aug 14 Janitorial Service 1569 NE F Street GP
8/31/2014	3429-62	Accounts Payable	Sanitech Building Ma-42253-Aug 14 Janitorial Service 1519 NE F Street GP
8/31/2014	3429-74	Accounts Payable	Sanitech Building Ma-42254-Aug 14 Janitorial Supplies 1519/1569 NE F Str
9/30/2014	3574-62	Accounts Payable	Sanitech Building Ma-42447-Sept 14 Janitorial Service 1569 NE F Street GP
9/30/2014	3574-74	Accounts Payable	Sanitech Building Ma-42447-Sept 14 Janitorial Service 1519 NE F Street GP
9/30/2014	3574-86	Accounts Payable	Sanitech Building Ma-42448-Sept 14 Janitorial Supplies 1519/1569 NE F Str
10/31/2014	3725-388	Accounts Payable	Sanitech Building Ma-42660-Oct 14 Janitorial Service 1569 NE F Street GP I
10/31/2014	3725-400	Accounts Payable	Sanitech Building Ma-42660-Oct 14 Janitorial Service 1519 NE F Street GP
10/31/2014	3725-412	Accounts Payable	Sanitech Building Ma-42661-Oct 14 Janitorial supplies GP PY14-10/31/2014
11/30/2014	3848-62	Accounts Payable	Sanitech Building Ma-42860-Nov 14 Janitorial Service 1569 NE F Street GP
11/30/2014	3848-74	Accounts Payable	Sanitech Building Ma-42860-Nov 14 Janitorial Service 1519 NE F Street GP
11/30/2014	3848-118	Accounts Payable	Sanitech Building Ma-42861-Nov 14 Janitorial Supplies GP PY14-11/30/2014
12/31/2014	3928-98	Accounts Payable	Sanitech Building Ma-43059C-Dec 14 Janitorial Service 1569 NE F Street G
12/31/2014	3928-122	Accounts Payable	Sanitech Building Ma-43059D-Dec 14 Janitorial Service 1519 NE F Street G
12/31/2014	3928-159	Accounts Payable	Sanitech Building Ma-43060-Dec 14 Janitorial Supplies GP PY14-12/31/2014



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Account Ending Balance

**01-103-50001-00-00-0000**

**Account: 01-103-50001-00-00-0000 (Staff Wages - Direct)**

7/1/2014

Account Beginning Balance

7/1/2014	3042-20	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1050	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1294	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-120	Payroll	Stratton-Sherri-6/30/2014-4486-
7/3/2014	3046-689	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-830	Payroll	Millus-Richard-6/30/2014-4475-
7/31/2014	3328-883	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heidsmann
7/31/2014	3709-72	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
7/31/2014	3957-66	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Heidsmann
7/31/2014	3957-176	Journal Entry	CORR 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-884	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heidsmann
8/5/2014	3236-874	Payroll	Heidsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-819	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heidsmann
8/31/2014	3709-78	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3964-46	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Heidsmann
8/31/2014	3964-108	Journal Entry	CORR 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-820	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heidsmann
9/5/2014	3394-871	Payroll	Heidsmann-Kenneth-8/31/2014-4600-
9/30/2014	3709-84	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3968-110	Journal Entry	CORR 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-379	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
10/31/2014	3974-78	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-380	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1056	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-381	Journal Entry	Payroll accrual - 01-103-50001-00-00-0000
11/30/2014	3977-86	Journal Entry	CORR - Millus-Richard-11/30/2014-4796-
12/1/2014	3849-382	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-00-00-0000
12/5/2014	3847-1037	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-1013	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3978-74	Journal Entry	CORR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1014	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-

1/5/2015 3924-891 Payroll

Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50001-00-00-7777**

**Account: 01-103-50001-00-00-7777 (Staff Wages - Direct)**

7/1/2014

*Account Beginning Balance*

7/31/2014 3328-265 Journal Entry  
7/31/2014 3957-34 Journal Entry  
8/1/2014 3328-266 Journal Entry  
8/5/2014 3236-1058 Payroll

Accr 7/31/14 PR using PD 8/5/14 Burt-Penel  
CORR 7/31/14 PR using PD 8/5/14 Burt-Penel  
<Reversal> Accr 7/31/14 PR using PD 8/5/14 Burt-Penel  
Burt-Penelope-7/31/2014-4510-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50001-00-00-9991**

**Account: 01-103-50001-00-00-9991 (Staff Wages - Direct)**

7/1/2014

*Account Beginning Balance*

7/1/2014 3042-16 Journal Entry  
7/1/2014 3042-448 Journal Entry  
7/1/2014 3042-782 Journal Entry  
7/1/2014 3042-794 Journal Entry  
7/3/2014 3046-58 Payroll  
7/3/2014 3046-77 Payroll  
7/3/2014 3046-686 Payroll  
7/3/2014 3046-1028 Payroll  
7/31/2014 3328-27 Journal Entry  
7/31/2014 3328-645 Journal Entry  
7/31/2014 3328-837 Journal Entry  
7/31/2014 3377-12 Journal Entry

<Reversal> Accr June PR as 6/6 of PD 7/3/14  
<Reversal> Accr June PR as 6/6 of PD 7/3/14  
<Reversal> Accr June PR as 6/6 of PD 7/3/14  
<Reversal> Accr June PR as 6/6 of PD 7/3/14  
Hetland-Graham-6/30/2014-527850-  
Fong-James-6/30/2014-4459-  
Allison-Tamara-6/30/2014-4442-  
Hughes-Brandy-6/30/2014-4467-  
Accr 7/31/14 PR using PD 8/5/14 Allison-Ta  
Accr 7/31/14 PR using PD 8/5/14 Fong-James  
Accr 7/31/14 PR using PD 8/5/14 Heindsmann  
Reclass Allison-Tamera-7-31-2014-4504- to 50009

7/31/2014	3709-116	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
7/31/2014	3957-8	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3957-44	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3957-68	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3957-178	Journal Entry	CORR 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-28	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
8/1/2014	3328-646	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Fong-James
8/1/2014	3328-838	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-130	Payroll	Fong-James-7/31/2014-4523-
8/5/2014	3236-828	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1008	Payroll	Allison-Tamara-7/31/2014-4504-
8/31/2014	3399-59	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3399-603	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3399-821	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1015	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
8/31/2014	3399-1103	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3709-122	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3964-6	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3964-26	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3964-48	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3964-86	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3964-110	Journal Entry	CORR 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3979-13	Journal Entry	Reverse Batch 3964 Allison-Ta
9/1/2014	3399-60	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
9/1/2014	3399-604	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Fong-James
9/1/2014	3399-822	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1016	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
9/1/2014	3399-1104	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/5/2014	3394-128	Payroll	Fong-James-8/31/2014-4592-
9/5/2014	3394-879	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-981	Payroll	Allison-Tamara-8/31/2014-4573-
9/5/2014	3394-1057	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1276	Payroll	Hughes-Brandy-8/31/2014-4602-
9/30/2014	3595-197	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-265	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3595-283	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3709-128	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3969-1	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
9/30/2014	3968-8	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3968-20	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Fong-James
9/30/2014	3968-36	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-92	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3968-112	Journal Entry	CORR 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/1/2014	3595-198	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-266	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta

10/1/2014	3595-284	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
10/3/2014	3551-764	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-934	Payroll	Allison-Tamara-9/30/2014-4638-
10/3/2014	3551-1038	Payroll	King-Aurora-9/30/2014-4667-
10/31/2014	3822-107	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3822-235	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3822-383	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
10/31/2014	3974-8	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3974-32	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3974-82	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-108	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
11/1/2014	3822-236	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
11/1/2014	3822-384	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-104	Payroll	Fong-James-10/31/2014-4717-
11/3/2014	3729-916	Payroll	Allison-Tamara-10/31/2014-4698-
11/3/2014	3729-1059	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-149	Journal Entry	Payroll accrual - 01-103-50001-00-00-9991
11/30/2014	3849-355	Journal Entry	Payroll accrual - 01-103-50001-00-00-9991
11/30/2014	3849-385	Journal Entry	Payroll accrual - 01-103-50001-00-00-9991
11/30/2014	3977-8	Journal Entry	CORR - Allison-Tamara-11/30/2014-4764-
11/30/2014	3977-30	Journal Entry	CORR - Fong-James-11/30/2014-4781-
11/30/2014	3977-88	Journal Entry	CORR - Millus-Richard-11/30/2014-4796-
12/1/2014	3849-150	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-00-00-9991
12/1/2014	3849-356	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-00-00-9991
12/1/2014	3849-386	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-00-00-9991
12/5/2014	3847-131	Payroll	Fong-James-11/30/2014-4781-
12/5/2014	3847-907	Payroll	Allison-Tamara-11/30/2014-4764-
12/5/2014	3847-1039	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-161	Journal Entry	ACCR - Fong-James-12/31/2014-4842-
12/31/2014	3926-849	Journal Entry	ACCR - Allison-Tamara-12/31/2014-4825-
12/31/2014	3926-1017	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3978-8	Journal Entry	CORR - Allison-Tamara-12/31/2014-4825-
12/31/2014	3978-26	Journal Entry	CORR - Fong-James-12/31/2014-4842-
12/31/2014	3978-76	Journal Entry	CORR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-162	Journal Entry	<Reversal> ACCR - Fong-James-12/31/2014-4842-
1/1/2015	3926-850	Journal Entry	<Reversal> ACCR - Allison-Tamara-12/31/2014-4825-
1/1/2015	3926-1018	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-115	Payroll	Fong-James-12/31/2014-4842-
1/5/2015	3924-752	Payroll	Allison-Tamara-12/31/2014-4825-
1/5/2015	3924-894	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

**01-103-50001-10-00-0000****Account: 01-103-50001-10-00-0000 (Staff Wages)**

7/1/2014

Account Beginning Balance

7/1/2014	3042-192	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-408	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-464	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-576	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-824	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-904	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-974	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1236	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1322	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1358	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-152	Payroll	Friles-Kenneth-6/30/2014-4460-
7/3/2014	3046-294	Payroll	Durbin-Sherri-6/30/2014-4457-
7/3/2014	3046-530	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-616	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-804	Payroll	King-Aurora-6/30/2014-4470-
7/3/2014	3046-905	Payroll	Whetstine-Barry-6/30/2014-4489-
7/3/2014	3046-977	Payroll	Brouwer-Amanda-6/30/2014-4447-
7/3/2014	3046-1075	Payroll	MacLauchlan-Cheri-6/30/2014-4472-
7/3/2014	3046-1150	Payroll	Stockton-Sherry-6/30/2014-4484-
7/3/2014	3046-1230	Payroll	Timeus-Cheryl-6/30/2014-4487-
7/31/2014	3328-225	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3328-549	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Durbin-She
7/31/2014	3328-685	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Friles-Ken
7/31/2014	3328-787	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
7/31/2014	3328-863	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1211	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3328-1705	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
7/31/2014	3328-1773	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Whetstine-
7/31/2014	3811-101	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-106	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
7/31/2014	3957-24	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3957-50	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Friles-Ken
7/31/2014	3957-70	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3957-128	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3979-3	Journal Entry	Reverse Batch 3957 Brouwer-Am
8/1/2014	3328-226	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am

8/1/2014	3328-550	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Durbin-She
8/1/2014	3328-686	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
8/1/2014	3328-788	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
8/1/2014	3328-864	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1212	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 King-Auror
8/1/2014	3328-1706	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
8/1/2014	3328-1774	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Whetstine-
8/5/2014	3236-251	Payroll	Frires-Kenneth-7/31/2014-4524-
8/5/2014	3236-460	Payroll	Durbin-Sherri-7/31/2014-4520-
8/5/2014	3236-853	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1115	Payroll	King-Aurora-7/31/2014-4535-
8/5/2014	3236-1204	Payroll	Whetstine-Barry-7/31/2014-4554-
8/5/2014	3236-1283	Payroll	Brouwer-Amanda-7/31/2014-4509-
8/5/2014	3236-1388	Payroll	Hegeman-Robert-7/31/2014-4530-
8/5/2014	3236-1537	Payroll	Timeus-Cheryl-7/31/2014-4552-
8/31/2014	3399-525	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Durbin-She
8/31/2014	3399-643	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3399-741	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
8/31/2014	3399-1105	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3399-1161	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Krunglevic
8/31/2014	3399-1571	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3399-1661	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
8/31/2014	3399-1705	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Whetstine-
8/31/2014	3811-110	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-115	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-
8/31/2014	3811-119	Journal Entry	Distr 9993-Ref PR JE 3394 Whetstine-Barry-8/31/2014-4626-
8/31/2014	3811-122	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
8/31/2014	3964-34	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3964-88	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3964-142	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Stratton-S
9/1/2014	3399-526	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Durbin-She
9/1/2014	3399-644	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
9/1/2014	3399-742	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
9/1/2014	3399-1106	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
9/1/2014	3399-1162	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Krunglevic
9/1/2014	3399-1572	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/1/2014	3399-1662	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
9/1/2014	3399-1706	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Whetstine-
9/5/2014	3394-162	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-244	Payroll	Frires-Kenneth-8/31/2014-4593-
9/5/2014	3394-468	Payroll	Durbin-Sherri-8/31/2014-4589-
9/5/2014	3394-1046	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1137	Payroll	Whetstine-Barry-8/31/2014-4626-
9/5/2014	3394-1343	Payroll	Hegeman-Robert-8/31/2014-4599-
9/5/2014	3394-1486	Payroll	Timeus-Cheryl-8/31/2014-4624-

9/5/2014	3394-1633	Payroll	Krunglevich-Stephannie-8/31/2014-4606-
9/30/2014	3595-49	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-83	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3595-121	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
9/30/2014	3595-221	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-275	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3595-293	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Whetstine-
9/30/2014	3595-313	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
9/30/2014	3595-331	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
9/30/2014	3595-353	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
9/30/2014	3595-363	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Wolfe-Rebe
9/30/2014	3595-383	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Krunglevic
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9/30/2014	3811-132	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-137	Journal Entry	Distr 9993-Ref PR JE 3551 Whetstine-Barry-9/30/2014-4687-
9/30/2014	3811-140	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-
9/30/2014	3968-24	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3968-38	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-94	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3968-144	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
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10/31/2014	3822-217	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Durbin-She
10/31/2014	3822-239	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken

10/31/2014	3822-273	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
10/31/2014	3822-319	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-337	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3822-345	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Krunglevic
10/31/2014	3822-355	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-451	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-483	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Timeus-Che
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10/31/2014	3822-517	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
10/31/2014	3974-36	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3974-64	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - King-Auror
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11/30/2014	3977-74	Journal Entry	CORR - King-Aurora-11/30/2014-4791-
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*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50001-20-00-0000**

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7/1/2014

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7/3/2014	3046-459	Payroll	Cooley-Kristi-6/30/2014-4454-
7/3/2014	3046-579	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-1287	Payroll	Chickering-Donna-6/30/2014-4451-
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7/31/2014	3328-369	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Chickering
7/31/2014	3328-455	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
7/31/2014	3328-509	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3328-841	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1251	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Krunglevic
7/31/2014	3328-1439	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
7/31/2014	3328-1513	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
7/31/2014	3328-1605	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3746-42	Journal Entry	Distr 9993-Ref PR JE 3236 Davidson-Janae-7/31/2014-527874-
7/31/2014	3746-45	Journal Entry	Distr 9993-Ref PR JE 3236 Hearn-Veronica-7/31/2014-4529-
7/31/2014	3957-72	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Heindsmann
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8/5/2014	3236-833	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1638	Payroll	Chickering-Donna-7/31/2014-4514-

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8/31/2014	3399-725	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hearn-Vero
8/31/2014	3399-823	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
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8/31/2014	3399-1573	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
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9/1/2014	3399-824	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1164	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Krunglevic
9/1/2014	3399-1390	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
9/1/2014	3399-1478	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Sandberg-D
9/1/2014	3399-1574	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/5/2014	3394-171	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-551	Payroll	Hearn-Veronica-8/31/2014-4598-
9/5/2014	3394-572	Payroll	Potts-Rhonda-8/31/2014-4615-
9/5/2014	3394-668	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-850	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1566	Payroll	Chickering-Donna-8/31/2014-4581-
9/5/2014	3394-1634	Payroll	Krunglevich-Stephannie-8/31/2014-4606-
9/5/2014	3394-1670	Payroll	Sandberg-Dayna-8/31/2014-4618-
9/5/2014	3394-1661	Payroll	Dougherty-Tiffany-8/31/2014-4587-
9/30/2014	3595-63	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-75	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
9/30/2014	3595-97	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
9/30/2014	3595-143	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
9/30/2014	3595-155	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-189	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-369	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
9/30/2014	3595-389	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Dougherty-
9/30/2014	3595-393	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Sandberg-D
9/30/2014	3746-49	Journal Entry	Distr 9993-Ref PR JE 3551 Davidson-Janae-9/30/2014-527931-
9/30/2014	3968-40	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-146	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
10/1/2014	3595-64	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
10/1/2014	3595-76	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J

10/1/2014	3595-98	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
10/1/2014	3595-144	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
10/1/2014	3595-156	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
10/1/2014	3595-190	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-370	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
10/1/2014	3595-390	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Dougherty-
10/1/2014	3595-394	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Sandberg-D
10/3/2014	3551-122	Payroll	Stratton-Sherri-9/30/2014-4684-
10/3/2014	3551-167	Payroll	Anderson-Joseph-9/30/2014-4639-
10/3/2014	3551-276	Payroll	D'Inzillo-Donna-9/30/2014-4650-
10/3/2014	3551-529	Payroll	Potts-Rhonda-9/30/2014-4676-
10/3/2014	3551-589	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-760	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1502	Payroll	Chickering-Donna-9/30/2014-4646-
10/3/2014	3551-1606	Payroll	Sandberg-Dayna-9/30/2014-4679-
10/3/2014	3551-1596	Payroll	Dougherty-Tiffany-9/30/2014-4652-
10/10/2014	3602-20	Payroll	Davidson-Janae-10/31/2014-527937-
10/31/2014	3822-113	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-133	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
10/31/2014	3822-193	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
10/31/2014	3822-205	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
10/31/2014	3822-211	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Draper-Lin
10/31/2014	3822-259	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-269	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero
10/31/2014	3822-285	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-417	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
10/31/2014	3822-463	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-469	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
10/31/2014	3974-44	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3974-124	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/1/2014	3822-114	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-134	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
11/1/2014	3822-194	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
11/1/2014	3822-206	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
11/1/2014	3822-212	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Draper-Lin
11/1/2014	3822-260	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
11/1/2014	3822-270	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero
11/1/2014	3822-286	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-418	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
11/1/2014	3822-464	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/1/2014	3822-470	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
11/3/2014	3729-62	Payroll	Tessen-Jeanette-10/31/2014-527947-
11/3/2014	3729-136	Payroll	Stratton-Sherri-10/31/2014-4745-
11/3/2014	3729-254	Payroll	Draper-Linda-10/31/2014-4713-
11/3/2014	3729-163	Payroll	Anderson-Joseph-10/31/2014-4699-

11/3/2014	3729-296	Payroll	D'Inzillo-Donna-10/31/2014-4711-
11/3/2014	3729-520	Payroll	Hearn-Veronica-10/31/2014-4723-
11/3/2014	3729-558	Payroll	Potts-Rhonda-10/31/2014-4738-
11/3/2014	3729-649	Payroll	Cooley-Kristi-10/31/2014-4710-
11/3/2014	3729-842	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1489	Payroll	Hannah-Sarah-10/31/2014-4722-
11/3/2014	3729-1789	Payroll	Anderson-Kristen-10/31/2014-4700-
11/30/2014	3849-137	Journal Entry	Payroll accrual - 01-103-50001-20-00-0000
11/30/2014	3849-163	Journal Entry	Payroll accrual - 01-103-50001-20-00-0000
11/30/2014	3849-167	Journal Entry	Payroll accrual - 01-103-50001-20-00-0000
11/30/2014	3849-233	Journal Entry	Payroll accrual - 01-103-50001-20-00-0000
11/30/2014	3849-253	Journal Entry	Payroll accrual - 01-103-50001-20-00-0000
11/30/2014	3849-305	Journal Entry	Payroll accrual - 01-103-50001-20-00-0000
11/30/2014	3849-491	Journal Entry	Payroll accrual - 01-103-50001-20-00-0000
11/30/2014	3849-553	Journal Entry	Payroll accrual - 01-103-50001-20-00-0000
11/30/2014	3977-44	Journal Entry	CORR - Heindsmann-Kenneth-11/30/2014-4787-
11/30/2014	3977-122	Journal Entry	CORR - Stratton-Sherri-11/30/2014-4806-
12/1/2014	3849-138	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-20-00-0000
12/1/2014	3849-164	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-20-00-0000
12/1/2014	3849-168	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-20-00-0000
12/1/2014	3849-234	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-20-00-0000
12/1/2014	3849-254	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-20-00-0000
12/1/2014	3849-306	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-20-00-0000
12/1/2014	3849-492	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-20-00-0000
12/1/2014	3849-554	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-20-00-0000
12/5/2014	3847-91	Payroll	Tessen-Jeanette-11/30/2014-527964-
12/5/2014	3847-161	Payroll	Stratton-Sherri-11/30/2014-4806-
12/5/2014	3847-169	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-511	Payroll	Potts-Rhonda-11/30/2014-4799-
12/5/2014	3847-593	Payroll	Cooley-Kristi-11/30/2014-4776-
12/5/2014	3847-774	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1449	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1697	Payroll	Anderson-Kristen-11/30/2014-4766-
12/31/2014	3926-105	Journal Entry	ACCR - Tessen-Jeanette-12/31/2014-527981-
12/31/2014	3926-117	Journal Entry	ACCR - Mooney-Kerry-12/31/2014-527977-
12/31/2014	3926-191	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-
12/31/2014	3926-199	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-325	Journal Entry	ACCR - Draper-Linda-12/31/2014-4839-
12/31/2014	3926-341	Journal Entry	ACCR - D'Inzillo-Donna-12/31/2014-4838-
12/31/2014	3926-521	Journal Entry	ACCR - Hearn-Veronica-12/31/2014-4846-
12/31/2014	3926-535	Journal Entry	ACCR - Potts-Rhonda-12/31/2014-4861-
12/31/2014	3926-597	Journal Entry	ACCR - Cooley-Kristi-12/31/2014-4837-
12/31/2014	3926-827	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3926-919	Journal Entry	ACCR - Burt-Penelope-12/31/2014-4831-
12/31/2014	3926-1453	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-

12/31/2014	3926-1685	Journal Entry	ACCR - Anderson-Kristen-12/31/2014-4827-
12/31/2014	3978-20	Journal Entry	CORR - Burt-Penelope-12/31/2014-4831-
12/31/2014	3978-38	Journal Entry	CORR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3978-110	Journal Entry	CORR - Stratton-Sherri-12/31/2014-4868-
1/1/2015	3926-106	Journal Entry	<Reversal> ACCR - Tessen-Jeanette-12/31/2014-527981-
1/1/2015	3926-118	Journal Entry	<Reversal> ACCR - Mooney-Kerry-12/31/2014-527977-
1/1/2015	3926-192	Journal Entry	<Reversal> ACCR - Stratton-Sherri-12/31/2014-4868-
1/1/2015	3926-200	Journal Entry	<Reversal> ACCR - Anderson-Joseph-12/31/2014-4826-
1/1/2015	3926-326	Journal Entry	<Reversal> ACCR - Draper-Linda-12/31/2014-4839-
1/1/2015	3926-342	Journal Entry	<Reversal> ACCR - D'Inzillo-Donna-12/31/2014-4838-
1/1/2015	3926-522	Journal Entry	<Reversal> ACCR - Hearn-Veronica-12/31/2014-4846-
1/1/2015	3926-536	Journal Entry	<Reversal> ACCR - Potts-Rhonda-12/31/2014-4861-
1/1/2015	3926-598	Journal Entry	<Reversal> ACCR - Cooley-Kristi-12/31/2014-4837-
1/1/2015	3926-828	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-920	Journal Entry	<Reversal> ACCR - Burt-Penelope-12/31/2014-4831-
1/1/2015	3926-1454	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1686	Journal Entry	<Reversal> ACCR - Anderson-Kristen-12/31/2014-4827-
1/5/2015	3924-70	Payroll	Tessen-Jeanette-12/31/2014-527981-
1/5/2015	3924-77	Payroll	Mooney-Kerry-12/31/2014-527977-
1/5/2015	3924-148	Payroll	Stratton-Sherri-12/31/2014-4868-
1/5/2015	3924-251	Payroll	Draper-Linda-12/31/2014-4839-
1/5/2015	3924-161	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-278	Payroll	D'Inzillo-Donna-12/31/2014-4838-
1/5/2015	3924-459	Payroll	Hearn-Veronica-12/31/2014-4846-
1/5/2015	3924-489	Payroll	Potts-Rhonda-12/31/2014-4861-
1/5/2015	3924-559	Payroll	Cooley-Kristi-12/31/2014-4837-
1/5/2015	3924-735	Payroll	Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-814	Payroll	Burt-Penelope-12/31/2014-4831-
1/5/2015	3924-1247	Payroll	Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-1453	Payroll	Anderson-Kristen-12/31/2014-4827-

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6/30/2015 *Account Net Change*

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**01-103-50001-20-00-9991**

**Account: 01-103-50001-20-00-9991 (Staff Wages - Direct)**

7/1/2014 *Account Beginning Balance*

7/31/2014      3328-897      Journal Entry      Accr 7/31/14 PR using PD 8/5/14 Heindsmann

7/31/2014	3957-74	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-898	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-882	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-825	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3964-52	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-826	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-888	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3595-255	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-42	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-256	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/3/2014	3551-805	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/31/2014	3822-301	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3974-46	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-302	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/3/2014	3729-868	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/30/2014	3849-309	Journal Entry	Payroll accrual - 01-103-50001-20-00-9991
11/30/2014	3977-46	Journal Entry	CORR - Heindsmann-Kenneth-11/30/2014-4787-
12/1/2014	3849-310	Journal Entry	<Reversal> Payroll accrual - 01-103-50001-20-00-9991
12/5/2014	3847-783	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/31/2014	3926-847	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3978-40	Journal Entry	CORR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-848	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-751	Payroll	Heindsmann-Kenneth-12/31/2014-4848-

*Account Subtotals*

6/30/2015

*Account Net Change*

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*Account Ending Balance*

**01-103-50002-00-00-0000**

**Account: 01-103-50002-00-00-0000 (Staff Taxes)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-30	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1074	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1302	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-172	Payroll	Stratton-Sherri-6/30/2014-4486-
7/3/2014	3046-726	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-871	Payroll	Millus-Richard-6/30/2014-4475-
7/31/2014	3328-947	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3709-73	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-



8/1/2014	3328-948	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-987	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-827	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3709-79	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-828	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-953	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3709-85	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-819	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-820	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1139	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-821	Journal Entry	Payroll accrual - 01-103-50002-00-00-0000
12/1/2014	3849-822	Journal Entry	<Reversal> Payroll accrual - 01-103-50002-00-00-0000
12/5/2014	3847-1119	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-1157	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1158	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-974	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015

*Account Net Change*

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*Account Ending Balance*

**01-103-50002-00-00-7777**

**Account: 01-103-50002-00-00-7777 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

7/31/2014 3328-275 Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Burt-Penel

8/1/2014 3328-276 Journal Entry

<Reversal> Accr 7/31/14 PR using PD 8/5/14 Burt-Penel

8/5/2014 3236-1081 Payroll

Burt-Penelope-7/31/2014-4510-

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-103-50002-00-00-9991**

**Account: 01-103-50002-00-00-9991 (Staff Taxes)**

7/1/2014

Account Beginning Balance

7/1/2014	3042-26	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-452	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-786	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-798	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-62	Payroll	Hetland-Graham-6/30/2014-527850-
7/3/2014	3046-85	Payroll	Fong-James-6/30/2014-4459-
7/3/2014	3046-722	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-1040	Payroll	Hughes-Brandy-6/30/2014-4467-
7/31/2014	3328-33	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3328-653	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3328-909	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3709-117	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-34	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
8/1/2014	3328-654	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Fong-James
8/1/2014	3328-910	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-145	Payroll	Fong-James-7/31/2014-4523-
8/5/2014	3236-968	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1032	Payroll	Allison-Tamara-7/31/2014-4504-
8/31/2014	3399-61	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3399-605	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3399-829	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1017	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
8/31/2014	3399-1107	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3709-123	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-62	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
9/1/2014	3399-606	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Fong-James
9/1/2014	3399-830	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
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9/1/2014	3399-1108	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
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9/5/2014	3394-957	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-999	Payroll	Allison-Tamara-8/31/2014-4573-
9/5/2014	3394-1082	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1290	Payroll	Hughes-Brandy-8/31/2014-4602-
9/30/2014	3595-581	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-641	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3595-659	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3709-129	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3969-7	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
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10/1/2014	3595-660	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
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10/3/2014	3551-1059	Payroll	King-Aurora-9/30/2014-4667-
10/31/2014	3822-547	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3822-675	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3822-823	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
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11/3/2014	3729-942	Payroll	Allison-Tamara-10/31/2014-4698-
11/3/2014	3729-1141	Payroll	Millus-Richard-10/31/2014-4735-
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11/30/2014	3849-795	Journal Entry	Payroll accrual - 01-103-50002-00-00-9991
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12/1/2014	3849-826	Journal Entry	<Reversal> Payroll accrual - 01-103-50002-00-00-9991
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12/5/2014	3847-934	Payroll	Allison-Tamara-11/30/2014-4764-
12/5/2014	3847-1121	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-173	Journal Entry	ACCR - Fong-James-12/31/2014-4842-
12/31/2014	3926-879	Journal Entry	ACCR - Allison-Tamara-12/31/2014-4825-
12/31/2014	3926-1163	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
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1/1/2015	3926-1164	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
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1/5/2015	3924-782	Payroll	Allison-Tamara-12/31/2014-4825-
1/5/2015	3924-977	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50002-10-00-0000**

**Account: 01-103-50002-10-00-0000 (Staff Taxes)**

7/1/2014 *Account Beginning Balance*

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7/1/2014      3042-416      Journal Entry      <Reversal> Accr June PR as 6/6 of PD 7/3/14

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7/1/2014	3042-988	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1252	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1330	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
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7/3/2014	3046-329	Payroll	Durbin-Sherri-6/30/2014-4457-
7/3/2014	3046-557	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-763	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-819	Payroll	King-Aurora-6/30/2014-4470-
7/3/2014	3046-920	Payroll	Whetstine-Barry-6/30/2014-4489-
7/3/2014	3046-1010	Payroll	Brouwer-Amanda-6/30/2014-4447-
7/3/2014	3046-1129	Payroll	MacLauchlan-Cheri-6/30/2014-4472-
7/3/2014	3046-1201	Payroll	Stockton-Sherry-6/30/2014-4484-
7/3/2014	3046-1244	Payroll	Timeus-Cheryl-6/30/2014-4487-
7/31/2014	3328-233	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3328-563	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Durbin-She
7/31/2014	3328-691	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
7/31/2014	3328-797	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
7/31/2014	3328-927	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1219	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3328-1715	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
7/31/2014	3328-1777	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Whetstine-
7/31/2014	3811-102	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-107	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
8/1/2014	3328-234	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
8/1/2014	3328-564	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Durbin-She
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8/1/2014	3328-1778	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Whetstine-
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8/5/2014	3236-503	Payroll	Durbin-Sherri-7/31/2014-4520-
8/5/2014	3236-977	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1136	Payroll	King-Aurora-7/31/2014-4535-
8/5/2014	3236-1208	Payroll	Whetstine-Barry-7/31/2014-4554-
8/5/2014	3236-1324	Payroll	Brouwer-Amanda-7/31/2014-4509-
8/5/2014	3236-1423	Payroll	Hegeman-Robert-7/31/2014-4530-
8/5/2014	3236-1555	Payroll	Timeus-Cheryl-7/31/2014-4552-
8/31/2014	3399-527	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Durbin-She

8/31/2014	3399-645	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3399-743	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
8/31/2014	3399-1109	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3399-1165	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Krunglevic
8/31/2014	3399-1575	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3399-1663	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
8/31/2014	3399-1707	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Whetstine-
8/31/2014	3422-137	Payroll	Boen-Deborah-8/31/2014-527916-
8/31/2014	3435-30	Journal Entry	Recl 50002 Boen-Deborah-8/31/2014-527916-
8/31/2014	3811-111	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-116	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-
8/31/2014	3811-120	Journal Entry	Distr 9993-Ref PR JE 3394 Whetstine-Barry-8/31/2014-4626-
8/31/2014	3811-123	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
9/1/2014	3399-528	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Durbin-She
9/1/2014	3399-646	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
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9/5/2014	3394-289	Payroll	Frires-Kenneth-8/31/2014-4593-
9/5/2014	3394-494	Payroll	Durbin-Sherri-8/31/2014-4589-
9/5/2014	3394-1077	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1149	Payroll	Whetstine-Barry-8/31/2014-4626-
9/5/2014	3394-1377	Payroll	Hegeman-Robert-8/31/2014-4599-
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9/5/2014	3394-1641	Payroll	Krunglevich-Stephannie-8/31/2014-4606-
9/25/2014	3530-24	Payroll	Boen-Deborah-9/15/2014-527926-
9/25/2014	3952-20	Journal Entry	Boen-Deborah-RCLS to 60002
9/30/2014	3595-429	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-461	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3595-499	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
9/30/2014	3595-593	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-651	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3595-667	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Whetstine-
9/30/2014	3595-691	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
9/30/2014	3595-705	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
9/30/2014	3595-729	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
9/30/2014	3595-739	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Wolfe-Rebe
9/30/2014	3595-759	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Krunglevic
9/30/2014	3811-128	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-133	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-138	Journal Entry	Distr 9993-Ref PR JE 3551 Whetstine-Barry-9/30/2014-4687-

9/30/2014	3811-141	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-
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10/3/2014	3551-461	Payroll	Durbin-Sherri-9/30/2014-4654-
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10/3/2014	3551-1125	Payroll	Whetstine-Barry-9/30/2014-4687-
10/3/2014	3551-1223	Payroll	Brouwer-Amanda-9/30/2014-4642-
10/3/2014	3551-1313	Payroll	Hegeman-Robert-9/30/2014-4662-
10/3/2014	3551-1437	Payroll	Timeus-Cheryl-9/30/2014-4685-
10/3/2014	3551-1473	Payroll	Wolfe-Rebecca-9/30/2014-4690-
10/3/2014	3551-1578	Payroll	Krunglevich-Stephannie-9/30/2014-4668-
10/10/2014	3582-16	Payroll	Boen-Deborah-9/30/2014-527935-
10/10/2014	3594-2	Journal Entry	Boen-Deborah-9/30/2014-527935-Corr 50002 to 60002
10/28/2014	3666-16	Payroll	Boen-Deborah-10/15/2014-527938-
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10/31/2014	3822-657	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Durbin-She
10/31/2014	3822-679	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3822-713	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
10/31/2014	3822-759	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-777	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3822-785	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Krunglevic
10/31/2014	3822-795	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-891	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-923	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Timeus-Che
10/31/2014	3822-931	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
10/31/2014	3822-957	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
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11/1/2014	3822-760	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
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11/3/2014	3729-464	Payroll	Durbin-Sherri-10/31/2014-4714-
11/3/2014	3729-833	Payroll	Juarez-Lorena-10/31/2014-4728-
11/3/2014	3729-1043	Payroll	King-Aurora-10/31/2014-4729-
11/3/2014	3729-1208	Payroll	Whetstine-Barry-10/31/2014-4748-
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11/3/2014	3729-1439	Payroll	Hegeman-Robert-10/31/2014-4724-
11/3/2014	3729-1583	Payroll	Timeus-Cheryl-10/31/2014-4746-
11/3/2014	3729-1640	Payroll	Wolfe-Rebecca-10/31/2014-4751-
11/3/2014	3729-1752	Payroll	Krunglevich-Stephannie-10/31/2014-4730-
11/3/2014	3729-1791	Payroll	Anderson-Kristen-10/31/2014-4700-
11/13/2014	3764-15	Payroll	Boen-Deborah-10/31/2014-527948-
11/13/2014	3952-49	Journal Entry	Boen-Deborah-RCLS to 60002
11/30/2014	3830-14	Payroll	Boen-Deborah-11/15/2014-527954-
11/30/2014	3849-607	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-635	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-663	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-739	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-765	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-813	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-857	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-881	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-901	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-917	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-945	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
11/30/2014	3849-953	Journal Entry	Payroll accrual - 01-103-50002-10-00-0000
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12/5/2014	3847-807	Payroll	Juarez-Lorena-11/30/2014-4790-
12/5/2014	3847-890	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
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12/5/2014	3847-1186	Payroll	Whetstine-Barry-11/30/2014-4809-
12/5/2014	3847-1274	Payroll	Brouwer-Amanda-11/30/2014-4769-
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12/8/2014	3847-1730	Payroll	Stratton-Sherri-11/30/2014-4815-
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12/31/2014	3926-321	Journal Entry	ACCR - Frires-Kenneth-12/31/2014-4843-
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12/31/2014	3926-783	Journal Entry	ACCR - Juarez-Lorena-12/31/2014-4851-
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12/31/2014	3926-1631	Journal Entry	ACCR - Wolfe-Rebecca-12/31/2014-4874-
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12/31/2014	3955-11	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-
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1/5/2015	3924-1432	Payroll	Krunglevich-Stephannie-12/31/2014-4853-
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*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50002-20-00-0000**

**Account: 01-103-50002-20-00-0000 (Staff Taxes)**

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7/3/2014	3046-198	Payroll	D'Inzillo-Donna-6/30/2014-4455-
7/3/2014	3046-397	Payroll	Potts-Rhonda-6/30/2014-4479-
7/3/2014	3046-471	Payroll	Cooley-Kristi-6/30/2014-4454-

7/3/2014	3046-743	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-1295	Payroll	Chickering-Donna-6/30/2014-4451-
7/31/2014	3328-67	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-373	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Chickering
7/31/2014	3328-459	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
7/31/2014	3328-517	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3328-913	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1255	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Krunglevic
7/31/2014	3328-1445	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
7/31/2014	3328-1517	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
7/31/2014	3328-1625	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3746-39	Journal Entry	Distr 9993-Ref PR JE 3236 Hearn-Veronica-7/31/2014-4529-
7/31/2014	3746-43	Journal Entry	Distr 9993-Ref PR JE 3236 Davidson-Janae-7/31/2014-527874-
8/1/2014	3328-68	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
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8/5/2014	3236-213	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-249	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-338	Payroll	D'Inzillo-Donna-7/31/2014-4518-
8/5/2014	3236-607	Payroll	Potts-Rhonda-7/31/2014-4543-
8/5/2014	3236-690	Payroll	Cooley-Kristi-7/31/2014-4517-
8/5/2014	3236-970	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1649	Payroll	Chickering-Donna-7/31/2014-4514-
8/5/2014	3236-1723	Payroll	Sandberg-Dayna-7/31/2014-4546-
8/31/2014	3399-341	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Chickering
8/31/2014	3399-409	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-499	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Dougherty-
8/31/2014	3399-727	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hearn-Vero
8/31/2014	3399-831	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
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8/31/2014	3399-1479	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Sandberg-D
8/31/2014	3399-1577	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
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9/30/2014	3595-453	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
9/30/2014	3595-475	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
9/30/2014	3595-521	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
9/30/2014	3595-531	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-575	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-745	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
9/30/2014	3595-765	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Dougherty-
9/30/2014	3595-767	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Sandberg-D
9/30/2014	3746-50	Journal Entry	Distr 9993-Ref PR JE 3551 Davidson-Janae-9/30/2014-527931-
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10/3/2014	3551-1514	Payroll	Chickering-Donna-9/30/2014-4646-
10/3/2014	3551-1621	Payroll	Sandberg-Dayna-9/30/2014-4679-
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10/31/2014	3822-573	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K

10/31/2014	3822-633	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
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10/31/2014	3822-651	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Draper-Lin
10/31/2014	3822-699	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-709	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero
10/31/2014	3822-725	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-857	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
10/31/2014	3822-903	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-909	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
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11/3/2014	3729-261	Payroll	Draper-Linda-10/31/2014-4713-
11/3/2014	3729-211	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-321	Payroll	D'Inzillo-Donna-10/31/2014-4711-
11/3/2014	3729-522	Payroll	Hearn-Veronica-10/31/2014-4723-
11/3/2014	3729-572	Payroll	Potts-Rhonda-10/31/2014-4738-
11/3/2014	3729-686	Payroll	Cooley-Kristi-10/31/2014-4710-
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11/3/2014	3729-1793	Payroll	Anderson-Kristen-10/31/2014-4700-
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11/30/2014	3849-605	Journal Entry	Payroll accrual - 01-103-50002-20-00-0000
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11/30/2014	3849-703	Journal Entry	Payroll accrual - 01-103-50002-20-00-0000
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12/1/2014	3849-756	Journal Entry	<Reversal> Payroll accrual - 01-103-50002-20-00-0000
12/1/2014	3849-932	Journal Entry	<Reversal> Payroll accrual - 01-103-50002-20-00-0000
12/1/2014	3849-994	Journal Entry	<Reversal> Payroll accrual - 01-103-50002-20-00-0000
12/1/2014	3849-1008	Journal Entry	<Reversal> Payroll accrual - 01-103-50002-20-00-0000
12/5/2014	3847-98	Payroll	Tessen-Jeanette-11/30/2014-527964-
12/5/2014	3847-247	Payroll	Stratton-Sherri-11/30/2014-4806-
12/5/2014	3847-226	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-528	Payroll	Potts-Rhonda-11/30/2014-4799-
12/5/2014	3847-638	Payroll	Cooley-Kristi-11/30/2014-4776-
12/5/2014	3847-885	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1484	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1709	Payroll	Anderson-Kristen-11/30/2014-4766-
12/8/2014	3847-1735	Payroll	Stratton-Sherri-11/30/2014-4815-
12/31/2014	3926-133	Journal Entry	ACCR - Tessen-Jeanette-12/31/2014-527981-
12/31/2014	3926-149	Journal Entry	ACCR - Mooney-Kerry-12/31/2014-527977-
12/31/2014	3926-283	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-301	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-
12/31/2014	3926-331	Journal Entry	ACCR - Draper-Linda-12/31/2014-4839-
12/31/2014	3926-367	Journal Entry	ACCR - D'Inzillo-Donna-12/31/2014-4838-
12/31/2014	3926-525	Journal Entry	ACCR - Hearn-Veronica-12/31/2014-4846-
12/31/2014	3926-561	Journal Entry	ACCR - Potts-Rhonda-12/31/2014-4861-
12/31/2014	3926-643	Journal Entry	ACCR - Cooley-Kristi-12/31/2014-4837-
12/31/2014	3926-925	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3926-959	Journal Entry	ACCR - Burt-Penelope-12/31/2014-4831-
12/31/2014	3926-1515	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
12/31/2014	3926-1697	Journal Entry	ACCR - Anderson-Kristen-12/31/2014-4827-
1/1/2015	3926-134	Journal Entry	<Reversal> ACCR - Tessen-Jeanette-12/31/2014-527981-
1/1/2015	3926-150	Journal Entry	<Reversal> ACCR - Mooney-Kerry-12/31/2014-527977-
1/1/2015	3926-284	Journal Entry	<Reversal> ACCR - Anderson-Joseph-12/31/2014-4826-
1/1/2015	3926-302	Journal Entry	<Reversal> ACCR - Stratton-Sherri-12/31/2014-4868-
1/1/2015	3926-332	Journal Entry	<Reversal> ACCR - Draper-Linda-12/31/2014-4839-
1/1/2015	3926-368	Journal Entry	<Reversal> ACCR - D'Inzillo-Donna-12/31/2014-4838-
1/1/2015	3926-526	Journal Entry	<Reversal> ACCR - Hearn-Veronica-12/31/2014-4846-
1/1/2015	3926-562	Journal Entry	<Reversal> ACCR - Potts-Rhonda-12/31/2014-4861-
1/1/2015	3926-644	Journal Entry	<Reversal> ACCR - Cooley-Kristi-12/31/2014-4837-
1/1/2015	3926-926	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-960	Journal Entry	<Reversal> ACCR - Burt-Penelope-12/31/2014-4831-
1/1/2015	3926-1516	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1698	Journal Entry	<Reversal> ACCR - Anderson-Kristen-12/31/2014-4827-
1/5/2015	3924-85	Payroll	Tessen-Jeanette-12/31/2014-527981-
1/5/2015	3924-95	Payroll	Mooney-Kerry-12/31/2014-527977-
1/5/2015	3924-228	Payroll	Stratton-Sherri-12/31/2014-4868-
1/5/2015	3924-254	Payroll	Draper-Linda-12/31/2014-4839-
1/5/2015	3924-217	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-299	Payroll	D'Inzillo-Donna-12/31/2014-4838-

1/5/2015	3924-463	Payroll
1/5/2015	3924-504	Payroll
1/5/2015	3924-599	Payroll
1/5/2015	3924-817	Payroll
1/5/2015	3924-837	Payroll
1/5/2015	3924-1293	Payroll
1/5/2015	3924-1463	Payroll

Hearn-Veronica-12/31/2014-4846-  
Potts-Rhonda-12/31/2014-4861-  
Cooley-Kristi-12/31/2014-4837-  
Heindsmann-Kenneth-12/31/2014-4848-  
Burt-Penelope-12/31/2014-4831-  
Hannah-Sarah-12/31/2014-4845-  
Anderson-Kristen-12/31/2014-4827-

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50002-20-00-9991**

**Account: 01-103-50002-20-00-9991 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-971	Journal Entry
8/1/2014	3328-972	Journal Entry
8/5/2014	3236-1015	Payroll
8/31/2014	3399-833	Journal Entry
9/1/2014	3399-834	Journal Entry
9/5/2014	3394-986	Payroll
9/30/2014	3595-635	Journal Entry
10/1/2014	3595-636	Journal Entry
10/3/2014	3551-943	Payroll
10/31/2014	3822-741	Journal Entry
11/1/2014	3822-742	Journal Entry
11/3/2014	3729-923	Payroll
11/30/2014	3849-759	Journal Entry
12/1/2014	3849-760	Journal Entry
12/5/2014	3847-887	Payroll
12/31/2014	3926-947	Journal Entry
1/1/2015	3926-948	Journal Entry
1/5/2015	3924-830	Payroll

Accr 7/31/14 PR using PD 8/5/14 Heindsmann  
<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann  
Heindsmann-Kenneth-7/31/2014-4531-  
Accr 8/31/14 PR using PD 9/5/14 Heindsmann  
<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann  
Heindsmann-Kenneth-8/31/2014-4600-  
Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann  
<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann  
Heindsmann-Kenneth-9/30/2014-4663-  
Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann  
<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann  
Heindsmann-Kenneth-10/31/2014-4725-  
Payroll accrual - 01-103-50002-20-00-9991  
<Reversal> Payroll accrual - 01-103-50002-20-00-9991  
Heindsmann-Kenneth-11/30/2014-4787-  
ACCR - Heindsmann-Kenneth-12/31/2014-4848-  
<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-  
Heindsmann-Kenneth-12/31/2014-4848-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50006-00-00-0000**

**Account: 01-103-50006-00-00-0000 (Staff Fringe - PERS)**

7/1/2014				<i>Account Beginning Balance</i>
7/1/2014	3042-40	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1098	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1310	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-145	Payroll		Stratton-Sherri-6/30/2014-4486-
7/3/2014	3046-704	Payroll		Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-846	Payroll		Millus-Richard-6/30/2014-4475-
7/31/2014	3328-1011	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3709-74	Journal Entry		Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-1012	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-913	Payroll		Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-835	Journal Entry		Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3709-80	Journal Entry		Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-836	Journal Entry		<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-905	Payroll		Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3709-86	Journal Entry		Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-1223	Journal Entry		Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-1224	Journal Entry		<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1102	Payroll		Millus-Richard-10/31/2014-4735-
11/30/2014	3849-1253	Journal Entry		Payroll accrual - 01-103-50006-00-00-0000
12/1/2014	3849-1254	Journal Entry		<Reversal> Payroll accrual - 01-103-50006-00-00-0000
12/5/2014	3847-1082	Payroll		Millus-Richard-11/30/2014-4796-
12/31/2014	3926-1085	Journal Entry		ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1086	Journal Entry		<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-937	Payroll		Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-50006-00-00-7777**

**Account: 01-103-50006-00-00-7777 (Staff Fringe - PERS)**

7/1/2014 *Account Beginning Balance*

7/31/2014	3328-285	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/1/2014	3328-286	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/5/2014	3236-1067	Payroll	Burt-Penelope-7/31/2014-4510-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-50006-00-00-9991**

**Account: 01-103-50006-00-00-9991 (Staff Fringe - PERS)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-36	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-456	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-802	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-79	Payroll	Fong-James-6/30/2014-4459-
7/3/2014	3046-701	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-1036	Payroll	Hughes-Brandy-6/30/2014-4467-
7/31/2014	3328-39	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3328-661	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3328-975	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3709-118	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-40	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
8/1/2014	3328-662	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Fong-James
8/1/2014	3328-976	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-135	Payroll	Fong-James-7/31/2014-4523-
8/5/2014	3236-895	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1020	Payroll	Allison-Tamara-7/31/2014-4504-
8/31/2014	3399-63	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3399-607	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3399-837	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1019	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
8/31/2014	3399-1111	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3709-124	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-64	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
9/1/2014	3399-608	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Fong-James
9/1/2014	3399-838	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1020	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
9/1/2014	3399-1112	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror



9/5/2014	3394-133	Payroll	Fong-James-8/31/2014-4592-
9/5/2014	3394-909	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-987	Payroll	Allison-Tamara-8/31/2014-4573-
9/5/2014	3394-1066	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1286	Payroll	Hughes-Brandy-8/31/2014-4602-
9/30/2014	3595-923	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-985	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3595-1003	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3709-130	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3969-3	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
10/1/2014	3595-924	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-986	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
10/1/2014	3595-1004	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
10/3/2014	3551-827	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-948	Payroll	Allison-Tamara-9/30/2014-4638-
10/3/2014	3551-1045	Payroll	King-Aurora-9/30/2014-4667-
10/31/2014	3822-987	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3822-1095	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3822-1227	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-988	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
11/1/2014	3822-1096	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
11/1/2014	3822-1228	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-107	Payroll	Fong-James-10/31/2014-4717-
11/3/2014	3729-929	Payroll	Allison-Tamara-10/31/2014-4698-
11/3/2014	3729-1104	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-1025	Journal Entry	Payroll accrual - 01-103-50006-00-00-9991
11/30/2014	3849-1227	Journal Entry	Payroll accrual - 01-103-50006-00-00-9991
11/30/2014	3849-1257	Journal Entry	Payroll accrual - 01-103-50006-00-00-9991
12/1/2014	3849-1026	Journal Entry	<Reversal> Payroll accrual - 01-103-50006-00-00-9991
12/1/2014	3849-1228	Journal Entry	<Reversal> Payroll accrual - 01-103-50006-00-00-9991
12/1/2014	3849-1258	Journal Entry	<Reversal> Payroll accrual - 01-103-50006-00-00-9991
12/5/2014	3847-134	Payroll	Fong-James-11/30/2014-4781-
12/5/2014	3847-921	Payroll	Allison-Tamara-11/30/2014-4764-
12/5/2014	3847-1084	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-165	Journal Entry	ACCR - Fong-James-12/31/2014-4842-
12/31/2014	3926-859	Journal Entry	ACCR - Allison-Tamara-12/31/2014-4825-
12/31/2014	3926-1089	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-166	Journal Entry	<Reversal> ACCR - Fong-James-12/31/2014-4842-
1/1/2015	3926-860	Journal Entry	<Reversal> ACCR - Allison-Tamara-12/31/2014-4825-
1/1/2015	3926-1090	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-120	Payroll	Fong-James-12/31/2014-4842-
1/5/2015	3924-770	Payroll	Allison-Tamara-12/31/2014-4825-
1/5/2015	3924-939	Payroll	Millus-Richard-12/31/2014-4858-

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**01-103-50006-10-00-0000**

**Account: 01-103-50006-10-00-0000 (Staff Fringe - PERS)**

7/1/2014

Account Beginning Balance

7/1/2014	3042-208	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-424	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-472	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-688	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-868	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-916	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1002	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1268	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1338	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-160	Payroll	Frises-Kenneth-6/30/2014-4460-
7/3/2014	3046-303	Payroll	Durbin-Sherri-6/30/2014-4457-
7/3/2014	3046-594	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-650	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-811	Payroll	King-Aurora-6/30/2014-4470-
7/3/2014	3046-983	Payroll	Brouwer-Amanda-6/30/2014-4447-
7/3/2014	3046-1097	Payroll	MacLauchlan-Cheri-6/30/2014-4472-
7/3/2014	3046-1158	Payroll	Stockton-Sherry-6/30/2014-4484-
7/3/2014	3046-1234	Payroll	Timeus-Cheryl-6/30/2014-4487-
7/31/2014	3328-241	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3328-577	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Durbin-She
7/31/2014	3328-697	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Frises-Ken
7/31/2014	3328-807	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
7/31/2014	3328-997	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1227	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3328-1725	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
7/31/2014	3811-103	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-108	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
8/1/2014	3328-242	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
8/1/2014	3328-578	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Durbin-She
8/1/2014	3328-698	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Frises-Ken
8/1/2014	3328-808	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
8/1/2014	3328-998	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1228	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 King-Auror

8/1/2014	3328-1726	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
8/5/2014	3236-278	Payroll	Frires-Kenneth-7/31/2014-4524-
8/5/2014	3236-474	Payroll	Durbin-Sherri-7/31/2014-4520-
8/5/2014	3236-906	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1126	Payroll	King-Aurora-7/31/2014-4535-
8/5/2014	3236-1301	Payroll	Brouwer-Amanda-7/31/2014-4509-
8/5/2014	3236-1397	Payroll	Hegeman-Robert-7/31/2014-4530-
8/5/2014	3236-1543	Payroll	Timeus-Cheryl-7/31/2014-4552-
8/31/2014	3399-529	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Durbin-She
8/31/2014	3399-647	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3399-745	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
8/31/2014	3399-1113	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3399-1579	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3399-1665	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
8/31/2014	3811-112	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-117	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-
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9/30/2014	3595-809	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
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9/30/2014	3595-995	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3595-1025	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
9/30/2014	3595-1041	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
9/30/2014	3595-1065	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
9/30/2014	3595-1075	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Wolfe-Rebe
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9/30/2014	3811-134	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
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11/3/2014	3729-1575	Payroll	Timeus-Cheryl-10/31/2014-4746-
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12/5/2014	3847-1016	Payroll	King-Aurora-11/30/2014-4791-
12/5/2014	3847-1253	Payroll	Brouwer-Amanda-11/30/2014-4769-
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*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50006-20-00-0000**

**Account: 01-103-50006-20-00-0000 (Staff Fringe - PERS)**

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7/3/2014	3046-462	Payroll	Cooley-Kristi-6/30/2014-4454-
7/3/2014	3046-640	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
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7/31/2014	3328-463	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
7/31/2014	3328-525	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3328-979	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1451	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
7/31/2014	3328-1521	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
7/31/2014	3328-1645	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S

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8/5/2014	3236-227	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-326	Payroll	D'Inzillo-Donna-7/31/2014-4518-
8/5/2014	3236-597	Payroll	Potts-Rhonda-7/31/2014-4543-
8/5/2014	3236-677	Payroll	Cooley-Kristi-7/31/2014-4517-
8/5/2014	3236-897	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1721	Payroll	Sandberg-Dayna-7/31/2014-4546-
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8/31/2014	3399-839	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
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9/5/2014	3394-899	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1679	Payroll	Sandberg-Dayna-8/31/2014-4618-
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9/30/2014	3595-801	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
9/30/2014	3595-817	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
9/30/2014	3595-863	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
9/30/2014	3595-873	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-917	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
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10/3/2014	3551-605	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-823	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
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10/31/2014	3822-1071	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
10/31/2014	3822-1115	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
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10/31/2014	3822-1261	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
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11/3/2014	3729-563	Payroll	Potts-Rhonda-10/31/2014-4738-
11/3/2014	3729-662	Payroll	Cooley-Kristi-10/31/2014-4710-
11/3/2014	3729-876	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1499	Payroll	Hannah-Sarah-10/31/2014-4722-
11/30/2014	3849-1039	Journal Entry	Payroll accrual - 01-103-50006-20-00-0000
11/30/2014	3849-1043	Journal Entry	Payroll accrual - 01-103-50006-20-00-0000
11/30/2014	3849-1105	Journal Entry	Payroll accrual - 01-103-50006-20-00-0000
11/30/2014	3849-1123	Journal Entry	Payroll accrual - 01-103-50006-20-00-0000
11/30/2014	3849-1177	Journal Entry	Payroll accrual - 01-103-50006-20-00-0000
11/30/2014	3849-1347	Journal Entry	Payroll accrual - 01-103-50006-20-00-0000
12/1/2014	3849-1040	Journal Entry	<Reversal> Payroll accrual - 01-103-50006-20-00-0000
12/1/2014	3849-1044	Journal Entry	<Reversal> Payroll accrual - 01-103-50006-20-00-0000
12/1/2014	3849-1106	Journal Entry	<Reversal> Payroll accrual - 01-103-50006-20-00-0000
12/1/2014	3849-1124	Journal Entry	<Reversal> Payroll accrual - 01-103-50006-20-00-0000
12/1/2014	3849-1178	Journal Entry	<Reversal> Payroll accrual - 01-103-50006-20-00-0000
12/1/2014	3849-1348	Journal Entry	<Reversal> Payroll accrual - 01-103-50006-20-00-0000
12/5/2014	3847-185	Payroll	Stratton-Sherri-11/30/2014-4806-
12/5/2014	3847-191	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-519	Payroll	Potts-Rhonda-11/30/2014-4799-
12/5/2014	3847-608	Payroll	Cooley-Kristi-11/30/2014-4776-
12/5/2014	3847-824	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1462	Payroll	Hannah-Sarah-11/30/2014-4785-
12/31/2014	3926-221	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-



12/31/2014	3926-225	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-351	Journal Entry	ACCR - D'Inzillo-Donna-12/31/2014-4838-
12/31/2014	3926-543	Journal Entry	ACCR - Potts-Rhonda-12/31/2014-4861-
12/31/2014	3926-615	Journal Entry	ACCR - Cooley-Kristi-12/31/2014-4837-
12/31/2014	3926-863	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3926-935	Journal Entry	ACCR - Burt-Penelope-12/31/2014-4831-
12/31/2014	3926-1473	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-222	Journal Entry	<Reversal> ACCR - Stratton-Sherri-12/31/2014-4868-
1/1/2015	3926-226	Journal Entry	<Reversal> ACCR - Anderson-Joseph-12/31/2014-4826-
1/1/2015	3926-352	Journal Entry	<Reversal> ACCR - D'Inzillo-Donna-12/31/2014-4838-
1/1/2015	3926-544	Journal Entry	<Reversal> ACCR - Potts-Rhonda-12/31/2014-4861-
1/1/2015	3926-616	Journal Entry	<Reversal> ACCR - Cooley-Kristi-12/31/2014-4837-
1/1/2015	3926-864	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-936	Journal Entry	<Reversal> ACCR - Burt-Penelope-12/31/2014-4831-
1/1/2015	3926-1474	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-174	Payroll	Stratton-Sherri-12/31/2014-4868-
1/5/2015	3924-177	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-286	Payroll	D'Inzillo-Donna-12/31/2014-4838-
1/5/2015	3924-494	Payroll	Potts-Rhonda-12/31/2014-4861-
1/5/2015	3924-572	Payroll	Cooley-Kristi-12/31/2014-4837-
1/5/2015	3924-773	Payroll	Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-823	Payroll	Burt-Penelope-12/31/2014-4831-
1/5/2015	3924-1259	Payroll	Hannah-Sarah-12/31/2014-4845-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-50006-20-00-9991**

**Account: 01-103-50006-20-00-9991 (Staff Fringe - PERS)**

7/1/2014 *Account Beginning Balance*

7/31/2014	3328-1031	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1032	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-923	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-841	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-842	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-921	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3595-979	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-980	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann

10/3/2014	3551-861	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/31/2014	3822-1153	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-1154	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/3/2014	3729-884	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/30/2014	3849-1181	Journal Entry	Payroll accrual - 01-103-50006-20-00-9991
12/1/2014	3849-1182	Journal Entry	<Reversal> Payroll accrual - 01-103-50006-20-00-9991
12/5/2014	3847-827	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/31/2014	3926-891	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-892	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-790	Payroll	Heindsmann-Kenneth-12/31/2014-4848-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-50007-00-00-0000**

**Account: 01-103-50007-00-00-0000 (Staff Fringe - Other Benefits)**

7/1/2014 *Account Beginning Balance*

7/1/2014 3294-11 Accounts Payable Asante Physician Par-7488-July 14-Sept 14 1st Quarter EAP Fee PY14-7/31/2

10/1/2014 3618-24 Accounts Payable Asante Physician Par-7488-Oct-Dec 14 2nd Quarter EAP Fee PY14-9/30/201

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-50007-00-00-9991**

**Account: 01-103-50007-00-00-9991 (Staff Fringe - Other Benefits)**

7/1/2014 *Account Beginning Balance*

7/1/2014 3294-15 Accounts Payable Asante Physician Par-7488-July 14-Sept 14 1st Quarter EAP Fee PY14-7/31/2

10/1/2014 3618-28 Accounts Payable Asante Physician Par-7488-Oct-Dec 14 2nd Quarter EAP Fee PY14-9/30/201

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50009-00-00-0000**

**Account: 01-103-50009-00-00-0000 (Staff Fringe - PTO Cash Outs)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3957-65	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3957-175	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/31/2014	3964-45	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3964-107	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/30/2014	3968-109	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3974-77	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/30/2014	3977-85	Journal Entry	Payroll accrual - Millus-Richard-11/30/2014-4796-
12/31/2014	3978-73	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50009-00-00-7777**

**Account: 01-103-50009-00-00-7777 (Staff Fringe - PTO Cash Outs)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3957-33	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
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*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50009-00-00-9991**

**Account: 01-103-50009-00-00-9991 (Staff Fringe - PTO Cash Outs)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3377-9	Journal Entry	Reclass Allison-Tamera-7-31-2014-4504- to 50009
7/31/2014	3957-7	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3957-43	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3957-67	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3957-177	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/31/2014	3964-5	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3964-25	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3964-47	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3964-85	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3964-109	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3979-14	Journal Entry	Reverse Batch 3964 Allison-Ta
9/30/2014	3968-7	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3968-19	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
9/30/2014	3968-35	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-91	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3968-111	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3974-7	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3974-31	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3974-81	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/30/2014	3977-7	Journal Entry	Payroll accrual - Allison-Tamara-11/30/2014-4764-
11/30/2014	3977-29	Journal Entry	Payroll accrual - Fong-James-11/30/2014-4781-
11/30/2014	3977-87	Journal Entry	Payroll accrual - Millus-Richard-11/30/2014-4796-
12/31/2014	3978-7	Journal Entry	ACCR - Allison-Tamara-12/31/2014-4825-
12/31/2014	3978-25	Journal Entry	ACCR - Fong-James-12/31/2014-4842-
12/31/2014	3978-75	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50009-10-00-0000**

**Account: 01-103-50009-10-00-0000 (Staff Fringe - PTO Cash Outs)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3957-23	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3957-49	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
7/31/2014	3957-69	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann

7/31/2014	3957-127	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3979-4	Journal Entry	Reverse Batch 3957 Brouwer-Am
8/31/2014	3964-33	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3964-87	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3964-141	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/30/2014	3968-23	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3968-37	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-93	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3968-143	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
10/31/2014	3974-35	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3974-63	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3974-111	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/30/2014	3849-1397	Journal Entry	Payroll accrual - 01-103-50009-10-00-0000
11/30/2014	3977-33	Journal Entry	Payroll accrual - Frires-Kenneth-11/30/2014-4782-
11/30/2014	3977-41	Journal Entry	Payroll accrual - Heindsmann-Kenneth-11/30/2014-4787-
11/30/2014	3977-73	Journal Entry	Payroll accrual - King-Aurora-11/30/2014-4791-
11/30/2014	3977-119	Journal Entry	Payroll accrual - Stratton-Sherri-11/30/2014-4806-
12/1/2014	3849-1398	Journal Entry	<Reversal> Payroll accrual - 01-103-50009-10-00-0000
12/8/2014	3847-1723	Payroll	Stratton-Sherri-11/30/2014-4815-
12/31/2014	3978-29	Journal Entry	ACCR - Frires-Kenneth-12/31/2014-4843-
12/31/2014	3978-55	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-
12/31/2014	3978-107	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50009-20-00-0000**

**Account: 01-103-50009-20-00-0000 (Staff Fringe - PTO Cash Outs)**

7/1/2014			<i>Account Beginning Balance</i>
7/31/2014	3957-71	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3957-139	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/31/2014	3964-49	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3964-143	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/30/2014	3968-39	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-145	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
10/31/2014	3974-43	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3974-123	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/30/2014	3849-1407	Journal Entry	Payroll accrual - 01-103-50009-20-00-0000

11/30/2014	3977-43	Journal Entry	Payroll accrual - Heindsmann-Kenneth-11/30/2014-4787-
11/30/2014	3977-121	Journal Entry	Payroll accrual - Stratton-Sherri-11/30/2014-4806-
12/1/2014	3849-1408	Journal Entry	<Reversal> Payroll accrual - 01-103-50009-20-00-0000
12/8/2014	3847-1728	Payroll	Stratton-Sherri-11/30/2014-4815-
12/31/2014	3926-377	Journal Entry	ACCR - D'Inzillo-Donna-12/31/2014-4838-
12/31/2014	3978-19	Journal Entry	ACCR - Burt-Penelope-12/31/2014-4831-
12/31/2014	3978-37	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3978-109	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-
1/1/2015	3926-378	Journal Entry	<Reversal> ACCR - D'Inzillo-Donna-12/31/2014-4838-
1/5/2015	3924-306	Payroll	D'Inzillo-Donna-12/31/2014-4838-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-50009-20-00-9991**

**Account: 01-103-50009-20-00-9991 (Staff Fringe - PTO Cash Outs)**

7/1/2014 *Account Beginning Balance*

7/31/2014	3957-73	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/31/2014	3964-51	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/30/2014	3968-41	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/31/2014	3974-45	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/30/2014	3977-45	Journal Entry	Payroll accrual - Heindsmann-Kenneth-11/30/2014-4787-
12/31/2014	3978-39	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-50013-00-00-0000**

**Account: 01-103-50013-00-00-0000 (Staff Fringe - Insurance)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-50	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
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7/1/2014	3042-1122	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1318	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3680-12	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-244	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-292	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/3/2014	3046-157	Payroll	Stratton-Sherri-6/30/2014-4486-
7/3/2014	3046-712	Payroll	Allison-Tamara-6/30/2014-4442-
7/3/2014	3046-858	Payroll	Millus-Richard-6/30/2014-4475-
7/31/2014	3328-1085	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3709-75	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-1086	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-950	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-843	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3709-81	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-844	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-927	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3709-87	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-1587	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-1588	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1120	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-1641	Journal Entry	Payroll accrual - 01-103-50013-00-00-0000
12/1/2014	3849-1642	Journal Entry	<Reversal> Payroll accrual - 01-103-50013-00-00-0000
12/5/2014	3847-1100	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-1121	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1122	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-956	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50013-00-00-7777**

**Account: 01-103-50013-00-00-7777 (Staff Fringe - Insurance)**

7/1/2014			<i>Account Beginning Balance</i>
7/31/2014	3328-295	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/1/2014	3328-296	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/5/2014	3236-1074	Payroll	Burt-Penelope-7/31/2014-4510-

*Account Subtotals*

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-103-50013-00-00-9991**

**Account: 01-103-50013-00-00-9991 (Staff Fringe - Insurance)**

7/1/2014

Account Beginning Balance

7/1/2014	3042-46	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-460	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3680-8	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-104	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/3/2014	3046-81	Payroll	Fong-James-6/30/2014-4459-
7/3/2014	3046-708	Payroll	Allison-Tamara-6/30/2014-4442-
7/31/2014	3328-45	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3328-669	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3328-1047	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3709-119	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-46	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
8/1/2014	3328-670	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Fong-James
8/1/2014	3328-1048	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-139	Payroll	Fong-James-7/31/2014-4523-
8/5/2014	3236-931	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1025	Payroll	Allison-Tamara-7/31/2014-4504-
8/31/2014	3399-65	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3399-609	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3399-845	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1115	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3709-125	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
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9/5/2014	3394-137	Payroll	Fong-James-8/31/2014-4592-
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9/5/2014	3394-991	Payroll	Allison-Tamara-8/31/2014-4573-
9/5/2014	3394-1073	Payroll	King-Aurora-8/31/2014-4605-
9/30/2014	3595-1247	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1309	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3595-1327	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3709-131	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-



9/30/2014	3969-5	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James
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10/31/2014	3822-1349	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3822-1455	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3822-1591	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
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12/5/2014	3847-1102	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-169	Journal Entry	ACCR - Fong-James-12/31/2014-4842-
12/31/2014	3926-869	Journal Entry	ACCR - Allison-Tamara-12/31/2014-4825-
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1/5/2015	3924-777	Payroll	Allison-Tamara-12/31/2014-4825-
1/5/2015	3924-958	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50013-10-00-0000**

**Account: 01-103-50013-10-00-0000 (Staff Fringe - Insurance)**

7/1/2014

Account Beginning Balance

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7/3/2014	3046-316	Payroll	Durbin-Sherri-6/30/2014-4457-
7/3/2014	3046-614	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-700	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-814	Payroll	King-Aurora-6/30/2014-4470-
7/3/2014	3046-995	Payroll	Brouwer-Amanda-6/30/2014-4447-
7/3/2014	3046-1113	Payroll	MacLauchlan-Cheri-6/30/2014-4472-
7/3/2014	3046-1238	Payroll	Timeus-Cheryl-6/30/2014-4487-
7/3/2014	3284-2	Journal Entry	Corr Brouwer 7/14 ER-medical accr
7/31/2014	3328-249	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3328-591	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Durbin-She
7/31/2014	3328-703	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Frises-Ken
7/31/2014	3328-817	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
7/31/2014	3328-1065	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1235	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3328-1735	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Timeus-Che
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8/1/2014	3328-250	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
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8/5/2014	3236-488	Payroll	Durbin-Sherri-7/31/2014-4520-

8/5/2014	3236-940	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1130	Payroll	King-Aurora-7/31/2014-4535-
8/5/2014	3236-1312	Payroll	Brouwer-Amanda-7/31/2014-4509-
8/5/2014	3236-1408	Payroll	Hegeman-Robert-7/31/2014-4530-
8/5/2014	3236-1548	Payroll	Timeus-Cheryl-7/31/2014-4552-
8/31/2014	3399-531	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Durbin-She
8/31/2014	3399-649	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
8/31/2014	3399-747	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
8/31/2014	3399-1117	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3399-1169	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Krunglevic
8/31/2014	3399-1583	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3399-1667	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
8/31/2014	3811-113	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-125	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
9/1/2014	3399-532	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Durbin-She
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9/5/2014	3394-483	Payroll	Durbin-Sherri-8/31/2014-4589-
9/5/2014	3394-1068	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1359	Payroll	Hegeman-Robert-8/31/2014-4599-
9/5/2014	3394-1493	Payroll	Timeus-Cheryl-8/31/2014-4624-
9/5/2014	3394-1637	Payroll	Krunglevich-Stephannie-8/31/2014-4606-
9/30/2014	3595-1103	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-1135	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3595-1165	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
9/30/2014	3595-1253	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1319	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3595-1349	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
9/30/2014	3595-1359	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
9/30/2014	3595-1383	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
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9/30/2014	3811-130	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-135	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
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10/3/2014	3551-869	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
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10/3/2014	3551-1433	Payroll	Timeus-Cheryl-9/30/2014-4685-
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10/31/2014	3822-1459	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
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10/31/2014	3822-1549	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3822-1557	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Krunglevic
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10/31/2014	3822-1649	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-1665	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Timeus-Che
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12/31/2014	3926-241	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-
12/31/2014	3926-317	Journal Entry	ACCR - Frires-Kenneth-12/31/2014-4843-
12/31/2014	3926-467	Journal Entry	ACCR - Durbin-Sherri-12/31/2014-4840-
12/31/2014	3926-755	Journal Entry	ACCR - Juarez-Lorena-12/31/2014-4851-
12/31/2014	3926-993	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-
12/31/2014	3926-1287	Journal Entry	ACCR - Brouwer-Amanda-12/31/2014-4830-
12/31/2014	3926-1381	Journal Entry	ACCR - MacLauchlan-Cheri-12/31/2014-4855-
12/31/2014	3926-1427	Journal Entry	ACCR - Hegeman-Robert-12/31/2014-4847-

12/31/2014	3926-1545	Journal Entry	ACCR - Timeus-Cheryl-12/31/2014-4869-
12/31/2014	3926-1601	Journal Entry	ACCR - Wolfe-Rebecca-12/31/2014-4874-
12/31/2014	3926-1669	Journal Entry	ACCR - Krunglevich-Stephannie-12/31/2014-4853-
12/31/2014	3955-15	Journal Entry	ACCR - King-Aurora-12/31/2014-4852-
12/31/2014	3955-16	Journal Entry	CORR - King-Aurora-12/31/2014-4852-
1/1/2015	3926-242	Journal Entry	<Reversal> ACCR - Stratton-Sherri-12/31/2014-4868-
1/1/2015	3926-318	Journal Entry	<Reversal> ACCR - Frires-Kenneth-12/31/2014-4843-
1/1/2015	3926-468	Journal Entry	<Reversal> ACCR - Durbin-Sherri-12/31/2014-4840-
1/1/2015	3926-756	Journal Entry	<Reversal> ACCR - Juarez-Lorena-12/31/2014-4851-
1/1/2015	3926-994	Journal Entry	<Reversal> ACCR - King-Aurora-12/31/2014-4852-
1/1/2015	3926-1288	Journal Entry	<Reversal> ACCR - Brouwer-Amanda-12/31/2014-4830-
1/1/2015	3926-1382	Journal Entry	<Reversal> ACCR - MacLauchlan-Cheri-12/31/2014-4855-
1/1/2015	3926-1428	Journal Entry	<Reversal> ACCR - Hegeman-Robert-12/31/2014-4847-
1/1/2015	3926-1546	Journal Entry	<Reversal> ACCR - Timeus-Cheryl-12/31/2014-4869-
1/1/2015	3926-1602	Journal Entry	<Reversal> ACCR - Wolfe-Rebecca-12/31/2014-4874-
1/1/2015	3926-1670	Journal Entry	<Reversal> ACCR - Krunglevich-Stephannie-12/31/2014-4853-
1/5/2015	3924-186	Payroll	Stratton-Sherri-12/31/2014-4868-
1/5/2015	3924-240	Payroll	Frires-Kenneth-12/31/2014-4843-
1/5/2015	3924-407	Payroll	Durbin-Sherri-12/31/2014-4840-
1/5/2015	3924-680	Payroll	Juarez-Lorena-12/31/2014-4851-
1/5/2015	3924-879	Payroll	King-Aurora-12/31/2014-4852-
1/5/2015	3924-1098	Payroll	Brouwer-Amanda-12/31/2014-4830-
1/5/2015	3924-1190	Payroll	MacLauchlan-Cheri-12/31/2014-4855-
1/5/2015	3924-1219	Payroll	Hegeman-Robert-12/31/2014-4847-
1/5/2015	3924-1321	Payroll	Timeus-Cheryl-12/31/2014-4869-
1/5/2015	3924-1362	Payroll	Wolfe-Rebecca-12/31/2014-4874-
1/5/2015	3924-1429	Payroll	Krunglevich-Stephannie-12/31/2014-4853-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-50013-20-00-0000**

**Account: 01-103-50013-20-00-0000 (Staff Fringe - Insurance)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-278	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-352	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-404	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-724	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14

7/1/2014	3042-1188	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3680-68	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-84	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-90	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-130	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-272	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/3/2014	3046-193	Payroll	D'Inzillo-Donna-6/30/2014-4455-
7/3/2014	3046-381	Payroll	Potts-Rhonda-6/30/2014-4479-
7/3/2014	3046-465	Payroll	Cooley-Kristi-6/30/2014-4454-
7/3/2014	3046-670	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-1289	Payroll	Chickering-Donna-6/30/2014-4451-
7/31/2014	3328-87	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-377	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Chickering
7/31/2014	3328-467	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
7/31/2014	3328-533	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3328-1051	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1457	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
7/31/2014	3328-1665	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/1/2014	3328-88	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-378	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Chickering
8/1/2014	3328-468	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
8/1/2014	3328-534	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
8/1/2014	3328-1052	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1458	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
8/1/2014	3328-1666	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/5/2014	3236-191	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-237	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-330	Payroll	D'Inzillo-Donna-7/31/2014-4518-
8/5/2014	3236-600	Payroll	Potts-Rhonda-7/31/2014-4543-
8/5/2014	3236-684	Payroll	Cooley-Kristi-7/31/2014-4517-
8/5/2014	3236-933	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1642	Payroll	Chickering-Donna-7/31/2014-4514-
8/31/2014	3399-343	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Chickering
8/31/2014	3399-413	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-847	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1171	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Krunglevic
8/31/2014	3399-1395	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
8/31/2014	3399-1585	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/1/2014	3399-344	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Chickering
9/1/2014	3399-414	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
9/1/2014	3399-848	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1172	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Krunglevic
9/1/2014	3399-1396	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
9/1/2014	3399-1586	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/5/2014	3394-192	Payroll	Stratton-Sherri-8/31/2014-4623-

9/5/2014	3394-606	Payroll	Potts-Rhonda-8/31/2014-4615-
9/5/2014	3394-695	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-923	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1568	Payroll	Chickering-Donna-8/31/2014-4581-
9/5/2014	3394-1638	Payroll	Krunglevich-Stephannie-8/31/2014-4606-
9/30/2014	3595-1117	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-1127	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
9/30/2014	3595-1143	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
9/30/2014	3595-1187	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
9/30/2014	3595-1197	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-1241	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1399	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
10/1/2014	3595-1118	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
10/1/2014	3595-1128	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
10/1/2014	3595-1144	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
10/1/2014	3595-1188	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
10/1/2014	3595-1198	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
10/1/2014	3595-1242	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-1400	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
10/3/2014	3551-152	Payroll	Stratton-Sherri-9/30/2014-4684-
10/3/2014	3551-195	Payroll	Anderson-Joseph-9/30/2014-4639-
10/3/2014	3551-288	Payroll	D'Inzillo-Donna-9/30/2014-4650-
10/3/2014	3551-539	Payroll	Potts-Rhonda-9/30/2014-4676-
10/3/2014	3551-620	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-863	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1506	Payroll	Chickering-Donna-9/30/2014-4646-
10/31/2014	3822-1355	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-1421	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
10/31/2014	3822-1433	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
10/31/2014	3822-1475	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-1497	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-1625	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
10/31/2014	3822-1661	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/1/2014	3822-1356	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-1422	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
11/1/2014	3822-1434	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
11/1/2014	3822-1476	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
11/1/2014	3822-1498	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-1626	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
11/1/2014	3822-1662	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/3/2014	3729-173	Payroll	Stratton-Sherri-10/31/2014-4745-
11/3/2014	3729-186	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-313	Payroll	D'Inzillo-Donna-10/31/2014-4711-
11/3/2014	3729-567	Payroll	Potts-Rhonda-10/31/2014-4738-
11/3/2014	3729-677	Payroll	Cooley-Kristi-10/31/2014-4710-



11/3/2014	3729-887	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1520	Payroll	Hannah-Sarah-10/31/2014-4722-
11/30/2014	3849-1423	Journal Entry	Payroll accrual - 01-103-50013-20-00-0000
11/30/2014	3849-1443	Journal Entry	Payroll accrual - 01-103-50013-20-00-0000
11/30/2014	3849-1493	Journal Entry	Payroll accrual - 01-103-50013-20-00-0000
11/30/2014	3849-1513	Journal Entry	Payroll accrual - 01-103-50013-20-00-0000
11/30/2014	3849-1565	Journal Entry	Payroll accrual - 01-103-50013-20-00-0000
11/30/2014	3849-1733	Journal Entry	Payroll accrual - 01-103-50013-20-00-0000
12/1/2014	3849-1424	Journal Entry	<Reversal> Payroll accrual - 01-103-50013-20-00-0000
12/1/2014	3849-1444	Journal Entry	<Reversal> Payroll accrual - 01-103-50013-20-00-0000
12/1/2014	3849-1494	Journal Entry	<Reversal> Payroll accrual - 01-103-50013-20-00-0000
12/1/2014	3849-1514	Journal Entry	<Reversal> Payroll accrual - 01-103-50013-20-00-0000
12/1/2014	3849-1566	Journal Entry	<Reversal> Payroll accrual - 01-103-50013-20-00-0000
12/1/2014	3849-1734	Journal Entry	<Reversal> Payroll accrual - 01-103-50013-20-00-0000
12/5/2014	3847-214	Payroll	Stratton-Sherri-11/30/2014-4806-
12/5/2014	3847-202	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-523	Payroll	Potts-Rhonda-11/30/2014-4799-
12/5/2014	3847-624	Payroll	Cooley-Kristi-11/30/2014-4776-
12/5/2014	3847-860	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1470	Payroll	Hannah-Sarah-11/30/2014-4785-
12/31/2014	3926-253	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-265	Journal Entry	ACCR - Stratton-Sherri-12/31/2014-4868-
12/31/2014	3926-359	Journal Entry	ACCR - D'Inzillo-Donna-12/31/2014-4838-
12/31/2014	3926-551	Journal Entry	ACCR - Potts-Rhonda-12/31/2014-4861-
12/31/2014	3926-631	Journal Entry	ACCR - Cooley-Kristi-12/31/2014-4837-
12/31/2014	3926-897	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3926-953	Journal Entry	ACCR - Burt-Penelope-12/31/2014-4831-
12/31/2014	3926-1497	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
12/31/2014	3926-1691	Journal Entry	ACCR - Anderson-Kristen-12/31/2014-4827-
1/1/2015	3926-254	Journal Entry	<Reversal> ACCR - Anderson-Joseph-12/31/2014-4826-
1/1/2015	3926-266	Journal Entry	<Reversal> ACCR - Stratton-Sherri-12/31/2014-4868-
1/1/2015	3926-360	Journal Entry	<Reversal> ACCR - D'Inzillo-Donna-12/31/2014-4838-
1/1/2015	3926-552	Journal Entry	<Reversal> ACCR - Potts-Rhonda-12/31/2014-4861-
1/1/2015	3926-632	Journal Entry	<Reversal> ACCR - Cooley-Kristi-12/31/2014-4837-
1/1/2015	3926-898	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-954	Journal Entry	<Reversal> ACCR - Burt-Penelope-12/31/2014-4831-
1/1/2015	3926-1498	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1692	Journal Entry	<Reversal> ACCR - Anderson-Kristen-12/31/2014-4827-
1/5/2015	3924-204	Payroll	Stratton-Sherri-12/31/2014-4868-
1/5/2015	3924-196	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-294	Payroll	D'Inzillo-Donna-12/31/2014-4838-
1/5/2015	3924-499	Payroll	Potts-Rhonda-12/31/2014-4861-
1/5/2015	3924-586	Payroll	Cooley-Kristi-12/31/2014-4837-
1/5/2015	3924-797	Payroll	Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-834	Payroll	Burt-Penelope-12/31/2014-4831-

1/5/2015 3924-1276 Payroll  
1/5/2015 3924-1459 Payroll

Hannah-Sarah-12/31/2014-4845-  
Anderson-Kristen-12/31/2014-4827-

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50013-20-00-9991**

**Account: 01-103-50013-20-00-9991 (Staff Fringe - Insurance)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-1107	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1108	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-961	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-849	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-850	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-945	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3595-1303	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-1304	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/3/2014	3551-894	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/31/2014	3822-1515	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-1516	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/3/2014	3729-896	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/30/2014	3849-1569	Journal Entry	Payroll accrual - 01-103-50013-20-00-9991
12/1/2014	3849-1570	Journal Entry	<Reversal> Payroll accrual - 01-103-50013-20-00-9991
12/5/2014	3847-862	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/31/2014	3926-913	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-914	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-811	Payroll	Heindsmann-Kenneth-12/31/2014-4848-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50014-00-00-0000**

**Account: 01-103-50014-00-00-0000 (Staff Fringe - SAIF)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3709-69	Journal Entry	Distr 9992-Ref GL JE 3420 Millus Richard-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3709-70	Journal Entry	Distr 9992-Ref GL JE 3420 Millus Richard-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3709-76	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/31/2014	3399-851	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3604-115	Journal Entry	Heindsmann-Kenneth-8/31/2014-4600--SAIF Accr Adj
8/31/2014	3709-82	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-852	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/5/2014	3394-1016	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/30/2014	3709-88	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/31/2014	3822-1971	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-1972	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1159	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-2019	Journal Entry	Payroll accrual - 01-103-50014-00-00-0000
12/1/2014	3849-2020	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-00-00-0000
12/5/2014	3847-1139	Payroll	Millus-Richard-11/30/2014-4796-

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50014-00-00-7777**

**Account: 01-103-50014-00-00-7777 (Staff Fringe - SAIF)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-305	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/1/2014	3328-306	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Burt-Penel
8/5/2014	3236-1088	Payroll	Burt-Penelope-7/31/2014-4510-

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-103-50014-00-00-9991**

**Account: 01-103-50014-00-00-9991 (Staff Fringe - SAIF)**

7/1/2014

Account Beginning Balance

7/31/2014	3328-51	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
7/31/2014	3328-677	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Fong-James
7/31/2014	3328-1127	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3420-82	Journal Entry	Allison-Tamara-7/31/2014-4504- PD 8/5 Staff
7/31/2014	3420-145	Journal Entry	Fong-James-7/31/2014-4523- PD 8/5 Staff
7/31/2014	3420-166	Journal Entry	Heindsmann-Kenneth-7/31/2014-4531- PD 8/5 Staff
7/31/2014	3709-113	Journal Entry	Distr 9992-Ref GL JE 3420 Millus Richard-7/31/2014-4539-PD 8/5 Staff - S/
7/31/2014	3709-114	Journal Entry	Distr 9992-Ref GL JE 3420 Millus Richard-7/31/2014-4539-PD 8/5 Staff - S/
7/31/2014	3709-120	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-52	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Allison-Ta
8/1/2014	3328-678	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Fong-James
8/1/2014	3328-1128	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/5/2014	3236-150	Payroll	Fong-James-7/31/2014-4523-
8/5/2014	3236-1039	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1040	Payroll	Allison-Tamara-7/31/2014-4504-
8/31/2014	3399-67	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
8/31/2014	3399-611	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Fong-James
8/31/2014	3399-853	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1021	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hughes-Bra
8/31/2014	3399-1119	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3604-34	Journal Entry	Allison-Tamara-8/31/2014-4573--SAIF Accr Adj
8/31/2014	3604-93	Journal Entry	Fong-James-8/31/2014-4592--SAIF Accr Adj
8/31/2014	3604-116	Journal Entry	Heindsmann-Kenneth-8/31/2014-4600--SAIF Accr Adj
8/31/2014	3604-129	Journal Entry	Hughes-Brandy-8/31/2014-4602--SAIF Accr Adj
8/31/2014	3604-138	Journal Entry	King-Aurora-8/31/2014-4605--SAIF Accr Adj
8/31/2014	3709-126	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-68	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Allison-Ta
9/1/2014	3399-612	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Fong-James
9/1/2014	3399-854	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
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9/1/2014	3399-1120	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 King-Auror
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9/5/2014	3394-1028	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1006	Payroll	Allison-Tamara-8/31/2014-4573-
9/5/2014	3394-1090	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1298	Payroll	Hughes-Brandy-8/31/2014-4602-
9/30/2014	3595-1599	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
9/30/2014	3595-1601	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1641	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3709-132	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3969-9	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Fong-James

10/1/2014	3595-1600	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Allison-Ta
10/1/2014	3595-1602	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-1642	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
10/3/2014	3551-967	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-966	Payroll	Allison-Tamara-9/30/2014-4638-
10/3/2014	3551-1066	Payroll	King-Aurora-9/30/2014-4667-
10/31/2014	3822-1709	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
10/31/2014	3822-1837	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Fong-James
10/31/2014	3822-1989	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-1710	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Allison-Ta
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11/3/2014	3729-116	Payroll	Fong-James-10/31/2014-4717-
11/3/2014	3729-949	Payroll	Allison-Tamara-10/31/2014-4698-
11/3/2014	3729-1177	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3849-1823	Journal Entry	Payroll accrual - 01-103-50014-00-00-9991
11/30/2014	3849-1987	Journal Entry	Payroll accrual - 01-103-50014-00-00-9991
11/30/2014	3849-2039	Journal Entry	Payroll accrual - 01-103-50014-00-00-9991
12/1/2014	3849-1824	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-00-00-9991
12/1/2014	3849-1988	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-00-00-9991
12/1/2014	3849-2040	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-00-00-9991
12/5/2014	3847-143	Payroll	Fong-James-11/30/2014-4781-
12/5/2014	3847-941	Payroll	Allison-Tamara-11/30/2014-4764-
12/5/2014	3847-1159	Payroll	Millus-Richard-11/30/2014-4796-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50014-10-00-0000**

**Account: 01-103-50014-10-00-0000 (Staff Fringe - SAIF)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-257	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
7/31/2014	3328-605	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Durbin-She
7/31/2014	3328-709	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Frires-Ken
7/31/2014	3328-827	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
7/31/2014	3328-1141	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1243	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 King-Auror
7/31/2014	3328-1745	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Timeus-Che

7/31/2014	3328-1781	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Whetstine-
7/31/2014	3420-102	Journal Entry	Brouwer-Amanda-7/31/2014-4509- PD 8/5 Staff
7/31/2014	3420-134	Journal Entry	Durbin-Sherri-7/31/2014-4520- PD 8/5 Staff
7/31/2014	3420-148	Journal Entry	FrIRES-Kenneth-7/31/2014-4524- PD 8/5 Staff
7/31/2014	3420-159	Journal Entry	Hegeman-Robert-7/31/2014-4530- PD 8/5 Staff
7/31/2014	3420-167	Journal Entry	Heindsmann-Kenneth-7/31/2014-4531- PD 8/5 Staff
7/31/2014	3420-183	Journal Entry	King-Aurora-7/31/2014-4535- PD 8/5 Staff
7/31/2014	3420-238	Journal Entry	Timeus-Cheryl-7/31/2014-4552- PD 8/5 Staff
7/31/2014	3420-245	Journal Entry	Whetstine-Barry-7/31/2014-4554- PD 8/5 Staff
7/31/2014	3811-97	Journal Entry	Distr 9993-Ref GL JE 3420 MacLauchlan Cheri-7/31/2014-4539-PD 8/5 Staff
7/31/2014	3811-98	Journal Entry	Distr 9993-Ref GL JE 3420 Stockton Sherry-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3811-99	Journal Entry	Distr 9993-Ref GL JE 3420 MacLauchlan Cheri-7/31/2014-4539-PD 8/5 Staff
7/31/2014	3811-100	Journal Entry	Distr 9993-Ref GL JE 3420 Stockton Sherry-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3811-105	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-109	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
8/1/2014	3328-258	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brouwer-Am
8/1/2014	3328-606	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Durbin-She
8/1/2014	3328-710	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 FrIRES-Ken
8/1/2014	3328-828	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Hegeman-Ro
8/1/2014	3328-1142	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
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8/1/2014	3328-1782	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Whetstine-
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8/5/2014	3236-527	Payroll	Durbin-Sherri-7/31/2014-4520-
8/5/2014	3236-1060	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1142	Payroll	King-Aurora-7/31/2014-4535-
8/5/2014	3236-1216	Payroll	Whetstine-Barry-7/31/2014-4554-
8/5/2014	3236-1336	Payroll	Brouwer-Amanda-7/31/2014-4509-
8/5/2014	3236-1440	Payroll	Hegeman-Robert-7/31/2014-4530-
8/5/2014	3236-1562	Payroll	Timeus-Cheryl-7/31/2014-4552-
8/31/2014	3399-533	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Durbin-She
8/31/2014	3399-651	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 FrIRES-Ken
8/31/2014	3399-749	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hegeman-Ro
8/31/2014	3399-1121	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 King-Auror
8/31/2014	3399-1173	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Krunglevic
8/31/2014	3399-1587	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3399-1669	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Timeus-Che
8/31/2014	3399-1709	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Whetstine-
8/31/2014	3604-85	Journal Entry	Durbin-Sherri-8/31/2014-4589--SAIF Accr Adj
8/31/2014	3604-97	Journal Entry	FrIRES-Kenneth-8/31/2014-4593--SAIF Accr Adj
8/31/2014	3604-108	Journal Entry	Hegeman-Robert-8/31/2014-4599--SAIF Accr Adj
8/31/2014	3604-139	Journal Entry	King-Aurora-8/31/2014-4605--SAIF Accr Adj
8/31/2014	3604-144	Journal Entry	Krunglevich-Stephannie-8/31/2014-4606--SAIF Accr Adj
8/31/2014	3604-189	Journal Entry	Stratton-Sherri-8/31/2014-4623--SAIF Accr Adj

8/31/2014	3604-198	Journal Entry	Timeus-Cheryl-8/31/2014-4624--SAIF Accr Adj
8/31/2014	3604-204	Journal Entry	Whetstine-Barry-8/31/2014-4626--SAIF Accr Adj
8/31/2014	3811-114	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-118	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-
8/31/2014	3811-121	Journal Entry	Distr 9993-Ref PR JE 3394 Whetstine-Barry-8/31/2014-4626-
8/31/2014	3811-126	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
8/31/2014	3811-424	Journal Entry	Distr 9993-Ref JE 3420 Whetstine Barry-7/31/2014-4539-PD 8/5 Staff - SAI
8/31/2014	3811-425	Journal Entry	Distr 9993-Ref JE 3420 Wolfe Rebecca-7/31/2014-4539-PD 8/5 Staff - SAIF
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9/1/2014	3399-652	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Frires-Ken
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9/1/2014	3399-1710	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Whetstine-
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9/5/2014	3394-296	Payroll	Frires-Kenneth-8/31/2014-4593-
9/5/2014	3394-517	Payroll	Durbin-Sherri-8/31/2014-4589-
9/5/2014	3394-1085	Payroll	King-Aurora-8/31/2014-4605-
9/5/2014	3394-1160	Payroll	Whetstine-Barry-8/31/2014-4626-
9/5/2014	3394-1391	Payroll	Hegeman-Robert-8/31/2014-4599-
9/5/2014	3394-1503	Payroll	Timeus-Cheryl-8/31/2014-4624-
9/5/2014	3394-1646	Payroll	Krunglevich-Stephannie-8/31/2014-4606-
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9/30/2014	3595-1473	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Frires-Ken
9/30/2014	3595-1511	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Durbin-She
9/30/2014	3595-1611	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1633	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - King-Auror
9/30/2014	3595-1649	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Whetstine-
9/30/2014	3595-1675	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brouwer-Am
9/30/2014	3595-1691	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Hegeman-Ro
9/30/2014	3595-1711	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Timeus-Che
9/30/2014	3595-1721	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Wolfe-Rebe
9/30/2014	3595-1741	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Krunglevic
9/30/2014	3811-131	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-136	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-139	Journal Entry	Distr 9993-Ref PR JE 3551 Whetstine-Barry-9/30/2014-4687-
9/30/2014	3811-144	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-
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10/3/2014	3551-1062	Payroll	King-Aurora-9/30/2014-4667-
10/3/2014	3551-1137	Payroll	Whetstine-Barry-9/30/2014-4687-
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10/3/2014	3551-1441	Payroll	Timeus-Cheryl-9/30/2014-4685-
10/3/2014	3551-1496	Payroll	Wolfe-Rebecca-9/30/2014-4690-
10/3/2014	3551-1582	Payroll	Krunglevich-Stephannie-9/30/2014-4668-
10/31/2014	3822-1731	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
10/31/2014	3822-1819	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Durbin-She
10/31/2014	3822-1841	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
10/31/2014	3822-1873	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
10/31/2014	3822-1913	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-1929	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
10/31/2014	3822-1937	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Krunglevic
10/31/2014	3822-1947	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-2043	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-2075	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Timeus-Che
10/31/2014	3822-2083	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
10/31/2014	3822-2109	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/1/2014	3822-1732	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
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11/1/2014	3822-1842	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Frires-Ken
11/1/2014	3822-1874	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hegeman-Ro
11/1/2014	3822-1914	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
11/1/2014	3822-1930	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - King-Auror
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11/3/2014	3729-860	Payroll	Juarez-Lorena-10/31/2014-4728-
11/3/2014	3729-1049	Payroll	King-Aurora-10/31/2014-4729-



11/3/2014	3729-1227	Payroll	Whetstine-Barry-10/31/2014-4748-
11/3/2014	3729-1431	Payroll	MacLauchlan-Cheri-10/31/2014-4732-
11/3/2014	3729-1450	Payroll	Hegeman-Robert-10/31/2014-4724-
11/3/2014	3729-1588	Payroll	Timeus-Cheryl-10/31/2014-4746-
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11/30/2014	3849-1833	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-1857	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-1887	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-1963	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-1993	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-2011	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-2055	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-2081	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-2099	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-2115	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-2141	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-2149	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-2173	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-2181	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
11/30/2014	3849-2189	Journal Entry	Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-1834	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-1858	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-1888	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-1964	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
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12/1/2014	3849-2012	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-2056	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-2082	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-2100	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-2116	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-2142	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-2150	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
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12/1/2014	3849-2182	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/1/2014	3849-2190	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-10-00-0000
12/5/2014	3847-262	Payroll	Stratton-Sherri-11/30/2014-4806-
12/5/2014	3847-281	Payroll	Fires-Kenneth-11/30/2014-4782-
12/5/2014	3847-467	Payroll	Durbin-Sherri-11/30/2014-4779-
12/5/2014	3847-842	Payroll	Juarez-Lorena-11/30/2014-4790-
12/5/2014	3847-947	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1031	Payroll	King-Aurora-11/30/2014-4791-
12/5/2014	3847-1202	Payroll	Whetstine-Barry-11/30/2014-4809-
12/5/2014	3847-1290	Payroll	Brouwer-Amanda-11/30/2014-4769-

12/5/2014	3847-1401	Payroll	MacLauchlan-Cheri-11/30/2014-4794-
12/5/2014	3847-1421	Payroll	Hegeman-Robert-11/30/2014-4786-
12/5/2014	3847-1533	Payroll	Timeus-Cheryl-11/30/2014-4807-
12/5/2014	3847-1605	Payroll	Wolfe-Rebecca-11/30/2014-4812-
12/5/2014	3847-1677	Payroll	Krunglevich-Stephannie-11/30/2014-4792-
12/5/2014	3847-1714	Payroll	Anderson-Kristen-11/30/2014-4766-
12/8/2014	3847-1738	Payroll	Stratton-Sherri-11/30/2014-4815-
1/6/2015	3961-28	Payroll	Gallegly-Suzanne-12/31/2014-4876-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-50014-20-00-0000**

**Account: 01-103-50014-20-00-0000 (Staff Fringe - SAIF)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-101	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-381	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Chickering
7/31/2014	3328-471	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
7/31/2014	3328-541	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
7/31/2014	3328-1119	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1259	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Krunglevic
7/31/2014	3328-1463	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
7/31/2014	3328-1525	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
7/31/2014	3328-1685	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3420-84	Journal Entry	Anderson-Joseph-7/31/2014-4505- PD 8/5 Staff
7/31/2014	3420-115	Journal Entry	Chickering-Donna-7/31/2014-4514- PD 8/5 Staff
7/31/2014	3420-123	Journal Entry	Cooley-Kristi-7/31/2014-4517- PD 8/5 Staff
7/31/2014	3420-130	Journal Entry	D'Inzillo-Donna-7/31/2014-4518- PD 8/5 Staff
7/31/2014	3420-168	Journal Entry	Heindsmann-Kenneth-7/31/2014-4531- PD 8/5 Staff
7/31/2014	3420-187	Journal Entry	Krunglevich-Stephannie-7/31/2014-527875- PD 8/5 Staff
7/31/2014	3420-210	Journal Entry	Potts-Rhonda-7/31/2014-4543- PD 8/5 Staff
7/31/2014	3420-218	Journal Entry	Sandberg-Dayna-7/31/2014-4546- PD 8/5 Staff
7/31/2014	3420-228	Journal Entry	Stratton-Sherri-7/31/2014-4551- PD 8/5 Staff
7/31/2014	3746-37	Journal Entry	Distr 9993-Ref GL JE 3420 Davidson-Janae-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3746-38	Journal Entry	Distr 9993-Ref GL JE 3420 Hearn-Veronica-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3746-40	Journal Entry	Distr 9993-Ref PR JE 3236 Hearn-Veronica-7/31/2014-4529-
7/31/2014	3746-41	Journal Entry	Distr 9993-Ref GL JE 3420 Davidson-Janae-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3746-44	Journal Entry	Distr 9993-Ref PR JE 3236 Davidson-Janae-7/31/2014-527874-

8/1/2014	3328-102	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-382	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Chickering
8/1/2014	3328-472	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Cooley-Kri
8/1/2014	3328-542	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 D'Inzillo-
8/1/2014	3328-1120	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1260	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Krunglevic
8/1/2014	3328-1464	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Potts-Rhon
8/1/2014	3328-1526	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Sandberg-D
8/1/2014	3328-1686	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/5/2014	3236-62	Payroll	Krunglevich-Stephannie-7/31/2014-527875-
8/5/2014	3236-245	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-383	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-352	Payroll	D'Inzillo-Donna-7/31/2014-4518-
8/5/2014	3236-616	Payroll	Potts-Rhonda-7/31/2014-4543-
8/5/2014	3236-699	Payroll	Cooley-Kristi-7/31/2014-4517-
8/5/2014	3236-1027	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/5/2014	3236-1656	Payroll	Chickering-Donna-7/31/2014-4514-
8/5/2014	3236-1727	Payroll	Sandberg-Dayna-7/31/2014-4546-
8/31/2014	3399-345	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Chickering
8/31/2014	3399-415	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-501	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Dougherty-
8/31/2014	3399-729	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Hearn-Vero
8/31/2014	3399-855	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1175	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Krunglevic
8/31/2014	3399-1397	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
8/31/2014	3399-1483	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Sandberg-D
8/31/2014	3399-1589	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stratton-S
8/31/2014	3604-64	Journal Entry	Chickering-Donna-8/31/2014-4581--SAIF Accr Adj
8/31/2014	3604-71	Journal Entry	Cooley-Kristi-8/31/2014-4584--SAIF Accr Adj
8/31/2014	3604-82	Journal Entry	Dougherty-Tiffany-8/31/2014-4587--SAIF Accr Adj
8/31/2014	3604-106	Journal Entry	Hearn-Veronica-8/31/2014-4598--SAIF Accr Adj
8/31/2014	3604-117	Journal Entry	Heindsmann-Kenneth-8/31/2014-4600--SAIF Accr Adj
8/31/2014	3604-145	Journal Entry	Krunglevich-Stephannie-8/31/2014-4606--SAIF Accr Adj
8/31/2014	3604-169	Journal Entry	Potts-Rhonda-8/31/2014-4615--SAIF Accr Adj
8/31/2014	3604-179	Journal Entry	Sandberg-Dayna-8/31/2014-4618--SAIF Accr Adj
8/31/2014	3604-190	Journal Entry	Stratton-Sherri-8/31/2014-4623--SAIF Accr Adj
8/31/2014	3746-48	Journal Entry	Distr 9993-Ref PR JE 3394 Davidson-Janae-8/31/2014-527909-
9/1/2014	3399-346	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Chickering
9/1/2014	3399-416	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
9/1/2014	3399-502	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Dougherty-
9/1/2014	3399-730	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Hearn-Vero
9/1/2014	3399-856	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1176	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Krunglevic
9/1/2014	3399-1398	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Potts-Rhon
9/1/2014	3399-1484	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Sandberg-D

9/1/2014	3399-1590	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stratton-S
9/5/2014	3394-271	Payroll	Stratton-Sherri-8/31/2014-4623-
9/5/2014	3394-559	Payroll	Hearn-Veronica-8/31/2014-4598-
9/5/2014	3394-628	Payroll	Potts-Rhonda-8/31/2014-4615-
9/5/2014	3394-722	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-998	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1580	Payroll	Chickering-Donna-8/31/2014-4581-
9/5/2014	3394-1647	Payroll	Krunglevich-Stephannie-8/31/2014-4606-
9/5/2014	3394-1697	Payroll	Sandberg-Dayna-8/31/2014-4618-
9/5/2014	3394-1692	Payroll	Dougherty-Tiffany-8/31/2014-4587-
9/30/2014	3595-1453	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
9/30/2014	3595-1463	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
9/30/2014	3595-1487	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
9/30/2014	3595-1533	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
9/30/2014	3595-1543	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-1587	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1727	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
9/30/2014	3595-1747	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Dougherty-
9/30/2014	3595-1751	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Sandberg-D
9/30/2014	3746-51	Journal Entry	Distr 9993-Ref PR JE 3551 Davidson-Janae-9/30/2014-527931-
10/1/2014	3595-1454	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Anderson-J
10/1/2014	3595-1464	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stratton-S
10/1/2014	3595-1488	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - D'Inzillo-
10/1/2014	3595-1534	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Potts-Rhon
10/1/2014	3595-1544	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
10/1/2014	3595-1588	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-1728	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Chickering
10/1/2014	3595-1748	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Dougherty-
10/1/2014	3595-1752	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Sandberg-D
10/3/2014	3551-227	Payroll	Stratton-Sherri-9/30/2014-4684-
10/3/2014	3551-219	Payroll	Anderson-Joseph-9/30/2014-4639-
10/3/2014	3551-309	Payroll	D'Inzillo-Donna-9/30/2014-4650-
10/3/2014	3551-555	Payroll	Potts-Rhonda-9/30/2014-4676-
10/3/2014	3551-646	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-955	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1519	Payroll	Chickering-Donna-9/30/2014-4646-
10/3/2014	3551-1633	Payroll	Sandberg-Dayna-9/30/2014-4679-
10/3/2014	3551-1628	Payroll	Dougherty-Tiffany-9/30/2014-4652-
10/10/2014	3602-24	Payroll	Davidson-Janae-10/31/2014-527937-
10/31/2014	3822-1715	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-1735	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
10/31/2014	3822-1795	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
10/31/2014	3822-1807	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
10/31/2014	3822-1813	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Draper-Lin
10/31/2014	3822-1861	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar

10/31/2014	3822-1869	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero
10/31/2014	3822-1885	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-2009	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
10/31/2014	3822-2055	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
10/31/2014	3822-2061	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
11/1/2014	3822-1716	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-1736	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-K
11/1/2014	3822-1796	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Cooley-Kri
11/1/2014	3822-1808	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - D'Inzillo-
11/1/2014	3822-1814	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Draper-Lin
11/1/2014	3822-1862	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
11/1/2014	3822-1870	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hearn-Vero
11/1/2014	3822-1886	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-2010	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Potts-Rhon
11/1/2014	3822-2056	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Stratton-S
11/1/2014	3822-2062	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
11/3/2014	3729-81	Payroll	Tessen-Jeanette-10/31/2014-527947-
11/3/2014	3729-256	Payroll	Stratton-Sherri-10/31/2014-4745-
11/3/2014	3729-269	Payroll	Draper-Linda-10/31/2014-4713-
11/3/2014	3729-240	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-331	Payroll	D'Inzillo-Donna-10/31/2014-4711-
11/3/2014	3729-528	Payroll	Hearn-Veronica-10/31/2014-4723-
11/3/2014	3729-584	Payroll	Potts-Rhonda-10/31/2014-4738-
11/3/2014	3729-696	Payroll	Cooley-Kristi-10/31/2014-4710-
11/3/2014	3729-939	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1557	Payroll	Hannah-Sarah-10/31/2014-4722-
11/3/2014	3729-1799	Payroll	Anderson-Kristen-10/31/2014-4700-
11/30/2014	3849-1811	Journal Entry	Payroll accrual - 01-103-50014-20-00-0000
11/30/2014	3849-1829	Journal Entry	Payroll accrual - 01-103-50014-20-00-0000
11/30/2014	3849-1855	Journal Entry	Payroll accrual - 01-103-50014-20-00-0000
11/30/2014	3849-1907	Journal Entry	Payroll accrual - 01-103-50014-20-00-0000
11/30/2014	3849-1927	Journal Entry	Payroll accrual - 01-103-50014-20-00-0000
11/30/2014	3849-1975	Journal Entry	Payroll accrual - 01-103-50014-20-00-0000
11/30/2014	3849-2129	Journal Entry	Payroll accrual - 01-103-50014-20-00-0000
11/30/2014	3849-2185	Journal Entry	Payroll accrual - 01-103-50014-20-00-0000
11/30/2014	3849-2199	Journal Entry	Payroll accrual - 01-103-50014-20-00-0000
12/1/2014	3849-1812	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-20-00-0000
12/1/2014	3849-1830	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-20-00-0000
12/1/2014	3849-1856	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-20-00-0000
12/1/2014	3849-1908	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-20-00-0000
12/1/2014	3849-1928	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-20-00-0000
12/1/2014	3849-1976	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-20-00-0000
12/1/2014	3849-2130	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-20-00-0000
12/1/2014	3849-2186	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-20-00-0000
12/1/2014	3849-2200	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-20-00-0000

12/5/2014	3847-113	Payroll	Tessen-Jeanette-11/30/2014-527964-
12/5/2014	3847-280	Payroll	Stratton-Sherri-11/30/2014-4806-
12/5/2014	3847-259	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-539	Payroll	Potts-Rhonda-11/30/2014-4799-
12/5/2014	3847-650	Payroll	Cooley-Kristi-11/30/2014-4776-
12/5/2014	3847-927	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1504	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1716	Payroll	Anderson-Kristen-11/30/2014-4766-
12/8/2014	3847-1746	Payroll	Stratton-Sherri-11/30/2014-4815-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-50014-20-00-9991**

**Account: 01-103-50014-20-00-9991 (Staff Fringe - SAIF)**

7/1/2014 *Account Beginning Balance*

11/30/2014	3849-1979	Journal Entry	Payroll accrual - 01-103-50014-20-00-9991
12/1/2014	3849-1980	Journal Entry	<Reversal> Payroll accrual - 01-103-50014-20-00-9991
12/5/2014	3847-935	Payroll	Heindsmann-Kenneth-11/30/2014-4787-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-103-52000-00-00-9991**

**Account: 01-103-52000-00-00-9991 (Staff Travel, Meals, Lodging)**

7/1/2014 *Account Beginning Balance*

9/16/2014	3704-3	Accounts Payable	US Bank-M10301401A-Grand Hotel Salem 09/15/14 WSO Stads Mtg J Fong
9/16/2014	3704-6	Accounts Payable	US Bank-M10301401B-Grand Hotel Salem 09/15/14 WSO Stads Mtg A Kin
9/23/2014	3523-3	Accounts Payable	College Dreams, Inc-Wolfe,R-Registration Resiliency Trng Rebecca Wolfe O
10/9/2014	3835-87	Accounts Payable	US Bank-M12011403D-Shell Trip San Bruno CA for Region 6 WIOA MTG
10/10/2014	3835-84	Accounts Payable	US Bank-M12011403C-Courtyard Hotel Region 6 WIOA MTG 10/10/14-10.

10/14/2014	3835-99	Accounts Payable
10/17/2014	3835-90	Accounts Payable
10/17/2014	3835-93	Accounts Payable
10/17/2014	3835-96	Accounts Payable
10/30/2014	3835-110	Accounts Payable
10/30/2014	3835-113	Accounts Payable
1/2/2015	3864-13	Accounts Payable
1/2/2015	3864-16	Accounts Payable

US Bank-M12011403I-Sunrise Cafe Dual Credit/STEM/CRLE Mtg RWP-10,  
 US Bank-M12011403E-Shell Job Growers Salem MTG 10/17/14-10/17/2014  
 US Bank-M12011403F-Shell Job Growers Salem MTG 10/17/14-10/17/2014  
 US Bank-M12011403G-Grand Hotel Salem Job Growers 10/17/14 J Fong-10  
 US Bank-M12011403M-Cash&Carry Refreshments RWP&Governance Work  
 US Bank-M12011403N-Safeway Refreshments RWP&Governance Work Mtg  
 King, Aurora-M01021501-Travel: PDX 1/5-6/15, OR Biz Plan Lrdshp Summ  
 Fong, Jim-M01021502-Travel: PDX 1/5-6/15, OR Biz Plan Lrdshp Summit R

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-52000-10-00-0000**

**Account: 01-103-52000-10-00-0000 (Staff Travel, Meals, Lodging)**

7/1/2014

*Account Beginning Balance*

9/23/2014	3523-12	Accounts Payable
9/23/2014	3523-19	Accounts Payable
9/23/2014	3523-25	Accounts Payable
9/23/2014	3523-32	Accounts Payable
9/23/2014	3523-35	Accounts Payable
9/23/2014	3523-40	Accounts Payable
10/8/2014	3835-116	Accounts Payable
10/29/2014	3545-13	Accounts Payable
12/2/2014	3850-220	Accounts Payable
12/9/2014	3850-226	Accounts Payable

College Dreams, Inc-Timeus, C-Registration Resiliency Trng Cheryl Timeus  
 College Dreams, Inc-Hegeman, R-Registration Resiliency Trng Rob Hegeman  
 College Dreams, Inc-Krunglevich, S-Registration Resiliency Trng Stephannie  
 College Dreams, Inc-C Timeus-Workplace Coaching Cheryl Timeus Nov 3,1  
 College Dreams, Inc-Krunglevich, S-Workplace Coaching Stephannie Krungl  
 College Dreams, Inc-King, A-Workplace Coaching Aurora King Nov 3,10,18  
 US Bank-M12011403O-Effective Supervis Practic. A King 11/13/14-10/8/20  
 College Dreams, Inc-MacLauchlan, C-Registration Resiliency Trng Cheri Ma  
 King, Aurora-M12091403A-Travel: OED WSO Std Focus Grp WIA/DLW De  
 King, Aurora-M12091403B-Travel: OED WSO Std Focus Grp Salem Dec 9,

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-52000-20-00-0000**

**Account: 01-103-52000-20-00-0000 (Staff Travel, Meals, Lodging)**

7/1/2014

*Account Beginning Balance*

9/23/2014	3523-22	Accounts Payable
10/14/2014	3553-73	Accounts Payable
10/28/2014	3681-195	Accounts Payable
10/28/2014	3688-4	Accounts Payable

College Dreams, Inc-Chickering, D-Registration Resiliency Trng Donna Chic  
 Chickering, Donna-M10101403-Travel: Work Bound College Ready 10/14/14  
 College Dreams, Inc-10281401-Registration Resiliency Trng Kristen Andersc  
 Grants Pass & Jo.Co.-13999-BR&E Survey ,L Draper,K Heindsmann,J Fong,]

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-52001-20-00-0000**

**Account: 01-103-52001-20-00-0000 (Other Staff Expenses)**

7/1/2014

*Account Beginning Balance*

7/3/2014	3581-51	Accounts Payable
7/8/2014	3292-24	Accounts Payable
9/9/2014	3618-7	Accounts Payable
9/29/2014	3581-44	Accounts Payable
9/29/2014	3618-154	Accounts Payable
10/1/2014	3570-13	Accounts Payable
10/10/2014	3953-7	Accounts Payable
10/31/2014	3800-140	Accounts Payable
10/31/2014	3800-143	Accounts Payable
11/3/2014	3818-104	Accounts Payable
11/10/2014	3850-264	Accounts Payable

Oregon State Police-83-Dayna Louise Sandberg Crim Ck Adult WIA PY14-10  
 Redwood Toxicology L-11765720147-Sandberg,Dayna Drug Testing Adult W  
 Asante Physician Par-7199-Anderson, Joe Random Testing PY14-9/30/20  
 Oregon State Police-83-Amberann K Burke JOBS Plus GP-10/1/2014  
 Redwood Toxicology L-11765720149-Burke, Amber-Ann Drug Testing JOB  
 SAIF Corporation-771351-Clain#8277837C Prinrose, R DOI 11/8/13-10/1/20  
 Oregon State Police-83A-Anderson, Kristen Crim Ck Adult WIA/DLW PY14  
 Redwood Toxicology L-117657201410A-Tessen, Jeanette Drug Screening JO  
 Redwood Toxicology L-117657201410B-Anderson, Kristen Drug Screening I  
 Superior Stamp and S-123654-Name Plate: Kristen Anderson WIA PY14-11/  
 Redwood Toxicology L-117657201411-Mooney, Kerry JOBS+,Clerical Assis

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-52002-00-00-9991**

**Account: 01-103-52002-00-00-9991 (Board Expenses)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3146-15	Accounts Payable
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US Bank-M07311401B-Sunrise Cafe Lunch Sector Strat. PY14-7/1/2014



7/13/2014	3307-22	Accounts Payable	US Bank-M08291401D-WalMart Refreshments for RWP/TJC meeting 7/14/1
7/17/2014	3307-13	Accounts Payable	US Bank-M08291401A-Grand Hotel J Fong Salem 7/17/14 RWP PY14-7/18/
7/18/2014	3217-8	Accounts Payable	Fong, Jim-M07301401-Travel OWP Mtg & Mini Retreat Salem 7/18/14 RWF
7/23/2014	3123-6	Accounts Payable	Fong, Jim-M07171406-Travel Region 6 TAACCCT Trng Oakland CA July 2:
7/28/2014	3307-28	Accounts Payable	US Bank-M08291401-Grand Hotel Salem 7/28/14 Mtg. RWP PY14-7/28/201
7/29/2014	3217-3	Accounts Payable	Fong, Jim-M07291402-Travel OR Sector Prtnshp Jul 28-29, 14 Salem RWP F
7/29/2014	3217-9	Accounts Payable	Hetland, Graham-M07291404-Travel: OR Sector Prtnshp Jul 28-29, 14 Salern
7/29/2014	3217-12	Accounts Payable	King, Aurora-M07291403-Travel: OR Sector Prtnshp Jul 28-29, 14 Salem RV
7/30/2014	3307-25	Accounts Payable	US Bank-M08291401H-Sunrise Cafe RWP Lunch Mtg PY14-7/30/2014
8/1/2014	3307-19	Accounts Payable	US Bank-M08291401C-Sunrise Cafe Lunch Mtg STEM Circle 8/1/14 RWP I
8/1/2014	3365-5	Accounts Payable	REVERSE-ADJUST-US Bank-M08291401C
8/11/2014	3296-17	Accounts Payable	Allison, Tamara-M08131402-Reimb Wal Mart refreshments RWP MTG 8/11
8/14/2014	3326-5	Cash Receipts	Aurora King, Trav Re-779-3270
9/5/2014	3704-27	Accounts Payable	US Bank-M10301401G-Sunrise Cafe Board of Direct Mtg RWP-9/5/2014
9/8/2014	3416-3	Accounts Payable	Fong, Jim-M09081402-WSO Stnds Projt Salem 9/9-10/14 RWP PY14-9/4/20
9/8/2014	3416-6	Accounts Payable	King, Aurora-M09081403-WSO Stnds Projt Salem 9/9-10/14 RWP PY14-9/4
9/9/2014	3438-5	Accounts Payable	Allison, Tamara-090914-Reimb Walmart/Big Lots refreshments RWP MTG-5
9/9/2014	3460-5	Accounts Payable	Superior Stamp and S-122942-Name plates,Jon Flegel,John Higgins,Teresa S:
9/16/2014	3459-5	Accounts Payable	Fong, Jim-M09161401-Travel: WIB & OWIB Mtg Salem 9/12/14 RWP-9/16/
9/16/2014	3479-4	Accounts Payable	Fong, Jim-M09181404-Travel: Salem 9/19/14 WSO Stds. RWP PY14-9/16/21
9/16/2014	3479-6	Accounts Payable	King, Aurora-M09181405-Travel: Salem 9/19/14 WSO Stds. RWP PY14-9/16/21
9/19/2014	3532-5	Accounts Payable	Fong, Jim-M09191405-Travel OWP MTG Salem 9/19/14 RWP PY14-9/12/2
9/22/2014	3704-60	Accounts Payable	US Bank-M10301401U-Conf Sustainable Valley Fong,Hetland 9/26/14-9/22/
9/24/2014	3704-63	Accounts Payable	US Bank-M10301401X-Downtown Mkt Meeting w/ J Chamberlin WIA RWI
9/29/2014	3545-18	Accounts Payable	Fong, Jim-M09261401-Travel: RWP planning W/OED & CCWD Salem 9/29
9/29/2014	3704-12	Accounts Payable	US Bank-M10301401D-Parking RWP planning W/OED & CCWD Salem 9/2
9/29/2014	3704-15	Accounts Payable	US Bank-M10301401E-Holiday Inn Eugene RWP planning W/OED & CCW.
10/6/2014	3588-5	Cash Receipts	JAMES FONG TRAVEL RE-815-3363
10/9/2014	3632-13	Accounts Payable	Fong, Jim-M10201405-Travel: WIOA Town Hall San Bruno,CA 10/10/14 RV
10/17/2014	3660-126	Accounts Payable	Fong, Jim-M10231401-Travel: OWP Mtg Salem 10/17/14 RWP-10/14/2014
10/20/2014	3835-143	Accounts Payable	US Bank-M12011403T-Staples Sticky Easel Pads RWP-10/20/2014
10/22/2014	3660-121	Accounts Payable	Fong, Jim-M10221401-Travel: College for All McAllen TX 10/23-24/14 RWI
10/22/2014	3725-288	Accounts Payable	Office Depot Credit -736438482001-Sticky easel pad Aldmin PY14-10/22/2
10/24/2014	3800-288	Accounts Payable	Southern Oregon Educ-00018776-Reimb Travel Air Fare/Lodging for J Fong
10/28/2014	3688-6	Accounts Payable	Grants Pass & Jo.Co.-13999-BR&E Survey ,L Draper,K Heindsmann,J Fong,:
10/29/2014	3835-154	Accounts Payable	US Bank-M12011403V-Adobe Oct 14 Cloud PY14-10/29/2014
11/7/2014	3980-15	Accounts Payable	US Bank-M12311401M-NAWB regist. Fong,Gomez,King,Donnelly,Shumate
11/11/2014	3980-18	Accounts Payable	US Bank-M12311401N-Hilton Deposit NAWB WA DC: Jim Fong Mar 15 R
11/11/2014	3980-21	Accounts Payable	US Bank-M12311401O-Hilton Deposit NAWB WA DC: J Gomez Mar 15 R'
11/11/2014	3980-24	Accounts Payable	US Bank-M12311401P-Hilton Deposit NAWB WA DC: King, A. Mar 15 R'
11/11/2014	3980-27	Accounts Payable	US Bank-M12311401Q-Hilton Deposit NAWB WA DC: Donnelly, M Mar 1
11/18/2014	3980-33	Accounts Payable	US Bank-M12311401V-Ray Food Refreshments Mtg RWP-12/5/2014
11/21/2014	3843-134	Accounts Payable	Fong, Jim-M12031401-Travel: OWP Salem 11/21/14 RWP PY14-11/18/2014
11/28/2014	3980-36	Accounts Payable	US Bank-M12311401W-Adobe Nov 14 Cloud PY14-12/5/2014
1/9/2015	3915-5	Accounts Payable	Fong, Jim-M01081501-Travel: PDX OWIB Mtg 1/9/15 RWP-12/30/2014

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-103-60001-10-00-0000**

**Account: 01-103-60001-10-00-0000 (Client Wages)**

7/1/2014

Account Beginning Balance

8/31/2014	3422-123	Payroll	Boen-Deborah-8/31/2014-527916-
9/25/2014	3530-10	Payroll	Boen-Deborah-9/15/2014-527926-
9/30/2014	3593-3	Journal Entry	Accrual 9/30 CL PR Expense using PD 10/10/14
10/1/2014	3593-4	Journal Entry	<Reversal> Accrual 9/30 CL PR Expense using PD 10/10/14
10/10/2014	3582-2	Payroll	Boen-Deborah-9/30/2014-527935-
10/28/2014	3666-2	Payroll	Boen-Deborah-10/15/2014-527938-
11/13/2014	3764-1	Payroll	Boen-Deborah-10/31/2014-527948-
11/30/2014	3830-2	Payroll	Boen-Deborah-11/15/2014-527954-
11/30/2014	3863-15	Journal Entry	Client Payroll Acc - Boen-Deborah-11/30/2014-527965-
12/1/2014	3863-16	Journal Entry	<Reversal> Client Payroll Acc - Boen-Deborah-11/30/2014-527965-
12/12/2014	3862-1	Payroll	Boen-Deborah-11/30/2014-527965-

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-103-60002-10-00-0000**

**Account: 01-103-60002-10-00-0000 (Client Taxes)**

7/1/2014

Account Beginning Balance

8/31/2014	3435-6	Journal Entry	Recl 50002 Boen-Deborah-8/31/2014-527916-
9/25/2014	3952-19	Journal Entry	Boen-Deborah-9/15/2014-527926-
9/30/2014	3593-7	Journal Entry	Accrual 9/30 CL PR Expense using PD 10/10/14
10/1/2014	3593-8	Journal Entry	<Reversal> Accrual 9/30 CL PR Expense using PD 10/10/14
10/10/2014	3594-4	Journal Entry	Boen-Deborah-9/30/2014-527935-Corr 50002 to 60002
11/13/2014	3952-50	Journal Entry	Boen-Deborah-10/31/2014-527948-

11/30/2014	3952-73	Journal Entry
11/30/2014	3952-105	Journal Entry
12/1/2014	3952-86	Journal Entry
12/12/2014	3952-125	Journal Entry

Boen-Deborah-11/15/2014-527954-  
 Client Payroll Acc - Boen-Deborah-11/30/2014-527965-  
 <Reversal> Client Payroll Acc - Boen-Deborah-11/30/2014-527965-  
 Boen-Deborah-11/30/2014-527965-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-60004-10-00-0000**

**Account: 01-103-60004-10-00-0000 (Client Training)**

7/1/2014

*Account Beginning Balance*

7/7/2014	3404-13	Accounts Payable
7/7/2014	3404-25	Accounts Payable
7/28/2014	3220-6	Accounts Payable
8/12/2014	3268-1	Accounts Payable
9/5/2014	3980-61	Accounts Payable
10/20/2014	3639-13	Accounts Payable
11/17/2014	3886-1	Accounts Payable
11/18/2014	3785-19	Accounts Payable
1/13/2015	3953-90	Accounts Payable
1/15/2015	3963-86	Accounts Payable

Rogue Community Coll-33613-PO 64392/CASE, REX-9/2/2014  
 Rogue Community Coll-33613-PO 64329/GOMEZ, ALBERT-9/2/2014  
 IITR Truck Driving S-29-Jul-14-PO 64354/LIEDTKE, CHARLES-7/29/2014  
 Dorsett, Forest-08121401-Reimb CDL fees/tests-8/12/2014  
 Southern Oregon Univ-1/20/15-PO 64578/Charlotte Smith #940397979-1/20/  
 IITR Truck Driving S-102014-PO 64464, DANA HIGHT-10/20/2014  
 IITR Truck Driving S-111914-PO 64496/CHRISTOPHER JACKSON-11/19/  
 Hight, Dana-11181408-Reimb CLD Testing Fees-11/18/2014  
 Ashland Institute of-01131502-PartialTuition Lauren Herskowitz Start Date:  
 Hincks, Shelley-Ann-01151504-Reimb.RCC Realestate Brokers Licensing-1/

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-60004-10-00-1050**

**Account: 01-103-60004-10-00-1050 (Client Training)**

7/1/2014

*Account Beginning Balance*

1/12/2015	3963-19	Accounts Payable
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IITR Truck Driving S-011415-PO #64585/BERTRAM SMITH-1/14/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-60004-10-70-0000**

**Account: 01-103-60004-10-70-0000 (Client Training)**

7/1/2014

*Account Beginning Balance*

7/23/2014	3226-1	Accounts Payable	Abdill Career Colleg-21487/11/2014-PO 64363/BOBB, MEGAN-7/30/2014
8/4/2014	3221-9	Accounts Payable	Pacific Healthcare T-051314-PO 64357/GONZALES, CHRISTINE-8/4/2014
9/3/2014	3391-7	Accounts Payable	Imani Institute of C-090314-PO 64409/Charmaine Carnes-9/3/2014
9/10/2014	3457-19	Accounts Payable	Abdill Career Colleg-21489/1/2014-PO 64418/Bobb, Megan-9/12/2014
9/15/2014	3476-7	Accounts Payable	Pacific Healthcare T-062414-PO 64417/Goin, Joel-6/24/2014
9/15/2014	3531-13	Accounts Payable	Pacific Healthcare T-052914-PO 64425/Adriana Hillard-9/22/2014
9/29/2014	3791-27	Accounts Payable	Rogue Community Coll-33899-PO 64433/FREEMAN, JESSICA-10/28/2014
9/29/2014	3791-49	Accounts Payable	Rogue Community Coll-33899-PO 64397/PACTWA, MARY KATHERINE-1
9/29/2014	3791-57	Accounts Payable	Rogue Community Coll-33899-PO 64414/WESTCOTT, EDYTHE-10/28/201
10/9/2014	3681-3	Accounts Payable	Abdill Career Colleg-21489/19/2014-PO 64466/MEGAN BOBB-10/23/2014
10/9/2014	3681-5	Accounts Payable	Abdill Career Colleg-21679/19/2014-PO 64467/LISA SULLIVAN-10/23/201
11/24/2014	3861-18	Accounts Payable	Pacific Healthcare T-100714-PO 64502/MARK LUNSFORD-11/26/2014
11/24/2014	3861-44	Accounts Payable	Pacific Healthcare T-112814-PO 64497/LUA, BRENDA-11/26/2014
1/5/2015	3953-27	Accounts Payable	Pacific Healthcare T-111814-PO 64519/CHELSEA ABERNETHY-1/9/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-60004-20-00-0000**

**Account: 01-103-60004-20-00-0000 (Client Training)**

7/1/2014

*Account Beginning Balance*

7/7/2014	3088-7	Accounts Payable	Pacific Healthcare T--PO 64327, Barbara Ayer CNA 2-6/27/2014
7/7/2014	3404-1	Accounts Payable	Rogue Community Coll-33613-PO 64333/ANGER, ERIC-9/2/2014
7/7/2014	3404-11	Accounts Payable	Rogue Community Coll-33613-PO 64325/CARLSON, SAMARA-9/2/2014
7/15/2014	3101-1	Accounts Payable	Health & Educational-07151402-Purtzer, Regina RN Re-entry program-7/15/
8/26/2014	3374-3	Accounts Payable	IITR Truck Driving S-082614-PO 64394/BRENDA MARTENIA-8/26/2014

9/2/2014	3474-3	Accounts Payable
9/29/2014	3791-19	Accounts Payable
9/29/2014	3791-37	Accounts Payable
10/7/2014	3572-17	Accounts Payable
10/7/2014	3572-19	Accounts Payable
11/24/2014	3886-90	Accounts Payable
12/15/2014	3886-116	Accounts Payable
12/15/2014	3953-88	Accounts Payable
1/15/2015	3953-25	Accounts Payable

Rogue Valley Phlebot-091614-PO 64362/SHERMAN, ANNA-9/16/2014  
Rogue Community Coll-33899-PO 64440/CRAWFORD, LAUREN-10/28/20  
Rogue Community Coll-33899-PO 64445/HENDERSON, OLGA-10/28/2014  
Booth Insurance Agen-10071409-Reimb Reg. Exam Fee Paula Vellozzi-10/7/  
Booth Insurance Agen-10071409-OR Ins Prelicense Paula Vellozzi-10/7/2014  
Pacific Healthcare T-102814-PO 64517/SHELBY SCHULZ-12/15/2014  
IITR Truck Driving S-121514-PO 64529/BROWN, KENNETH-12/15/2014  
Pacific Healthcare T-112114-PO 64582 (was 64505)/NAPIER, ERICA-12/18  
Pacific Healthcare T-081214-PO 64522/JULIE GRAHAM-1/9/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-60004-20-70-0000**

**Account: 01-103-60004-20-70-0000 (Client Training)**

7/1/2014

*Account Beginning Balance*

8/4/2014	3250-1	Accounts Payable
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Pacific Healthcare T-062414-PO 64370/BOXWELL-BASHAM, CLARISSA-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-60004-20-70-1050**

**Account: 01-103-60004-20-70-1050 (Client Training)**

7/1/2014

*Account Beginning Balance*

8/4/2014	3221-3	Accounts Payable
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Pacific Healthcare T-071714-PO 64347/CULMONE, CRYTAL-8/4/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-60005-10-00-0000**

**Account: 01-103-60005-10-00-0000 (Training - On the Job)**

7/1/2014

*Account Beginning Balance*

9/29/2014

3843-29

Accounts Payable

McFall Water & Fire -12/11/14-Constancio, Timothy OJT - 103 PY14-11/6/2

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-60005-20-00-0000**

**Account: 01-103-60005-20-00-0000 (Training - On the Job)**

7/1/2014

*Account Beginning Balance*

7/1/2014

3690-2

Journal Entry

<Reversal> Core-Mark Int-091814-OJT - 103 DLW: White, Adam PY13-7/3

7/31/2014

3430-5

Accounts Payable

Core-Mark Int-091814-OJT - 103 DLW: White, Adam PY14-7/31/2014

7/31/2014

Summarized

Accounts Payable

7/31/2014

3609-1

Accounts Payable

REVERSE-ADJUST-Core-Mark Int-091814-OJT - 103 DLW: White, Adam

8/20/2014

3512-3

Accounts Payable

Deardorff Fitzsimmon-10021401-OJT - 103 Christine Crum PY14-8/20/2014

11/7/2014

3900-127

Accounts Payable

Ready Ride Service I-12301401-Dixie Athanson OJT - 103 PY14-12/2/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-60012-10-00-0000**

**Account: 01-103-60012-10-00-0000 (Client Intensive - Occupational Skills)**

7/1/2014

*Account Beginning Balance*

7/7/2014

3404-9

Accounts Payable

Rogue Community Coll-33613-PO 64331/BROVERMAN, ROBERT-9/2/201

7/7/2014

3404-39

Accounts Payable

Rogue Community Coll-33613-PO 64320/POYNTER, ALICE-9/2/2014

7/7/2014	3404-45	Accounts Payable
7/7/2014	3404-49	Accounts Payable
8/13/2014	3302-5	Accounts Payable
9/29/2014	3791-63	Accounts Payable
9/29/2014	3791-15	Accounts Payable
9/29/2014	3791-17	Accounts Payable
9/29/2014	3791-55	Accounts Payable
9/29/2014	3791-59	Accounts Payable
9/29/2014	3791-61	Accounts Payable
10/24/2014	3681-7	Accounts Payable
11/20/2014	3861-50	Accounts Payable
11/25/2014	3818-335	Accounts Payable
12/2/2014	3861-52	Accounts Payable
12/16/2014	3866-114	Accounts Payable
12/17/2014	3886-129	Accounts Payable
12/22/2014	3895-107	Accounts Payable
12/23/2014	3900-106	Accounts Payable

Rogue Community Coll-33613-PO 64330/WHITE, PORTLAND-9/2/2014  
Rogue Community Coll-33613-PO 64371/WRIGHT, ALISA-9/2/2014  
Pearson VUE-0013-6695-6344-PO 64380/Alisa Wright-8/13/2014  
Rogue Community Coll-33899-PO 64434/ABBOTT, VERONICA-10/28/2014  
Rogue Community Coll-33899-PO 64438/BRUHNS, TINA-10/28/2014  
Rogue Community Coll-33899-PO 64465/CAMPBELL, CYNTHIA-10/28/2014  
Rogue Community Coll-33899-PO 64456/SHIELDS, PAULA-10/28/2014  
Rogue Community Coll-33899-PO 64439/WHITE, PORTLAND-10/28/2014  
Rogue Community Coll-33899-PO 64460/YAW, JAMES-10/28/2014  
Pearson VUE-0015-1205-8779-PO 64469/PAULA SHIELDS-10/24/2014  
Pearson VUE-0015-6287-5876-PO 64499/BRUHNS, TINA-11/26/2014  
Salvador, Darrell-11251407-Grant Bissell Flagger Trng 11/22/14-11/25/2014  
Pearson VUE-0015-8155-2260-PO 64510/ABBOTT, VERONICA-12/3/2014  
Duncan, Steven-12161402-Reimb. NATE Cert. Testing DLW-12/16/2014  
Pearson VUE-0016-0680-0345-PO 64528/JAMES YAW-12/17/2014  
Pearson VUE-0016-1445-2239-PO 64533/PORTLAND WHITE-12/22/2014  
White, Portland-12231401-Reimb 2 GED tests Pearson Vue-12/23/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

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*Account Ending Balance*

**01-103-60012-10-70-1050**

**Account: 01-103-60012-10-70-1050 (Client Intensive)**

7/1/2014

*Account Beginning Balance*

8/20/2014	3373-1	Accounts Payable
8/20/2014	3373-3	Accounts Payable
8/20/2014	3373-5	Accounts Payable
8/26/2014	3427-7	Accounts Payable
8/26/2014	3427-11	Accounts Payable
8/27/2014	3427-17	Accounts Payable
9/24/2014	3550-3	Accounts Payable
9/24/2014	3550-5	Accounts Payable
9/24/2014	3550-7	Accounts Payable
9/24/2014	3550-9	Accounts Payable
10/1/2014	3818-178	Accounts Payable
10/1/2014	3818-180	Accounts Payable
10/1/2014	3818-182	Accounts Payable
10/1/2014	3818-184	Accounts Payable

Nelson, Wayne Medic -8-20-2014-Gardner, Elizabeth D/C 8/20/14 DLW PY1  
Nelson, Wayne Medic -8-20-2014-Curtis, Krista D/C 8/20/14 DLW PY14-8,  
Nelson, Wayne Medic -8-20-2014-Rowan, Ashley D/C 8/20/14 DLW PY14-  
ORfoodhandlers.com-090414-CURTIS, KRISTA 8/26/14-9/4/2014  
ORfoodhandlers.com-090414-GARDNER, ELIZABETH 8/26/14-9/4/2014  
ORfoodhandlers.com-090414-ROWAN, ASHLEY 8/27/14-9/4/2014  
Nelson, Wayne Medic -9-24-2014A-Pennington, Amanda 9/24/14 103 PY14  
Nelson, Wayne Medic -9-24-2014B-Neeser, Andel 9/24/14 103 PY14-9/24/14  
Nelson, Wayne Medic -9-24-2014C-Harrison, Clorese 9/24/14 103 PY14-9/  
Nelson, Wayne Medic -9-24-2014D-Hoffmocker, Jamie 9/24/14 103 PY14-  
Nelson, Wayne Medic -11-1-2014A-Waller, Krista 10/1/14 103 PY14-11/19/14  
Nelson, Wayne Medic -10-1-2014B-Belcastro-Forman, Crystal 10/1/14 103 I  
Nelson, Wayne Medic -10-1-2014C-Adams, Alli 10/1/14 103 PY14-11/19/2  
Nelson, Wayne Medic -10-1-2014D-Byrsey, Shirley 10/1/14 103 PY14-11/19/2

10/1/2014	3818-186	Accounts Payable	Nelson, Wayne Medic -10-1-2014E-Colombe, Robyn 10/1/14 103 PY14-11/
11/19/2014	3818-192	Accounts Payable	Nelson, Wayne Medic -11-19-2014G-Guillen, Juanita 11/19/14 103 PY14-1
11/19/2014	3818-194	Accounts Payable	Nelson, Wayne Medic -11-19-2014H-Nelson, Pricilla 11/19/14 103 PY14-11
11/19/2014	3818-196	Accounts Payable	Nelson, Wayne Medic -11-19-2014I-Townsend, Sarah 11/19/14 103 PY14-1
11/19/2014	3818-198	Accounts Payable	Nelson, Wayne Medic -11-19-2014J-Martina, Stephanie 11/19/14 103 PY14-
11/19/2014	3818-200	Accounts Payable	Nelson, Wayne Medic -11-19-2014K-Agee, Shaina 11/19/14 103 PY14-11/1
12/4/2014	3963-23	Accounts Payable	ORfoodhandlers.com-010615-GUILLEN, JUANITA-1/6/2015
12/4/2014	3963-25	Accounts Payable	ORfoodhandlers.com-010615-MARTINA, STEPHANIE-1/6/2015
12/4/2014	3963-27	Accounts Payable	ORfoodhandlers.com-010615-TOWNSEND, SARAH-1/6/2015

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-103-60012-20-00-0000**

**Account: 01-103-60012-20-00-0000 (Client Intensive - Occupational Skills)**

7/1/2014

*Account Beginning Balance*

7/7/2014	3404-5	Accounts Payable	Rogue Community Coll-33613-PO 64338/BOX, BERNADETTE-9/2/2014
7/9/2014	3088-13	Accounts Payable	Pearson VUE-0013-1141-0341-PO 64337/BOX, BERNADETTE-7/9/2014
8/8/2014	3302-1	Accounts Payable	Pearson VUE-0013-6002-2175-PO 64378/Donna Walker-8/8/2014
9/16/2014	3452-9	Accounts Payable	Oregon Dept. of Moto-0916140A-Sheila Sutton - Instruction Permit Class C I
9/16/2014	3452-11	Accounts Payable	Oregon Dept. of Moto-0916140B-Sheila Sutton - CDL Upgrade of Existing O
9/16/2014	3452-13	Accounts Payable	Oregon Dept. of Moto-0916140C-Sheila Sutton - Cert of Test Completion Psr
9/16/2014	3452-15	Accounts Payable	Oregon Dept. of Moto-0916140D-Sheila Sutton - Knowledge Test C DL-9/16
9/16/2014	3452-17	Accounts Payable	Oregon Dept. of Moto-0916140E-Sheila Sutton - Knowledge Test Air Brakes C
9/16/2014	3452-19	Accounts Payable	Oregon Dept. of Moto-0916140F-Sheila Sutton - Knowledge Test Passenger B
9/16/2014	3452-21	Accounts Payable	Oregon Dept. of Moto-0916140G-Sheila Sutton - Knowledge Test - School B
9/29/2014	3791-3	Accounts Payable	Rogue Community Coll-33899-PO 64471/BEAUDIN, DONNA-10/28/2014
9/29/2014	3791-5	Accounts Payable	Rogue Community Coll-33899-PO 64415/BILYEYU, LEANN-10/28/2014
9/29/2014	3791-11	Accounts Payable	Rogue Community Coll-33899-PO 64428/BOX, BERNADETTE-10/28/2014
9/29/2014	3791-13	Accounts Payable	Rogue Community Coll-33899-PO 64404/BROGDON, RICHARD-10/28/201
9/29/2014	3791-31	Accounts Payable	Rogue Community Coll-33899-PO 64446/GIBSON, SAMUEL-10/28/2014
9/29/2014	3791-53	Accounts Payable	Rogue Community Coll-33899-PO 64442/SHEETS, SABRINA-10/28/2014
11/18/2014	3785-1	Accounts Payable	Computer Training Co-11181409-Patricia Cooper CFOT Certification Start D

*Account Subtotals*

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*Account Net Change*



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Account Ending Balance

**01-103-60012-20-70-1050**

**Account: 01-103-60012-20-70-1050 (Client Intensive)**

7/1/2014

Account Beginning Balance

10/7/2014	3759-171	Accounts Payable
10/7/2014	3759-173	Accounts Payable
10/7/2014	3759-175	Accounts Payable
10/7/2014	3759-177	Accounts Payable
12/1/2014	3861-162	Accounts Payable
12/1/2014	3861-167	Accounts Payable
12/1/2014	3861-170	Accounts Payable
12/11/2014	3963-20	Accounts Payable
12/11/2014	3963-5	Accounts Payable

ORfoodhandlers.com-110614-PENNINGTON, AMANDA 10/7/14-11/6/2014  
 ORfoodhandlers.com-110614-NEESER, ANGEL 10/7/14-11/6/2014  
 ORfoodhandlers.com-110614-HARRISON, CLORESE 10/7/14-11/6/2014  
 ORfoodhandlers.com-110614-HOFFMOCKEL, JAMIE 10/7/14-11/6/2014  
 Nelson, Wayne Medic -12-1-2014A-McLaughlin, Darla D/C 12/1/14 DLW P  
 Nelson, Wayne Medic -12-1-2014B-Thomas, Shannon D/C 12/1/14 DLW P  
 Nelson, Wayne Medic -12-1-2014C-Pope, Shanti D/C 12/1/14 DLW PY14-1  
 ORfoodhandlers.com-010615-BRASSFIELD, MELINDA-1/6/2015  
 ORfoodhandlers.com-010615-POPE, SHANTI-1/6/2015

Account Subtotals

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Account Net Change

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Account Ending Balance

**01-103-60014-10-00-0000**

**Account: 01-103-60014-10-00-0000 (Client SAIF)**

7/1/2014

Account Beginning Balance

8/31/2014	3422-139	Payroll
8/31/2014	3604-6	Journal Entry
9/15/2014	3604-25	Journal Entry
9/25/2014	3530-26	Payroll
9/30/2014	3593-11	Journal Entry
10/1/2014	3593-12	Journal Entry
10/10/2014	3582-18	Payroll
10/28/2014	3666-18	Payroll
11/13/2014	3764-17	Payroll
11/30/2014	3830-16	Payroll
11/30/2014	3863-17	Journal Entry
12/1/2014	3863-18	Journal Entry
12/12/2014	3862-7	Payroll

Boen-Deborah-8/31/2014-527916-  
 Boen-Deborah-8/31/2014-527916--SAIF Accr Adj  
 Boen-Deborah-9/15/2014-527926--SAIF Accr Adj  
 Boen-Deborah-9/15/2014-527926-  
 Accrual 9/30 CL PR Expense using PD 10/10/14  
 <Reversal> Accrual 9/30 CL PR Expense using PD 10/10/14  
 Boen-Deborah-9/30/2014-527935-  
 Boen-Deborah-10/15/2014-527938-  
 Boen-Deborah-10/31/2014-527948-  
 Boen-Deborah-11/15/2014-527954-  
 Client Payroll Acc - Boen-Deborah-11/30/2014-527965-  
 <Reversal> Client Payroll Acc - Boen-Deborah-11/30/2014-527965-  
 Boen-Deborah-11/30/2014-527965-

Account Subtotals

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Account Net Change

6/30/2015

Account Ending Balance

**01-103-70004-00-00-0000**

**Account: 01-103-70004-00-00-0000 (Contracted Services)**

7/1/2014

Account Beginning Balance

7/31/2014	3457-7	Accounts Payable
7/31/2014	3457-15	Accounts Payable
8/30/2014	3550-29	Accounts Payable
9/1/2014	3337-11	Accounts Payable
9/30/2014	3681-13	Accounts Payable
9/30/2014	3681-21	Accounts Payable
10/1/2014	3535-77	Accounts Payable
10/1/2014	3535-104	Accounts Payable
10/31/2014	3843-104	Accounts Payable
10/31/2014	3843-112	Accounts Payable
11/1/2014	3681-167	Accounts Payable
11/1/2014	3895-223	Accounts Payable
11/14/2014	Summarized	Cash Receipts
11/30/2014	3980-41	Accounts Payable
12/1/2014	3818-11	Accounts Payable
12/1/2014	3818-161	Accounts Payable
1/1/2015	3904-34	Accounts Payable
1/1/2015	3904-104	Accounts Payable

Worksystems, Inc.-09181405-July 14 I-Trac Maint DLW PY14-9/4/2014
Worksystems, Inc.-09181405-July 14 I-Trac Maint NEG PY14-9/4/2014
Worksystems, Inc.-PY14-02B-Aug 14 I-Trac Maint 103 DLW WIA PY14-8/
Diamond Parking Serv-09021402-Sept 14 Parking Patrol Oh's PY14-9/1/201
Worksystems, Inc.-PY14-03B-Sept 14 I-Trac Maint 103 DLW Adult PY14-10
Worksystems, Inc.-PY14-03F-Sept 14 I-Trac Maint 120 NEG using 103 per S
Diamond Parking Serv-M10021404B-Oct 14 Oh's Parking Patrol PY14-10/1
Diamond Parking Serv-M10021404A-Oct 14 Porter's So Parking Lot Patrollir
Worksystems, Inc.-PY14-04-Oct 14 I-Trac-Maint DLW PY14-12/1/2014
Worksystems, Inc.-PY14-04-Oct 14 I-Trac-Maint NEG Using 103 per SE PY
Diamond Parking Serv-M11031402-Nov 14 Oh's Parking Patrol PY14-11/1/2
Diamond Parking Serv-M11.1.14-To record Double PMT to Vendor-11/1/201
Worksystems, Inc.-PY14-05B-Nov 14 I-Trac-Maint DLW PY14-1/15/2015
Diamond Parking Serv-M12011404B-Dec 14 Porter's So Parking Lot Patrollir
Diamond Parking Serv-M12011404A-Dec 14 Oh's Parking Patrol PY14-12/1
Diamond Parking Serv-M01021502A-Jan 15 Porter's So Parking Lot Patrollin
Diamond Parking Serv-M01021502B-Jan 15 Oh's Parking Patrol PY14-1/1/2

Account Subtotals

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Account Net Change

6/30/2015

Account Ending Balance

**01-103-70004-00-00-9991**

**Account: 01-103-70004-00-00-9991 (Contracted Services)**

7/1/2014

Account Beginning Balance

9/1/2014	3337-15	Accounts Payable
10/1/2014	3535-81	Accounts Payable
10/1/2014	3535-108	Accounts Payable
11/1/2014	3681-171	Accounts Payable
11/1/2014	3895-227	Accounts Payable
11/14/2014	Summarized	Cash Receipts
12/1/2014	3818-15	Accounts Payable
12/1/2014	3818-165	Accounts Payable
1/1/2015	3904-38	Accounts Payable
1/1/2015	3904-116	Accounts Payable

Diamond Parking Serv-09021402-Sept 14 Parking Patrol Oh's PY14-9/1/201  
Diamond Parking Serv-M10021404B-Oct 14 Oh's Parking Patrol PY14-10/1  
Diamond Parking Serv-M10021404A-Oct 14 Porter's So Parking Lot Patrollir  
Diamond Parking Serv-M11031402-Nov 14 Oh's Parking Patrol PY14-11/1/2  
Diamond Parking Serv-M11.1.14-To record Double PMT to Vendor-11/1/201  
  
Diamond Parking Serv-M12011404B-Dec 14 Porter's So Parking Lot Patrollir  
Diamond Parking Serv-M12011404A-Dec 14 Oh's Parking Patrol PY14-12/1/  
Diamond Parking Serv-M01021502A-Jan 15 Porter's So Parking Lot Patrollin  
Diamond Parking Serv-M01021502B-Jan 15 Oh's Parking Patrol PY14-1/1/2

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-70004-10-00-0000**

**Account: 01-103-70004-10-00-0000 (Contracted Services)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3967-2	Journal Entry
8/31/2014	3967-6	Journal Entry
8/31/2014	3967-11	Journal Entry
9/30/2014	3967-15	Journal Entry
9/30/2014	3967-19	Journal Entry
10/31/2014	3970-2	Journal Entry
10/31/2014	3970-6	Journal Entry
11/12/2014	3818-324	Accounts Payable
11/30/2014	3970-10	Journal Entry
11/30/2014	3970-14	Journal Entry
12/31/2014	3970-18	Journal Entry

Allocation of Jul RCC Room Rental  
Allocation of Aug RCC Room Rental  
Allocation of Aug RCC Room Rental  
Allocation of Sept RCC Room Rental  
Allocation of Sept RCC Room Rental  
Allocate Rent for Oct  
Allocate Rent for Oct  
American Red Cross --3204401-Cash Match OSSC AmeriCorps Srvc Special  
Allocate Rent for Nov  
Allocate Rent for Nov  
Allocate Rent for Dec

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-103-90004-00-00-9991**

**Account: 01-103-90004-00-00-9991 (Other Expense)**

7/1/2014

*Account Beginning Balance*

1/6/2015

3943-40

Accounts Payable

Two Thirty Seven LLC-1594-Refreshments Healthcare Steering Meeting 1/6/15

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-104-12000-00-00-0000**

**Account: 01-104-12000-00-00-0000 (Accounts Receivable - WIA Administration)**

7/1/2014

*Account Beginning Balance*

7/1/2014

3821-22

Journal Entry

Reverse PY13 Yearend entry

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-104-30100-00-00-0000**

**Account: 01-104-30100-00-00-0000 (Grant Admin Revenue)**

7/1/2014

*Account Beginning Balance*

7/1/2014

3821-21

Journal Entry

Reverse PY13 Yearend entry

7/8/2014

3091-5

Cash Receipts

CCWD WIA DRAW 13-27-749-3193

7/8/2014

3989-1

Journal Entry

Reclass WIA DRAW 13-27-749-3193

7/11/2014

3113-5

Cash Receipts

CCWD WIA DRAW 14-01-751-3195

7/11/2014

3989-6

Journal Entry

Reclass WIA DRAW 14-01-751-3195

7/18/2014

3133-5

Cash Receipts

CCWD WIA DRAW 14-02-757-3209

7/18/2014

3989-10

Journal Entry

Reclass WIA DRAW 14-02-757-3209

7/25/2014

3211-5

Cash Receipts

CCWD WIA DRAW 14-03-761-3215

7/25/2014

3989-15

Journal Entry

Reclass WIA DRAW 14-03-761-3215

8/1/2014

3259-5

Cash Receipts

CCWD WIA DRAW 14-04-768-3242

8/1/2014	3989-20	Journal Entry	Reclass WIA DRAW 14-04-768-3242
8/8/2014	3311-5	Cash Receipts	CCWD WIA DRAW 14-05-772-3255
8/8/2014	3989-25	Journal Entry	Reclass WIA DRAW 14-05-772-3255
8/18/2014	Summarized	Cash Receipts	
8/18/2014	3989-30	Journal Entry	Reclass WIA DRAW 14-06-780-3277
8/18/2014	3989-31	Journal Entry	Reclass WIA DRAW 14-06-780-3277
8/22/2014	3362-5	Cash Receipts	CCWD WIA DRAW 14-07-789-3292
8/22/2014	3989-36	Journal Entry	Reclass WIA DRAW 14-07-789-3292
9/2/2014	3410-5	Cash Receipts	CCWD WIA DRAW 14-08-794-3297
9/2/2014	3989-41	Journal Entry	Reclass WIA DRAW 14-08-794-3297
9/12/2014	3454-5	Cash Receipts	CCWD WIA DRAW 14-09-801-3324
9/12/2014	3454-10	Cash Receipts	CCWD WIA DRAW 14-10-801-3325
9/12/2014	3989-45	Journal Entry	Reclass WIA DRAW 14-09-801-3324
9/12/2014	3989-49	Journal Entry	Reclass WIA DRAW 14-10-801-3325
9/19/2014	3511-5	Cash Receipts	CCWD WIA DRAW 14-11-806-3330
9/19/2014	3989-54	Journal Entry	Reclass WIA DRAW 14-11-806-3330
9/26/2014	3561-5	Cash Receipts	WIA DRAW 14-12-810-3353
9/26/2014	3989-59	Journal Entry	Reclass WIA DRAW 14-12-810-3353

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-104-30100-00-00-8102**

**Account: 01-104-30100-00-00-8102 (Grant Revenue)**

7/1/2014

*Account Beginning Balance*

7/8/2014	3989-2	Journal Entry	CCWD WIA DRAW 13-27-749-3193
7/11/2014	3989-7	Journal Entry	CCWD WIA DRAW 14-01-751-3195
7/18/2014	3989-11	Journal Entry	CCWD WIA DRAW 14-02-757-3209
7/25/2014	3989-16	Journal Entry	CCWD WIA DRAW 14-03-761-3215
8/1/2014	3989-21	Journal Entry	CCWD WIA DRAW 14-04-768-3242
8/8/2014	3989-26	Journal Entry	CCWD WIA DRAW 14-05-772-3255
8/18/2014	3989-33	Journal Entry	CCWD WIA DRAW 14-06-780-3277
8/22/2014	3989-37	Journal Entry	CCWD WIA DRAW 14-07-789-3292
9/2/2014	3989-42	Journal Entry	CCWD WIA DRAW 14-08-794-3297
9/12/2014	3989-46	Journal Entry	CCWD WIA DRAW 14-09-801-3324
9/12/2014	3989-51	Journal Entry	CCWD WIA DRAW 14-10-801-3325
9/19/2014	3989-55	Journal Entry	CCWD WIA DRAW 14-11-806-3330
9/26/2014	3989-60	Journal Entry	WIA DRAW 14-12-810-3353

10/3/2014	3585-6	Cash Receipts	CCWD WIA DRAW 14-13-812-3355
10/14/2014	3667-5	Cash Receipts	WIA DRAW 14-14-819-3380
10/24/2014	3694-5	Cash Receipts	CCWD WIA DRAW 14-15-823-3397
10/24/2014	3694-13	Cash Receipts	CCWD WIA DRAW 14-16-823-3398
11/3/2014	3769-5	Cash Receipts	CCWD WIA DRAW 14-18-827-3413
11/7/2014	3773-5	Cash Receipts	CCWD WIA DRAW 14-19-831-3420
11/14/2014	3788-6	Cash Receipts	CCWD WIA DRAW 14-20-835-3467
11/24/2014	3857-5	Cash Receipts	WIA DRAW #14-21-841-3482
11/28/2014	3858-5	Cash Receipts	WIA DRAW #14-22-840-3481
12/12/2014	3872-7	Cash Receipts	CCWD WIA DRAW 14-23-844-3514
12/19/2014	Summarized	Cash Receipts	
12/26/2014	3958-5	Cash Receipts	WIA DRAW #14-25-857-3551
1/2/2015	3940-5	Cash Receipts	WIA DRAW #14-26-856-3550
1/16/2015	3986-5	Cash Receipts	CCWD WIA DRAY 14-28-864-3569

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-104-30100-00-00-8103**

**Account: 01-104-30100-00-00-8103 (Grant Revenue)**

7/1/2014

*Account Beginning Balance*

7/8/2014	3989-3	Journal Entry	CCWD WIA DRAW 13-27-749-3193
7/11/2014	3989-8	Journal Entry	CCWD WIA DRAW 14-01-751-3195
7/18/2014	3989-12	Journal Entry	CCWD WIA DRAW 14-02-757-3209
7/25/2014	3989-17	Journal Entry	CCWD WIA DRAW 14-03-761-3215
8/1/2014	3989-22	Journal Entry	CCWD WIA DRAW 14-04-768-3242
8/8/2014	3989-27	Journal Entry	CCWD WIA DRAW 14-05-772-3255
8/18/2014	3989-34	Journal Entry	CCWD WIA DRAW 14-06-780-3277
8/22/2014	3989-38	Journal Entry	CCWD WIA DRAW 14-07-789-3292
9/2/2014	3989-43	Journal Entry	CCWD WIA DRAW 14-08-794-3297
9/12/2014	3989-47	Journal Entry	CCWD WIA DRAW 14-09-801-3324
9/12/2014	3989-52	Journal Entry	CCWD WIA DRAW 14-10-801-3325
9/19/2014	3989-56	Journal Entry	CCWD WIA DRAW 14-11-806-3330
9/26/2014	3989-61	Journal Entry	WIA DRAW 14-12-810-3353
10/3/2014	3585-7	Cash Receipts	CCWD WIA DRAW 14-13-812-3355
10/14/2014	3667-6	Cash Receipts	WIA DRAW 14-14-819-3380
10/24/2014	3694-6	Cash Receipts	CCWD WIA DRAW 14-15-823-3397
10/24/2014	3694-14	Cash Receipts	CCWD WIA DRAW 14-16-823-3398

11/3/2014	3769-6	Cash Receipts	CCWD WIA DRAW 14-18-827-3413
11/7/2014	3773-6	Cash Receipts	CCWD WIA DRAW 14-19-831-3420
11/14/2014	3788-7	Cash Receipts	CCWD WIA DRAW 14-20-835-3467
11/24/2014	3857-6	Cash Receipts	WIA DRAW #14-21-841-3482
11/28/2014	3858-6	Cash Receipts	WIA DRAW #14-22-840-3481
12/12/2014	3872-8	Cash Receipts	CCWD WIA DRAW 14-23-844-3514
12/19/2014	3897-11	Cash Receipts	CCWD WIA DRAW #14-24-848-3528--Received EFT
12/26/2014	3958-6	Cash Receipts	WIA DRAW #14-25-857-3551
1/2/2015	3940-6	Cash Receipts	WIA DRAW #14-26-856-3550
1/16/2015	3986-6	Cash Receipts	CCWD WIA DRAY 14-28-864-3569

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-104-30100-00-00-8109**

**Account: 01-104-30100-00-00-8109 (Grant Revenue)**

7/1/2014 *Account Beginning Balance*

7/8/2014	3989-4	Journal Entry	CCWD WIA DRAW 13-27-749-3193
7/11/2014	3989-9	Journal Entry	CCWD WIA DRAW 14-01-751-3195
7/18/2014	3989-13	Journal Entry	CCWD WIA DRAW 14-02-757-3209
7/25/2014	3989-18	Journal Entry	CCWD WIA DRAW 14-03-761-3215
8/1/2014	3989-23	Journal Entry	CCWD WIA DRAW 14-04-768-3242
8/8/2014	3989-28	Journal Entry	CCWD WIA DRAW 14-05-772-3255
8/18/2014	3989-35	Journal Entry	CCWD WIA DRAW 14-06-780-3277
8/22/2014	3989-39	Journal Entry	CCWD WIA DRAW 14-07-789-3292
9/2/2014	3989-44	Journal Entry	CCWD WIA DRAW 14-08-794-3297
9/12/2014	3989-48	Journal Entry	CCWD WIA DRAW 14-09-801-3324
9/12/2014	3989-53	Journal Entry	CCWD WIA DRAW 14-10-801-3325
9/19/2014	3989-57	Journal Entry	CCWD WIA DRAW 14-11-806-3330
9/26/2014	3989-62	Journal Entry	WIA DRAW 14-12-810-3353
10/3/2014	3585-8	Cash Receipts	CCWD WIA DRAW 14-13-812-3355
10/14/2014	3667-7	Cash Receipts	WIA DRAW 14-14-819-3380
10/24/2014	3694-7	Cash Receipts	CCWD WIA DRAW 14-15-823-3397
10/24/2014	3694-15	Cash Receipts	CCWD WIA DRAW 14-16-823-3398
11/3/2014	3769-7	Cash Receipts	CCWD WIA DRAW 14-18-827-3413
11/7/2014	3773-7	Cash Receipts	CCWD WIA DRAW 14-19-831-3420
11/14/2014	3788-8	Cash Receipts	CCWD WIA DRAW 14-20-835-3467
11/24/2014	3857-7	Cash Receipts	WIA DRAW #14-21-841-3482

11/28/2014	3858-7	Cash Receipts	WIA DRAW #14-22-840-3481
12/12/2014	3872-9	Cash Receipts	CCWD WIA DRAW 14-23-844-3514
12/19/2014	3897-13	Cash Receipts	CCWD WIA DRAW #14-24-848-3528--Received EFT
12/26/2014	3958-7	Cash Receipts	WIA DRAW #14-25-857-3551
1/2/2015	3940-7	Cash Receipts	WIA DRAW #14-26-856-3550
1/16/2015	3986-7	Cash Receipts	CCWD WIA DRAY 14-28-864-3569

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-104-30100-00-00-8115**

**Account: 01-104-30100-00-00-8115 (Grant Revenue)**

7/1/2014 *Account Beginning Balance*

9/26/2014	3989-63	Journal Entry	WIA DRAW 14-12-810-3353
10/24/2014	3694-18	Cash Receipts	CCWD WIA DRAW 14-17-823-3399

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-104-30100-00-00-8120**

**Account: 01-104-30100-00-00-8120 (Grant Revenue)**

7/1/2014 *Account Beginning Balance*

7/8/2014	3989-5	Journal Entry	CCWD WIA DRAW 13-27-749-3193
7/18/2014	3989-14	Journal Entry	CCWD WIA DRAW 14-02-757-3209
7/25/2014	3989-19	Journal Entry	CCWD WIA DRAW 14-03-761-3215
8/1/2014	3989-24	Journal Entry	CCWD WIA DRAW 14-04-768-3242
8/8/2014	3989-29	Journal Entry	CCWD WIA DRAW 14-05-772-3255
8/18/2014	3989-32	Journal Entry	CCWD WIA DRAW 14-06-780-3277
8/22/2014	3989-40	Journal Entry	CCWD WIA DRAW 14-07-789-3292
9/12/2014	3989-50	Journal Entry	CCWD WIA DRAW 14-10-801-3325
9/19/2014	3989-58	Journal Entry	CCWD WIA DRAW 14-11-806-3330



9/26/2014	3989-64	Journal Entry	WIA DRAW 14-12-810-3353
10/3/2014	3585-9	Cash Receipts	CCWD WIA DRAW 14-13-812-3355
10/24/2014	3694-8	Cash Receipts	CCWD WIA DRAW 14-15-823-3397
10/24/2014	3694-16	Cash Receipts	CCWD WIA DRAW 14-16-823-3398
11/3/2014	3769-8	Cash Receipts	CCWD WIA DRAW 14-18-827-3413
11/7/2014	3773-8	Cash Receipts	CCWD WIA DRAW 14-19-831-3420
11/14/2014	3788-9	Cash Receipts	CCWD WIA DRAW 14-20-835-3467
11/24/2014	3857-8	Cash Receipts	WIA DRAW #14-21-841-3482
11/28/2014	3858-8	Cash Receipts	WIA DRAW #14-22-840-3481
12/19/2014	3897-7	Cash Receipts	CCWD WIA DRAW #14-24-848-3528
12/26/2014	3958-8	Cash Receipts	WIA DRAW #14-25-857-3551
1/2/2015	3940-11	Cash Receipts	WIA DRAW #14-26-856-3550--Received EFT
1/16/2015	3986-8	Cash Receipts	CCWD WIA DRAY 14-28-864-3569
			<i>Account Subtotals</i>

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-104-32006-00-00-0000**

**Account: 01-104-32006-00-00-0000 (Other Miscellaneous Revenue)**

7/1/2014 *Account Beginning Balance*

7/9/2014 3112-7 Cash Receipts TJC Staff Copies-752-3201

7/9/2014 3665-1 Journal Entry Corr Trx 3112 staff copies Receipts fr fund 204 to 000

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-104-40012-00-00-0000**

**Account: 01-104-40012-00-00-0000 (Professional Fees)**

7/1/2014 *Account Beginning Balance*

7/3/2014 3749-2 Journal Entry Express Services, In-14355026-7-Lake, Jim 7/6/14 28 x 35.07-7/9/2014

7/13/2014 3749-4 Journal Entry Express Services, In-14390372-2-Lake, Jim 7/13/14 40 x 35.07-7/16/2014

7/23/2014	3749-6	Journal Entry	Express Services, In-14414165-2-Lake, Jim 7/20/14 39 x 35.07 PY14-7/23/20
7/27/2014	3749-8	Journal Entry	Express Services, In-14456882-1-Lake, Jim 7/27/14 40 x 35.07 PY14-7/30/20
8/3/2014	3749-10	Journal Entry	Express Services, In-14494624-1-Lake, Jim 8/3/14 39.75 x 35.07 PY14-8/6/20
8/13/2014	3749-12	Journal Entry	Express Services, In-14527767-9-Lake, Jim 8/10/14 38.75 x 35.07 PY14-8/13/20
8/17/2014	3749-14	Journal Entry	Express Services, In-M09041402-Lake, Jim 8/17/14 40 x 35.07 PY14-8/20/20
8/24/2014	3749-16	Journal Entry	Express Services, In-M09081401-Lake, Jim 8/24/14 39.5 x 35.07 PY14-8/27/20
8/31/2014	3749-18	Journal Entry	Express Services, In-M10031403-Lake, Jim 8/31/14 40 x 35.07 PY14-9/3/20
9/7/2014	3749-20	Journal Entry	Express Services, In-M09191403-Lake, Jim 9/7/14 35 x 35.07 PY14-9/10/20
9/14/2014	3749-22	Journal Entry	Express Services, In-M09301401-Lake, Jim 9/14/14 39 x 35.07 PY14-9/17/20
9/21/2014	3749-24	Journal Entry	Express Services, In-M10081401-Lake, Jim 9/21/14 39.5 x 35.07 PY14-9/24/20
9/28/2014	3749-26	Journal Entry	Express Services, In-M10201403A-Lake, Jim 9/28/14 39.75X 35.07 PY14-10/5/20
10/5/2014	3749-28	Journal Entry	Express Services, In-M10201403B-Lake, Jim 10/05/14 32 x 35.07 PY14-10/12/20
10/12/2014	3681-1	Accounts Payable	Express Services, In-M10311401A-Lake, Jim 10/12/14 40 x 35.07 PY14-10/19/20
10/19/2014	3681-73	Accounts Payable	Express Services, In-M10311402B-Lake, Jim 10/19/14 39.75 x 35.07 PY14-10/26/20
10/26/2014	3800-156	Accounts Payable	Express Services, In-M11181403A-Lake, Jim 10/26/14 40 x 35.07; 4 x 52.61
11/2/2014	3800-158	Accounts Payable	Express Services, In-M11181403B-Lake, Jim 40 x 35.07-11/5/2014
11/9/2014	3835-35	Accounts Payable	Express Services, In-M12011409A-Lake, Jim 11/12/14 40 x 35.07 PY14-11/16/20
11/16/2014	3835-37	Accounts Payable	Express Services, In-M12011409B-Lake, Jim 11/16/14 40 x 35.07 PY14-11/16/20

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-12100-00-00-0000**

**Account: 01-109-12100-00-00-0000 (Payroll Advances Receivable)**

7/1/2014			<i>Account Beginning Balance</i>
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7/17/2014	3108-17	Payroll	Davidson-Janae-7/17/2014-527856-
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7/17/2014	3812-26	Journal Entry	Davidson-Janae-RCLS TO 000
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*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-30001-00-00-0000**

**Account: 01-109-30001-00-00-0000 (Rent Revenue)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3490-5	Journal Entry	Bartlett VocRehab Lease Revenue
7/1/2014	3487-8	Journal Entry	GPO VocRehab Lease Revenue
7/1/2014	3493-8	Journal Entry	Emain SOREDI Lease Revenue
7/1/2014	3496-8	Journal Entry	Emain GRSC Lease Revenue
7/1/2014	3499-8	Journal Entry	GPO OED Lease Revenue
7/1/2014	3502-8	Journal Entry	Emain Wrk Syst Lease Revenue
7/1/2014	3505-8	Journal Entry	Emain Sust Val Lease Revenue
7/1/2014	3929-7	Journal Entry	Reverse Dup Batch 3487
7/1/2014	3929-16	Journal Entry	Reverse Dup Batch 3490
7/1/2014	3929-42	Journal Entry	Reverse Dup Batch 3502
7/8/2014	3134-9	Journal Entry	GP OED Addnl Lease Rev CR 748/756
7/15/2014	3131-8	Journal Entry	Emain WrkSyst Lease Rev CR 755
7/16/2014	3128-8	Journal Entry	GP VocRehab Lease Rev CR 754
7/16/2014	3129-5	Journal Entry	Bart VocRehab Lease Rev CR 754
8/1/2014	3491-5	Journal Entry	Bartlett VocRehab Lease Revenue
8/1/2014	3488-8	Journal Entry	GPO VocRehab Lease Revenue
8/1/2014	3494-8	Journal Entry	Emain SOREDI Lease Revenue
8/1/2014	3497-8	Journal Entry	Emain GRSC Lease Revenue
8/1/2014	3500-8	Journal Entry	GPO OED Lease Revenue
8/1/2014	3503-8	Journal Entry	Emain Wrk Syst Lease Revenue
8/1/2014	3506-8	Journal Entry	Emain Sust Val Lease Revenue
8/1/2014	3509-8	Journal Entry	GPO CCCSSO Lease Revenue
8/5/2014	3258-16	Cash Receipts	HASL BARLETT ROOM RE-771-3251
8/14/2014	3326-16	Cash Receipts	DESI Job Corps Rm Re-779-3271
9/1/2014	3492-5	Journal Entry	Bartlett VocRehab Lease Revenue
9/1/2014	3489-8	Journal Entry	GPO VocRehab Lease Revenue
9/1/2014	3495-8	Journal Entry	Emain SOREDI Lease Revenue
9/1/2014	3498-8	Journal Entry	Emain GRSC Lease Revenue
9/1/2014	3501-8	Journal Entry	GPO OED Lease Revenue
9/1/2014	3504-8	Journal Entry	Emain Wrk Syst Lease Revenue
9/1/2014	3507-8	Journal Entry	Emain Sust Val Lease Revenue
9/1/2014	3508-8	Journal Entry	GPO CCCSSO Lease Revenue
9/1/2014	3933-7	Journal Entry	Reverse Batch 3501
9/1/2014	3933-20	Journal Entry	Correct GPO OED Rent Revenue
10/1/2014	3853-8	Journal Entry	GPO VocRehab Lease Revenue
10/1/2014	3853-17	Journal Entry	Bartlett VocRehab Lease Revenue
10/1/2014	3853-43	Journal Entry	Emain SOREDI Lease Revenue
10/1/2014	3853-59	Journal Entry	Emain GRSC Lease Revenue
10/1/2014	3853-75	Journal Entry	GPO OED Lease Revenue
10/1/2014	3853-87	Journal Entry	Emain Wrk Syst Lease Revenue
10/1/2014	3853-103	Journal Entry	Emain Sust Val Lease Revenue
10/1/2014	3853-119	Journal Entry	GPO CCCSSO Lease Revenue

11/1/2014	3854-8	Journal Entry	GPO VocRehab Lease Revenue
11/1/2014	3854-17	Journal Entry	Bartlett VocRehab Lease Revenue
11/1/2014	3854-43	Journal Entry	Emain SOREDI Lease Revenue
11/1/2014	3854-59	Journal Entry	Emain GRSC Lease Revenue
11/1/2014	3854-75	Journal Entry	GPO OED Lease Revenue
11/1/2014	3854-87	Journal Entry	Emain Wrk Syst Lease Revenue
11/1/2014	3854-103	Journal Entry	Emain Sust Val Lease Revenue
11/1/2014	3854-119	Journal Entry	GPO CCCSSO Lease Revenue
12/1/2014	3855-8	Journal Entry	GPO VocRehab Lease Revenue
12/1/2014	3855-17	Journal Entry	Bartlett VocRehab Lease Revenue
12/1/2014	3855-43	Journal Entry	Emain SOREDI Lease Revenue
12/1/2014	3855-59	Journal Entry	Emain GRSC Lease Revenue
12/1/2014	3855-75	Journal Entry	GPO OED Lease Revenue
12/1/2014	3855-87	Journal Entry	Emain Wrk Syst Lease Revenue
12/1/2014	3855-103	Journal Entry	Emain Sust Val Lease Revenue
12/1/2014	3855-119	Journal Entry	GPO CCCSSO Lease Revenue
12/19/2014	3891-8	Journal Entry	Record GP OED PY14 Rent Revenue
1/1/2015	3905-8	Journal Entry	GPO VocRehab Lease Revenue
1/1/2015	3905-17	Journal Entry	Bartlett VocRehab Lease Revenue
1/1/2015	3905-43	Journal Entry	Emain SOREDI Lease Revenue
1/1/2015	3905-59	Journal Entry	Emain GRSC Lease Revenue
1/1/2015	3905-75	Journal Entry	GPO OED Lease Revenue
1/1/2015	3905-87	Journal Entry	Emain Wrk Syst Lease Revenue
1/1/2015	3905-103	Journal Entry	Emain Sust Val Lease Revenue
1/1/2015	3905-119	Journal Entry	GPO CCCSSO Lease Revenue

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-30100-00-00-0000**

**Account: 01-109-30100-00-00-0000 (Grant Revenue)**

7/1/2014 *Account Beginning Balance*

7/8/2014	3091-4	Cash Receipts	CCWD WIA DRAW 13-27-749-3193
7/11/2014	3113-4	Cash Receipts	CCWD WIA DRAW 14-01-751-3195
7/18/2014	3133-4	Cash Receipts	CCWD WIA DRAW 14-02-757-3209
7/25/2014	3211-4	Cash Receipts	CCWD WIA DRAW 14-03-761-3215
8/1/2014	3259-4	Cash Receipts	CCWD WIA DRAW 14-04-768-3242
8/8/2014	3311-4	Cash Receipts	CCWD WIA DRAW 14-05-772-3255

8/18/2014	3336-7	Cash Receipts	CCWD WIA DRAW 14-06-780-3277
8/22/2014	3362-4	Cash Receipts	CCWD WIA DRAW 14-07-789-3292
9/2/2014	3410-4	Cash Receipts	CCWD WIA DRAW 14-08-794-3297
9/12/2014	3454-4	Cash Receipts	CCWD WIA DRAW 14-09-801-3324
9/12/2014	3454-8	Cash Receipts	CCWD WIA DRAW 14-10-801-3325--Received EFT
9/19/2014	3511-4	Cash Receipts	CCWD WIA DRAW 14-11-806-3330
9/26/2014	3561-4	Cash Receipts	WIA DRAW 14-12-810-3353
10/3/2014	3585-4	Cash Receipts	CCWD WIA DRAW 14-13-812-3355
10/14/2014	3667-4	Cash Receipts	WIA DRAW 14-14-819-3380
10/24/2014	3694-4	Cash Receipts	CCWD WIA DRAW 14-15-823-3397
10/24/2014	3694-12	Cash Receipts	CCWD WIA DRAW 14-16-823-3398
11/3/2014	3769-4	Cash Receipts	CCWD WIA DRAW 14-18-827-3413
11/7/2014	3773-4	Cash Receipts	CCWD WIA DRAW 14-19-831-3420
11/14/2014	3788-11	Cash Receipts	CCWD WIA DRAW 14-20-835-3467
11/24/2014	3857-4	Cash Receipts	WIA DRAW #14-21-841-3482
11/28/2014	3858-4	Cash Receipts	WIA DRAW #14-22-840-3481
12/12/2014	3872-6	Cash Receipts	CCWD WIA DRAW 14-23-844-3514
12/19/2014	3897-8	Cash Receipts	CCWD WIA DRAW #14-24-848-3528--Received EFT
12/26/2014	3958-4	Cash Receipts	WIA DRAW #14-25-857-3551
1/2/2015	3940-4	Cash Receipts	WIA DRAW #14-26-856-3550
1/16/2015	3986-4	Cash Receipts	CCWD WIA DRAY 14-28-864-3569

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-31040-00-00-0000**

**Account: 01-109-31040-00-00-0000 (Program Reimbursement)**

7/1/2014 *Account Beginning Balance*

7/25/2014	3261-14	Cash Receipts	JOBS+ Davidson 5/16 -769-3245
8/7/2014	3746-52	Journal Entry	Distr 9993-Ref CR JE 3312 DHS JOBS+ Davidson
9/9/2014	3746-53	Journal Entry	Distr 9993-Ref CR JE 3437 DHS JOBS+ Davidson
10/9/2014	3603-16	Cash Receipts	JOBS+/DAVIDSON 8/16/-818-3377
11/10/2014	3775-40	Cash Receipts	JOBS+ DAVIDSON 9/16--833-3453
12/26/2014	3935-13	Cash Receipts	JOBS+ TESSSEN 10/16-1-850-3535

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-32006-00-00-0000**

**Account: 01-109-32006-00-00-0000 (Other Miscellaneous Revenue)**

7/1/2014

*Account Beginning Balance*

10/17/2014 Summarized Cash Receipts

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-32006-00-00-4120**

**Account: 01-109-32006-00-00-4120 (Other Miscellaneous Revenue)**

7/1/2014

*Account Beginning Balance*

10/17/2014 3693-47 Cash Receipts SAIF PY13 DIVIDEND-822-3407

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-32006-00-00-4121**

**Account: 01-109-32006-00-00-4121 (Other Miscellaneous Revenue)**

7/1/2014

*Account Beginning Balance*

10/17/2014 3693-48 Cash Receipts SAIF PY13 DIVIDEND-822-3407

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40001-00-00-0000**

**Account: 01-109-40001-00-00-0000 (Organizational Expenses)**

7/1/2014

*Account Beginning Balance*

12/17/2014                    3887-64                    Accounts Payable

TapRock Northwest Gr-E01392-All Staff Meeting-Luncheon PY14-12/17/201

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40006-00-00-0000**

**Account: 01-109-40006-00-00-0000 (Outreach)**

7/1/2014

*Account Beginning Balance*

7/24/2014                    3273-12                    Accounts Payable

Dex Media West, Inc.-100265558-July 14 GP Dex Listing TJC-7/24/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40007-00-00-0000**

**Account: 01-109-40007-00-00-0000 (Office Expenses)**

7/1/2014

*Account Beginning Balance*

7/10/2014                    3155-35                    Accounts Payable

Office Depot Credit -719701389001-Cable cover for Board Room Main St PY

7/10/2014                    3155-52                    Accounts Payable

Office Depot Credit -719701389001-Packing tape strips, Pens TJC ALL PY1

7/14/2014                    3170-12                    Accounts Payable

West Coast Paper Sol-8610556-White copy paper Main St PY14-7/14/2014

7/17/2014                    3220-15                    Accounts Payable

Office Depot Credit -720874449001-Pen refills Admin PY14-7/17/2014

7/23/2014                    3254-89                    Accounts Payable

Rogue Shred, LLC-25-2014-004-July 14 Document Destruction E Main St P'

7/24/2014	3182-14	Accounts Payable	West Coast Paper Sol--Resume paper, Blue/White Bartlett PY14-7/24/2014
7/24/2014	3182-53	Accounts Payable	West Coast Paper Sol--Wht copy paper, 10 reams Bartlett PY14-7/24/2014
7/31/2014	3444-14	Accounts Payable	ADJUST-Xerox Corporation-720167147-July 14 One Stop Copier/Copies GP
7/31/2014	Summarized	Accounts Payable	
7/31/2014	3444-38	Accounts Payable	REVERSE-ADJUST-Xerox Corporation-720167154
8/6/2014	3392-12	Accounts Payable	Office Depot Credit -723398320001-Office Supplies-8/6/2014
8/18/2014	3350-11	Accounts Payable	West Coast Paper Sol-8659824-White Copy Paper Admin PY14-8/18/2014
8/18/2014	3350-27	Accounts Payable	West Coast Paper Sol-8659823-White Copy Paper Finance PY14-8/18/2014
8/18/2014	3350-43	Accounts Payable	West Coast Paper Sol-8659825-Yellow,Tan paper to Bartlett PY14-8/18/2014
8/19/2014	3392-52	Accounts Payable	Office Depot Credit -725105103001-Supplies Bartlett PY14-8/19/2014
8/21/2014	3434-12	Accounts Payable	Office Depot Credit -725558973001-Tissues, legal pads Bartlett PY14-8/21/2
8/27/2014	3390-36	Accounts Payable	West Coast Paper Sol-8676326-White, Yellow, Blue copy paper to GP PY14-8-
8/27/2014	3390-59	Accounts Payable	West Coast Paper Sol-8676326-Resume paper, blue, white GP PY14-8/27/20
8/31/2014	3536-138	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY
8/31/2014	3536-156	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY
8/31/2014	3536-189	Accounts Payable	Xerox Corporation-075787460-Aug 14 Copier Prod. OED Portion CUBE GP
8/31/2014	3536-144	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod OED Level 1 CI
8/31/2014	3536-104	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 2 OED CI
8/31/2014	3536-193	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level OED 3 CI
9/17/2014	3529-136	Accounts Payable	West Coast Paper Sol-8703732-Blue, white, Resume paper Bartlett-9/17/2014
9/18/2014	3562-16	Accounts Payable	Office Depot Credit -730518336001-Blank Business Cards TJC ALL PY14-9
9/18/2014	3562-47	Accounts Payable	Office Depot Credit -730518336001-Disinfecting Wipes Bartlett PY14-9/18/2
9/21/2014	3584-156	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies OED Level 1 Prod
9/21/2014	3584-191	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 3 Prod
9/30/2014	3584-110	Accounts Payable	Xerox Corporation-0762493242-Sept 14 Copier OED portion One Stop GP
9/30/2014	3584-137	Accounts Payable	Xerox Corporation-076249343-Sept 14 Copier OED Portion Production Cub
10/13/2014	3835-127	Accounts Payable	US Bank-M12011403P-Walmart AA Batteries Bartlett-10/13/2014
10/14/2014	3633-12	Accounts Payable	West Coast Paper Sol-8743015-Paper 100 E Main St-10/14/2014
10/15/2014	3688-112	Accounts Payable	Office Depot Credit -735308257001-AA Batteries TJC All PY14-10/15/2014
10/21/2014	3725-164	Accounts Payable	Xerox Corporation-076736940-Sept - Oct 14 One Stop GP Copies PY14-11/
10/21/2014	3725-204	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-227	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/22/2014	3725-304	Accounts Payable	Office Depot Credit -736438481001-Disinf. wipes, Blk pens, Dry Erasers, Ba
10/22/2014	3759-9	Accounts Payable	Office Depot Credit -736438481002-Dry Erasers Bartlett All PY14-11/27/20
10/30/2014	3725-502	Accounts Payable	West Coast Paper Sol-8769923-White copy , colored, blue resume,8.5x17 Bar
10/30/2014	3725-548	Accounts Payable	West Coast Paper Sol-8769924-White copy paper GP PY14-10/31/2014
10/31/2014	3725-155	Accounts Payable	Xerox Corporation-076736940-Oct 14 One Stop OED portion GP Copier PY
10/31/2014	3725-184	Accounts Payable	Xerox Corporation-076736941-Oct 14 Production CUBE OED portion GP C
11/3/2014	3725-525	Accounts Payable	West Coast Paper Sol-8774119-Green copy paper Bartlett PY14-11/3/2014
11/14/2014	3861-95	Accounts Payable	Office Depot Credit -740564422001-Business Cards TJC ALL-11/14/2014
11/14/2014	3861-125	Accounts Payable	Office Depot Credit -740564422001/593001-Blue Folders Finance Calendar
11/14/2014	3861-150	Accounts Payable	Office Depot Credit -740689593001-DVD 100 Pack GP PY14-11/14/2014
11/30/2014	3850-180	Accounts Payable	Xerox Corporation-077161710-Nov 14 Copier Resource Rm One Stop OED
11/30/2014	3850-93	Accounts Payable	Xerox Corporation-077161711-Nov 14 Copier Color CUBE Production OED
11/30/2014	3850-32	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 1 Color CUBE Proc



11/30/2014	3850-104	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 2 Color CUBE Proc
11/30/2014	3850-162	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 3 Color CUBE Proc
12/2/2014	3911-16	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Adult GP-12/2/2014
12/2/2014	3911-33	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Adult Bartlett PY14-12
12/3/2014	3900-12	Accounts Payable	West Coast Paper Sol-8816866-White CopyPaper Admin/Fin + Legal ream P'
12/3/2014	3900-51	Accounts Payable	West Coast Paper Sol-8816865-White Copy Paper, Salmon color, 1 case 11x1
12/10/2014	3911-60	Accounts Payable	Office Depot Credit -745030012001-Tissues,pens/pencils,correction tape,Batt
12/10/2014	3911-83	Accounts Payable	Office Depot Credit -745030012001-AA Batteries TJC All PY14-12/10/2014
12/10/2014	3911-110	Accounts Payable	Office Depot Credit -745030012001-Correction Tape Bartlett-12/10/2014
12/10/2014	3911-133	Accounts Payable	Office Depot Credit -745030012001-Correct.tape, cleaners, GP-12/10/2014
12/10/2014	3911-144	Accounts Payable	Office Depot Credit -745030013001-Cleaner Lysol GP PY14-12/10/2014
12/12/2014	3866-100	Accounts Payable	Pacific Office Produ-9220-4100 Cartridge Bartlett PY14-12/12/2014
12/15/2014	3886-36	Accounts Payable	Pacific Office Produ-9226-2 61X toner Cartridge GP PY14-12/15/2014
12/15/2014	3886-48	Accounts Payable	Pacific Office Produ-9226-2 61X Toner Cartridge Bartlett PY14-12/15/2014
12/15/2014	3886-71	Accounts Payable	Pacific Office Produ-9226-96A toner cartridge Classrooms Bartlett-12/15/201
12/16/2014	3886-111	Accounts Payable	Allison, Tamara-M12171401-Reimb Walmart- Frames for Staff awards PY14
12/30/2014	3915-41	Accounts Payable	Burt, Penny-M01021506A-Reimb Planners Dollar Tree TJC ALL-12/30/2014
12/30/2014	3915-67	Accounts Payable	Burt, Penny-M01021506B-Reimb. Ice Trays Fred Meyer - Bartlett-7/26/2014
12/30/2014	3915-89	Accounts Payable	Burt, Penny-M01021506C-Reimb Windshiled Cleaner Fred Meyer TJC ALL-
12/30/2014	3915-113	Accounts Payable	Burt, Penny-M01021506D-Reimb Postage shipping headset Hallmark Shop I
1/2/2015	3953-138	Accounts Payable	Office Depot Credit -747856444001-Pens,Wipes,labes,planners Bartlett PY1
1/8/2015	3953-72	Accounts Payable	Heindsmann, Ken-M01121502-Staples: Logitech 400 wireless for projectors-1
1/12/2015	3953-110	Accounts Payable	InstaPrint-32540-White envelopes 2 boxes w/ return address-1/12/2015

*Account Subtotals*

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*Account Ending Balance*

**01-109-40007-10-00-0000**

**Account: 01-109-40007-10-00-0000 (Office Expenses)**

7/1/2014

*Account Beginning Balance*

7/10/2014      3155-14      Accounts Payable

Office Depot Credit -719701408001-Lysol wipes Resource Room PY14-7/10/

8/6/2014      3392-17      Accounts Payable

Office Depot Credit -723398320001-Office Supplies-8/6/2014

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*Account Ending Balance*

**01-109-40009-00-00-0000**

**Account: 01-109-40009-00-00-0000 (Insurance)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3120-33	Accounts Payable
7/1/2014	3373-29	Accounts Payable
9/25/2014	3461-15	Accounts Payable
12/18/2014	3887-37	Accounts Payable
12/31/2014	3916-11	Journal Entry
1/1/2015	3895-12	Accounts Payable

CityCounty Insurance-18763-GL/Auto Package Down Payment PY14-7/7/2014  
Association of Orego-082614-Membership fee for CIS Services 7/1/14-6-30-14  
CityCounty Insurance-09181402-50024 TJC1201300 GL/Auto Package Pay  
CityCounty Insurance-122314-50024 TJC1201300 GL/Auto Package Paym  
To record Umbrella Policy for 7/1/14 - 12/31/14  
Yondorf & Dale, LLC-01021501-Dec 14-Dec 15 Bartlett Ins Umbrella/Comm

*Account Subtotals*

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*Account Ending Balance*

**01-109-40010-00-00-0000**

**Account: 01-109-40010-00-00-0000 (Postage and Shipping)**

7/1/2014

*Account Beginning Balance*

7/9/2014	3155-118	Accounts Payable
7/31/2014	3256-13	Accounts Payable
8/16/2014	3291-12	Accounts Payable
8/18/2014	3291-25	Accounts Payable
8/26/2014	3381-12	Accounts Payable
8/31/2014	3403-13	Accounts Payable
9/8/2014	3403-64	Accounts Payable
9/30/2014	3626-152	Accounts Payable
10/31/2014	3800-117	Accounts Payable
11/16/2014	3704-101	Accounts Payable
11/18/2014	3704-129	Accounts Payable
11/30/2014	3848-134	Accounts Payable
12/12/2014	3866-64	Accounts Payable
12/31/2014	3953-59	Accounts Payable
1/15/2015	3848-92	Accounts Payable

Neopost USA Inc.-NWAR51208-Cartridge for JXCO Postage Meter PY14-7/9/2014  
Secured Courier, Inc-3344-July 14 Courier Srv/ PY14-7/31/2014  
Neopost USA Inc.-51893180-Aug 16-Nov 15, 2014 Meter Rental GP PY14-7/31/2014  
Neopost USA Inc.-51898346-Aug 18-Nov 17, 2014 Meter Rental Mfd PY14-7/31/2014  
Hasler Mailing Syste-M08271401-July 14 Postage GP PY14-8/26/2014  
Secured Courier, Inc-M09101401-Aug 14 Courier Srv/ PY14-8/31/2014  
Hasler Mailing Syste-M09081404-Postage Medford PY14-9/8/2014  
Secured Courier, Inc-M10171402-Sept 14 Courier Srv/ PY14-9/30/2014  
Secured Courier, Inc-M11181402-Oct 14 Monthly Courier Srv/ PY14-10/31/2014  
Neopost USA Inc.-52164043-Nov 16,14 - Feb 15,15; Meter Rental GP-10/17/2014  
Neopost USA Inc.-52169006-Nov 18,14 - Feb 17,15; Meter Rental Medford-10/17/2014  
Secured Courier, Inc-M12121402-Nov 14 Monthly Courier Srv/ PY14-11/30/2014  
Hasler Mailing Syste-M12121408-Dec 14 Postage Medford PY14-12/12/2014  
Secured Courier, Inc-M01151501-Dec 14 Monthly Courier Srv/ PY14-12/31/2014  
United States Postal-01081501-BRM Permit TJC All-11/20/2014

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**01-109-40014-00-00-0000**

**Account: 01-109-40014-00-00-0000 (Dues and Subscriptions)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3048-162	Accounts Payable	Grants Pass & Jo.Co.-13535-Annual Renewal Dues 7/1/14 - 6/30/15-6/2/2014
7/1/2014	3053-13	Accounts Payable	Ashland Chamber of C-9551-Annual Membership Dues 2014-2015 PY14-7/1
7/1/2014	3157-40	Accounts Payable	Southern Oregon Regi-5/30/14-Membership 7/1/14 - 6/30/15 RWP PY13-5/3
10/2/2014	3618-75	Accounts Payable	Asante Physician Par-14703-Membership fee for Random Drug Screening PY
12/15/2014	3911-185	Accounts Payable	Oregon Government Et-GE0696-Annual Assessment-12/15/2014

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*Account Ending Balance*

**01-109-40015-00-00-0000**

**Account: 01-109-40015-00-00-0000 (Rent)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3025-108	Accounts Payable	Restaurant Professio-070114-July 14 Porters Parking Lot Lease 34 Spaces PY
7/1/2014	3025-117	Accounts Payable	Diamond Parking Serv-070114-July 14 Parking Patrol Oh's PY14-7/1/2014
7/1/2014	3025-81	Accounts Payable	One Hundred Main LLC-070114-July 14 100 E Main Suite A/F Rent PY14-7
7/1/2014	3048-48	Accounts Payable	North Medford Mini S-6/16/14-July 14 E316 Storage Unit Rental PY14-6/16
7/1/2014	3048-76	Accounts Payable	North Medford Mini S-6/16/14-July 14 E321 Storage Unit Rental PY13-6/16
7/1/2014	3048-104	Accounts Payable	North Medford Mini S-6/16/14-July 14 H478 Storage Unit Rental PY14-6/1
7/1/2014	3048-132	Accounts Payable	North Medford Mini S-6/16/14-July 14 H 498 Storage Unit Rental PY14-6/1
7/1/2014	3927-6	Journal Entry	Prepaid rent was also recorded in A/R
7/1/2014	3973-7	Journal Entry	Allocation of Prepaid Rent Jul
8/1/2014	3149-13	Accounts Payable	North Medford Mini S-7/17/14-July 14 Storage Unit Rentals E316, 321: H4
8/1/2014	3198-12	Accounts Payable	Diamond Parking Serv-07311408-Aug 14 Parking Patrol Oh's PY14-8/1/201
8/1/2014	3198-126	Accounts Payable	Yondorf & Dale, LLC-07311409-Aug 14 Rent Taylor/Bartlett Building PY14
8/1/2014	3198-35	Accounts Payable	Parkway Village, LLC-07311410-Aug 14 Rent 1569 NE F St Adult GP PY14
8/1/2014	3198-47	Accounts Payable	Parkway Village, LLC-07311411-Aug 14 CAM Fees 1569 NE F St GP PY14

8/1/2014	3198-84	Accounts Payable	Restaurant Professio-07311414-Aug 14 Porter's Parking Lot Lease 34 Spaces
8/1/2014	3198-110	Accounts Payable	One Hundred Main LLC-07311415-Aug 14 100 E Main Suite A/E Rent PY1
8/1/2014	3973-23	Journal Entry	Allocation of Prepaid Rent Aug
8/21/2014	3337-39	Accounts Payable	Diamond Parking Serv-710-Sept-Dec 14 Parking MGR (5 spaces) Bartlett PY
9/1/2014	3347-13	Accounts Payable	Restaurant Professio-09021401-Sept 14 Porter's Parking Lot Lease 34 Spaces
9/1/2014	3324-12	Accounts Payable	One Hundred Main LLC-09021403-Sept 14 100 E Main Suite A/E Rent PY1
9/1/2014	3323-48	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 Rent 1569 NE F St Adult GP PY1
9/1/2014	3323-12	Accounts Payable	Parkway Village, LLC-09021404-Sept 14 CAM Fees 1569 NE F St GP PY14
9/1/2014	3321-23	Accounts Payable	ADJUST-Yondorf & Dale, LLC-09021405-Sept 14 Rent Taylor/Bartlett Buil
9/1/2014	3338-17	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 E316 Storage Unit Rental PY14-8
9/1/2014	3338-45	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 E321 Storage Unit Rental PY14-8/
9/1/2014	3338-73	Accounts Payable	North Medford Mini S-8/17/14-Sept 14 H478 Storage Unit Rental PY 14-8/1
9/1/2014	3338-101	Accounts Payable	North Medford Mini S-8/17/2014-Sept 14 H 498 Storage Unit Rental PY14-
9/1/2014	3358-19	Accounts Payable	Diamond Parking Serv-082814-Aug/Sept 14 Porter's So Pkg Lot Patrolling M
9/1/2014	3390-49	Accounts Payable	Parkway Village, LLC-37421-Leasehold Improvements 1569 NE F Street PY1
9/1/2014	3973-39	Journal Entry	Allocation of Prepaid Rent Sept
10/1/2014	3529-25	Accounts Payable	North Medford Mini S-9/16/2014A-Oct 14 E316 Storage Unit Rental PY14-
10/1/2014	3529-53	Accounts Payable	North Medford Mini S-9/16/2014B-Oct 14 E321 Storage Unit Rental PY14-9
10/1/2014	3529-81	Accounts Payable	North Medford Mini S-9/16/2014C-Oct 14 H478 Storage Unit Rental PY14-
10/1/2014	3529-109	Accounts Payable	North Medford Mini S-9/16/2014D-Oct 14 H 498 Storage Unit Rental PY14
10/1/2014	3534-36	Accounts Payable	Parkway Village, LLC-M10021405A-Oct 14 Rent 1519 NE F St Annex GP P
10/1/2014	3534-48	Accounts Payable	Parkway Village, LLC-M10021405B-Oct 14 Rent 1569 NE F St Adult GP P
10/1/2014	3534-60	Accounts Payable	Parkway Village, LLC-M10021405C-Oct 14 CAM Fees 1519 NE F ST GP P
10/1/2014	3534-72	Accounts Payable	Parkway Village, LLC-M10021405D-Oct 14 CAM Fees 1569 NE F ST GP P
10/1/2014	3535-12	Accounts Payable	Yondorf & Dale, LLC-M10021401-Oct 14 Rent Taylor/Bartlett Building PY1
10/1/2014	3535-36	Accounts Payable	Restaurant Professio-M10021402-Oct 14 Porter's Parking Lot Lease 34 Spac
10/1/2014	3535-62	Accounts Payable	One Hundred Main LLC-M10021403-Oct 14 100 E Main Suite A/E Rent PY
10/1/2014	3973-55	Journal Entry	Allocation of Prepaid Rent Oct
11/1/2014	3660-17	Accounts Payable	North Medford Mini S-10/17/2014A-Nov 14 E316 Storage Unit Rental PY1
11/1/2014	3660-45	Accounts Payable	North Medford Mini S-10/17/2014B-Nov 14 E321 Storage Unit Rental PY14
11/1/2014	3660-73	Accounts Payable	North Medford Mini S-10/17/2014C-Nov 14 H478 Storage Unit Rental PY14
11/1/2014	3660-101	Accounts Payable	North Medford Mini S-10/17/2014D-Nov 14 H 498 Storage Unit Rental PY
11/1/2014	3681-36	Accounts Payable	Yondorf & Dale, LLC-M11031406-Nov 14 Rent Taylor/Bartlett Building PY
11/1/2014	3681-72	Accounts Payable	Restaurant Professio-M11031405-Nov 14 Porter's Parking Lot Lease 34 Spac
11/1/2014	3681-104	Accounts Payable	Parkway Village, LLC-M11031404A-Nov 14 Rent 1519 NE F St Annex GP F
11/1/2014	3681-116	Accounts Payable	Parkway Village, LLC-M11031404B-Nov 14 Rent 1569 NE F St Adult GP I
11/1/2014	3681-128	Accounts Payable	Parkway Village, LLC-M11031404C-Nov 14 CAM Fees 1519 NE F Sr GP P
11/1/2014	3681-140	Accounts Payable	Parkway Village, LLC-M11031404D-Nov 14 CAM Fees 1569 NE F St GP P
11/1/2014	3681-152	Accounts Payable	One Hundred Main LLC-M11031403-Nov 14 100 E Main Suite A/E Rent PY
11/1/2014	3895-75	Accounts Payable	One Hundred Main LLC-M1.1.14-To record double payment to vendor-11/1/14
11/1/2014	3973-71	Journal Entry	Allocation of Prepaid Rent Nov
11/14/2014	3806-65	Cash Receipts	100 MAIN LLC, OCT'14-836-3477
11/18/2014	3800-188	Accounts Payable	Restaurant Professio-10646339-1/2 Property Tax Payment for Portor's Parking
12/1/2014	3818-39	Accounts Payable	One Hundred Main LLC-M12011405-Dec 14 100 E Main Suite A/E Rent PY
12/1/2014	3818-55	Accounts Payable	Parkway Village, LLC-M12011406A-Dec 14 Rent 1519 NE F St Annex GP P

12/1/2014	3818-67	Accounts Payable	Parkway Village, LLC-M12011406B-Dec 14 Rent 1569 NE F St Adult GP F
12/1/2014	3818-79	Accounts Payable	Parkway Village, LLC-M12011406-Dec 14 CAM Fees 1519 NE F Sr GP PY1
12/1/2014	3818-93	Accounts Payable	Parkway Village, LLC-M12011406D-Dec 14 CAM Fees 1569 NE F St GP P
12/1/2014	3818-110	Accounts Payable	Restaurant Professio-M12011407-Dec 14 Porter's Parking Lot Lease 34 Space
12/1/2014	3818-137	Accounts Payable	Yondorf & Dale, LLC-M12011405-Dec 14 Rent Taylor/Bartlett Building PY
12/1/2014	3818-216	Accounts Payable	North Medford Mini S-11/16/2014A-Dec 14 E316 Storage Unit Rental PY14
12/1/2014	3818-250	Accounts Payable	North Medford Mini S-11/16/2014B-Dec 14E321 Storage Unit Rental PY14-
12/1/2014	3818-278	Accounts Payable	North Medford Mini S-11/16/2014C-Dec 14 H478 Storage Unit Rental PY1
12/1/2014	3818-306	Accounts Payable	North Medford Mini S-11/16/2014D-Dec 14 H 498 Storage Unit Rental PY1
12/1/2014	3835-51	Accounts Payable	Rogue Community Coll-12021401-Room Rental TRC 100 All Staff 12/1/14-1
12/1/2014	3973-87	Journal Entry	Allocation of Prepaid Rent Dec
1/1/2015	3895-91	Accounts Payable	North Medford Mini S-01061501A-Jan 15 E316 Storage Unit Rental PY14-
1/1/2015	3895-141	Accounts Payable	North Medford Mini S-01061501B-Jan 15 E321 Storage Unit Rental PY14-1
1/1/2015	3895-169	Accounts Payable	North Medford Mini S-01061501C-Jan 15 H478 Storage Unit Rental PY14-
1/1/2015	3895-197	Accounts Payable	North Medford Mini S-01061501D-Jan 15 H 498 Storage Unit Rental PY14
1/1/2015	3904-12	Accounts Payable	Yondorf & Dale, LLC-M01021505-Jan 15 Rent Taylor/Bartlett Building PY1
1/1/2015	3904-145	Accounts Payable	One Hundred Main LLC-M01021503-Jan 15 100 E Main Suite A/E Rent PY
1/1/2015	3904-162	Accounts Payable	Restaurant Professio-M01021505-Jan 15 Porter's Parking Lot Lease 34 Space
1/1/2015	3904-188	Accounts Payable	Parkway Village, LLC-M01021504A-Jan 15 Rent 1519 NE F St Annex GP P
1/1/2015	3904-200	Accounts Payable	Parkway Village, LLC-M01021504B-Jan 15 Rent 1569 NE F St Adult GP P
1/1/2015	3904-212	Accounts Payable	Parkway Village, LLC-M01021504C-Jan 15 CAM Fees 1519 NE F ST GP P
1/1/2015	3904-224	Accounts Payable	Parkway Village, LLC-M01021504D-Jan 15 CAM Fees 1569 NE F St GP PY
1/1/2015	3911-217	Accounts Payable	Diamond Parking Serv-12301401-Jan-June 15 Parking MGR (5 spaces) Bartl
1/1/2015	3973-103	Journal Entry	Allocation of Prepaid Rent Jan

*Account Subtotals*

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*Account Net Change*

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*Account Ending Balance*

**01-109-40015-10-00-0000**

**Account: 01-109-40015-10-00-0000 (Rent)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3025-65	Accounts Payable	Yondorf & Dale, LLC-7/1/14-July 14 Rent Taylor/Bartlett Building PY14-7/1
9/1/2014	3320-12	Accounts Payable	Yondorf & Dale, LLC-09021405-Sept 14 Rent Taylor/Bartlett Building PY14
9/1/2014	3321-24	Accounts Payable	REVERSE-ADJUST-Yondorf & Dale, LLC-09021405

*Account Subtotals*

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*Account Net Change*

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Account Ending Balance

**01-109-40015-20-00-0000**

**Account: 01-109-40015-20-00-0000 (Rent)**

7/1/2014

Account Beginning Balance

7/1/2014	3025-12	Accounts Payable
7/1/2014	3025-24	Accounts Payable
7/1/2014	3025-36	Accounts Payable
7/1/2014	3025-48	Accounts Payable
8/1/2014	3198-59	Accounts Payable
8/1/2014	3198-71	Accounts Payable
9/1/2014	3323-24	Accounts Payable
9/1/2014	3323-36	Accounts Payable

Parkway Village, LLC-070114-July 14	Rent 1569 NE F St Adult GP PY14-7
Parkway Village, LLC-070114-July 14	CAM Fees 1569 NE F St GP PY14-7/
Parkway Village, LLC-070104-July 14	Rent 1519 NE F St Annex GP PY14-7
Parkway Village, LLC-070114-July 14	CAM Fees 1519 NE F Sr GP PY14-7/
Parkway Village, LLC-07311412-Aug 14	Rent 1519 NE F St Annex GP PY1
Parkway Village, LLC-07311413-Aug 14	CAM Fees 1519 NE F Sr GP PY14
Parkway Village, LLC-09021404-Sept 14	Rent 1519 NE F St Annex GP PY1
Parkway Village, LLC-09021404-Sept 14	CAM Fees 1519 NE F Sr GP PY14

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-109-40016-00-00-0000**

**Account: 01-109-40016-00-00-0000 (Utilities)**

7/1/2014

Account Beginning Balance

7/11/2014	3143-12	Accounts Payable
7/14/2014	3145-12	Accounts Payable
7/31/2014	3298-47	Accounts Payable
7/31/2014	3298-12	Accounts Payable
7/31/2014	3298-24	Accounts Payable
7/31/2014	3301-12	Accounts Payable
7/31/2014	3299-12	Accounts Payable
7/31/2014	3299-24	Accounts Payable
7/31/2014	3299-36	Accounts Payable
7/31/2014	3300-12	Accounts Payable
7/31/2014	3322-12	Accounts Payable
7/31/2014	3322-24	Accounts Payable
7/31/2014	3322-36	Accounts Payable

Medford Water Commis-M07251402-July 14	Acct#1472307/Bartlett PY14-7
City of Medford-M07291401B-July 14	313 E. Eighth St. Bartlett Building-7/
Pacific Power-M08201401A-July 14	1519 NE F YTH PY14-8/6/2014
Pacific Power-M08201401B-July 14	1569 NE F ST/GPO ADULT PY14-8/6/
Pacific Power-M08201401C-July 14	Acct# 0101/313 E 8th St/Bartlett PY14-
Republic Services #4-M08181402-July 14	1519 NE F Adult PY14-7/31/201
Avista Utilities-M08211402A-July 14	Acct#290130975/1519 NE F Street/Ytl
Avista Utilities-M08211402B-July 14	Acct#530130975/1569 NE F Street/Ac
Avista Utilities-M08211402C-July 14	Acct#010146361/Bartlett PY14-8/4/20
Rogue Disposal and R-313 E 8th St-024-July 14	Cust#05-0133364-5/Taylor
Parkway Village-37417-July 14	1519 NE F St Water/Sewer/City Fees PY14-7
Parkway Village-37417-July 14	1569 NE F St Water/Sewer/City Fees PY14-7
Parkway Village-37417-July 14	1569 NE F Dumpster/Trash GP Adult PY14-

7/31/2014	3322-48	Accounts Payable	Parkway Village-37417-July 14 1519 NE F St Dumpster/Trash GP Annex PY
8/12/2014	3347-62	Accounts Payable	Medford Water Commis-M08271401-Aug 14 Acct#1472307/Bartlett PY14-1
8/14/2014	3347-39	Accounts Payable	City of Medford-M08291402-Aug 14 313 E. Eighth St. Bartlett Building PY1
8/31/2014	3403-40	Accounts Payable	Rogue Disposal and R-M09121402-Aug 14 Cust#05-0133364-5/Taylor PY14
8/31/2014	3442-12	Accounts Payable	Pacific Power-M09191402-Aug 14 1519 NE F YTH PY14-9/5/2014
8/31/2014	3442-24	Accounts Payable	Pacific Power-M09191402-Aug 14 1569 NE F ST/GPO ADULT PY14-9/5/2
8/31/2014	3442-36	Accounts Payable	Pacific Power-M09191402-Aug 14 Acct# 0101/313 E 8th St/Bartlett PY14-9
8/31/2014	3465-12	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F Jail Bed Fee PY14-9/1/2014
8/31/2014	3465-24	Accounts Payable	Parkway Village-37428-Ayg 14 1569 NE F Jail bed fee GP PY14-9/1/2014
8/31/2014	3465-36	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F St Water/Sewer/City Fees PY14-5
8/31/2014	3465-48	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F St Water/Sewer/City Fees PY14-1
8/31/2014	3465-60	Accounts Payable	Parkway Village-37428-Aug 14 1569 NE F St Dumpster/Trash GP Adult PY
8/31/2014	3465-72	Accounts Payable	Parkway Village-37428-Aug 14 1519 NE F St Dumpster/Trash GP Annex PY
8/31/2014	3533-14	Accounts Payable	Avista Utilities-M09231401-Aug 14 Acct#290130975/1519 NE F Street/Yth
8/31/2014	3533-26	Accounts Payable	Avista Utilities-M09231401-Aug 14 Acct#530130975/1569 NE F Street/Adu
8/31/2014	3533-38	Accounts Payable	Avista Utilities-M09231401-Aug 14 Acct#010146361/Bartlett PY14-9/4/201
9/11/2014	3533-61	Accounts Payable	Medford Water Commis-M09291403-Sept 14 Acct#1472307/Bartlett PY14-1
9/14/2014	3533-82	Accounts Payable	City of Medford-M09301402-Sept 14 313 E. Eighth St. Bartlett Building PY
9/30/2014	3553-12	Accounts Payable	City of Medford-22211-12366-Thru June 2015 Bartlett PY14-9/22/2014
9/30/2014	3569-48	Accounts Payable	Rogue Disposal and R-M10141401-Sept 14 Cust#05-0133364-5/Taylor PY1
9/30/2014	3626-16	Accounts Payable	Pacific Power-M10201402A-Sept 14 Acct# 0101/313 E 8th St/Bartlett PY14
9/30/2014	3626-39	Accounts Payable	Pacific Power-M10201402B-Sept 14 1519 NE F YTH PY14-10/6/2014
9/30/2014	3626-51	Accounts Payable	Pacific Power-M10201402C-Sept 14 1569 NE F ST/GPO ADULT PY14-10
9/30/2014	3626-87	Accounts Payable	Avista Utilities-M10231401-Sept 14 #290130975/1519 NE F Street/Yth An
9/30/2014	3626-103	Accounts Payable	Avista Utilities-M10231401-Ssept 14 #530130975/1569 NE F Street/Adult F
9/30/2014	3626-128	Accounts Payable	Avista Utilities-M10231401-Sept 14 Acct#010146361/Bartlett PY14-10/3/20
9/30/2014	3618-56	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F St Water/Sewer/City Fees PY14-1
9/30/2014	3618-80	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F St Water/Sewer/City Fees PY14-
9/30/2014	3618-104	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F St Dumpster/Trash GP Adult PY1
9/30/2014	3618-116	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F St Dumpster/Trash GP Annex PY
9/30/2014	3618-128	Accounts Payable	Parkway Village-37438-Sept 14 1519 NE F Jail Bed Fee GP PY14-10/1/2014
9/30/2014	3618-140	Accounts Payable	Parkway Village-37438-Sept 14 1569 NE F Jail Bed Fee GP PY14-10/1/2014
10/1/2014	3569-12	Accounts Payable	S.O.S. Alarm, Inc.-M10091402A-Oct-Dec 14 1519 NE F Fire Alarm Quarter
10/1/2014	3569-24	Accounts Payable	S.O.S. Alarm, Inc.-M10091402B-Oct-Dec 14 1569 NE F Alarm Quartely Bil
10/1/2014	3569-36	Accounts Payable	S.O.S. Alarm, Inc.-M10091402C-Oct-Dec 14 1519 NE F Alarm Quarterly bill
10/10/2014	3639-84	Accounts Payable	Medford Water Commis-M10281401-Oct 14 Acct#1472307/Bartlett PY14-1
10/31/2014	3843-12	Accounts Payable	Rogue Disposal and R-M11131401-Oct 14 Cust#05-0133364-5/Taylor PY14-
10/31/2014	3759-26	Accounts Payable	Avista Utilities-M11121401A-Oct 14 Acct#290130975/1519 NE F Street/Yth
10/31/2014	3759-38	Accounts Payable	Avista Utilities-M11121402B-Oct 14 #530130975/1569 NE F Street/Adult P'
10/31/2014	3759-50	Accounts Payable	Avista Utilities-M11121402C-Oct 14 Acct#010146361/Bartlett PY14-11/3/2
10/31/2014	3800-104	Accounts Payable	Republic Services #4-M11181401-Oct-May 15 1569 NE F recycling Service
10/31/2014	3759-79	Accounts Payable	Pacific Power-M11201403-Oct 14 1519 NE F YTH PY14-11/4/2014
10/31/2014	3759-100	Accounts Payable	Pacific Power-M11201403C-Oct 14 1569 NE F ST/GPO ADULT PY14-11/4
10/31/2014	3759-112	Accounts Payable	Pacific Power-M11201403C-Oct 14 Acct# 0101/313 E 8th St/Bartlett PY14-1
10/31/2014	3965-12	Accounts Payable	Parkway Village-27448-Oct 14 1519 NE F Jail Bed Fee GP PY14-11/1/2014

10/31/2014	3965-48	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F Jail Bed Fee GP PY14-11/1/2014
10/31/2014	3965-84	Accounts Payable	Parkway Village-37448-Oct 14 1519 NE F St Dumpster/Trash GP Annex PY
10/31/2014	3965-120	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F St Dumpster/Trash GP Adult PY1
10/31/2014	3965-156	Accounts Payable	Parkway Village-37448-Oct 14 1519 NE F St Water/Sewer/City Fees PY14-1
10/31/2014	3965-192	Accounts Payable	Parkway Village-37448-Oct 14 1569 NE F St Water/Sewer/City Fees PY14-1
11/7/2014	3800-244	Accounts Payable	Medford Water Commis-M11251401-Nov 14 Acct#1472307/Bartlett PY14-1
11/30/2014	3843-44	Accounts Payable	Rogue Disposal and R-M12121401-Nov 14 Cust#05-0133364-5/Taylor PY14-
11/30/2014	3850-225	Accounts Payable	Avista Utilities-M12231402A-Nov 14 Acct#290130975/1519 NE F Street/Yt
11/30/2014	3850-248	Accounts Payable	Avista Utilities-M12231402B-Nov 14 #530130975/1569 NE F Street/Adult P
11/30/2014	3850-265	Accounts Payable	Avista Utilities-M12231402C-Nov 14 Acct#010146361/Bartlett PY14-12/4/
11/30/2014	3866-14	Accounts Payable	Pacific Power-M12221401C-Nov 14 Acct# 0101/313 E 8th St/Bartlett PY14
11/30/2014	3866-37	Accounts Payable	Pacific Power-M12221401A-Nov 14 1519 NE F YTH PY14-12/8/2014
11/30/2014	3866-54	Accounts Payable	Pacific Power-M12221401B-Nov 14 Aug 13 1569 NE F ST/GPO ADULT P
11/30/2014	3965-24	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F Jail Bed Fee GP PY14-12/1/2014
11/30/2014	3965-60	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F Jail Bed Fee GP PY14-12/1/2014
11/30/2014	3965-96	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F St Dumpster/Trash GP Annex PY
11/30/2014	3965-132	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F St Dumpster/Trash GP Adult PY
11/30/2014	3965-168	Accounts Payable	Parkway Village-37458-Nov 14 1519 NE F St Water/Sewer/City Fees PY14-
11/30/2014	3965-204	Accounts Payable	Parkway Village-37458-Nov 14 1569 NE F St Water/Sewer/City Fees PY14-
12/9/2014	3886-14	Accounts Payable	Medford Water Commis-M12231403-Dec 14 Acct#1472307/Bartlett PY14-1
12/30/2014	3928-137	Accounts Payable	Rogue Disposal and R-M01141502-Dec 14 Cust#05-0133364-5/Taylor PY14-
12/31/2014	3953-172	Accounts Payable	Pacific Power-M01221503A-Dec 14 1519 NE F YTH PY14-1/8/2015
12/31/2014	3953-184	Accounts Payable	Pacific Power-M01221503B-Dec 14 1569 NE F ST/GPO ADULT PY14-1/8/
12/31/2014	3953-196	Accounts Payable	Pacific Power-M01221503C-Dec 14 Acct# 0101/313 E 8th St/Bartlett PY14-
12/31/2014	3953-219	Accounts Payable	Avista Utilities-M01221502A-Dec 14 Acct#290130975/1519 NE F Street/Ytl
12/31/2014	3953-231	Accounts Payable	Avista Utilities-M01221502B-Dec 14 #530130975/1569 NE F Street/Adult F
12/31/2014	3953-243	Accounts Payable	Avista Utilities-M01221502C-Dec 14 Acct#010146361/Bartlett PY14-1/6/20
12/31/2014	3965-36	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F Jail Bed Fee GP PY14-1/1/2015
12/31/2014	3965-72	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F Jail Bed Fee GP PY14-1/1/2015
12/31/2014	3965-108	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F St Dumpster/Trash GP Annex PY
12/31/2014	3965-144	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F St Dumpster/Trash GP Adult PY
12/31/2014	3965-180	Accounts Payable	Parkway Village-37469-Dec 14 1519 NE F St Water/Sewer/City Fees PY14-
12/31/2014	3965-216	Accounts Payable	Parkway Village-37469-Dec 14 1569 NE F St Water/Sewer/City Fees PY14-
1/1/2015	3928-62	Accounts Payable	S.O.S. Alarm, Inc.-Q445010A-Jan - Mar 15 1519 NE F Fire Alarm Quarterly
1/1/2015	3928-30	Accounts Payable	S.O.S. Alarm, Inc.-Q445010B-Jan - Mar 15 1569 NE F Alarm Quartely Billin
1/1/2015	3928-46	Accounts Payable	S.O.S. Alarm, Inc.-Q445010C-Jan - Mar 15 1519 NE F Alarm Quarterly bill

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40016-10-00-0000**



**Account: 01-109-40016-10-00-0000 (Utilities)**

7/1/2014

*Account Beginning Balance*

7/1/2014

3065-51

Accounts Payable

S.O.S. Alarm, Inc.-Q422505-Qtr Alarm July-Sept 1569 NE F Adult PY14-7/1

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40016-20-00-0000**

**Account: 01-109-40016-20-00-0000 (Utilities)**

7/1/2014

*Account Beginning Balance*

7/1/2014

3065-39

Accounts Payable

S.O.S. Alarm, Inc.-Q422505-Qtr July-Sept 14, Alarm 1519 NE F St GP PY14

7/1/2014

3065-114

Accounts Payable

S.O.S. Alarm, Inc.-Q422505-Qtr July-Sept Alarm 1519 NE F GP Annex PY14

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40017-00-00-0000**

**Account: 01-109-40017-00-00-0000 (Repairs and Maintenance)**

7/1/2014

*Account Beginning Balance*

7/1/2014

3157-12

Accounts Payable

Integrated Elevator -Inv Date: 7/14/14-Annual Maint/Safety Testing PY14-7/1

7/11/2014

3233-47

Accounts Payable

Hardway Construction-10529-July 14 Misc tasks Bartlett PY14-7/13/2014

7/24/2014

3226-14

Accounts Payable

TouchPoint Networks-50214-Voicemail/phone system repair Labor GP PY14-

7/24/2014

3226-26

Accounts Payable

TouchPoint Networks-50214-Power Supply replaced for voice mail/phone sys

7/25/2014

3196-15

Accounts Payable

ACME Fire Fighting D-7869-8 yearly srvc @ 8.00 & 2 orings replaced @ 4.0

7/25/2014

3196-27

Accounts Payable

ACME Fire Fighting D-7869-2 Hydrotests @ 20.00 fire extinguishers GP-7/2

7/29/2014

3303-43

Accounts Payable

Hardway Construction-10535-July 14 Misc Moving GP PY14-8/13/2014

8/4/2014

3348-58

Accounts Payable

Protec Security & Co-5195-Rewire elevator/pull station, replace horn/strobe -1

8/12/2014

3303-55

Accounts Payable

Southern Oregon Aspi-15553-July 14 Confidential Shredding PY14-8/12/201

8/12/2014	3306-23	Accounts Payable	Pacific Office Produ-8547-HP 4100 Printer Maint Kit Bartlett PY14-8/12/2014
8/19/2014	3432-12	Accounts Payable	Protec Security & Co-5221-Panic Button Test Bartlett PY14-9/5/2014
8/29/2014	3431-28	Accounts Payable	Interior Office Conc-27064-Reconfigure cubicles E Main new tenents PY14-9/5/2014
8/29/2014	3431-44	Accounts Payable	Interior Office Conc-27064-Removed 3 shelves,side panel Bartlett PY14-9/5/2014
9/2/2014	3464-12	Accounts Payable	TouchPoint Networks-50486-Recpt phone not ringing, Service call GP PY14-9/2/2014
9/5/2014	3431-12	Accounts Payable	Cascade Communicatio-19661-Terminate cable 36B to Patch panel Main St. 1 Bartlett PY14-9/5/2014
9/10/2014	3547-12	Accounts Payable	Rogue Shred, LLC-M10171401-Sept 14 Document Destruction 35 S Bartlett PY14-9/10/2014
9/10/2014	3547-34	Accounts Payable	Rogue Shred, LLC-M10171401-Sept 14 Document Destruction E Main St PY14-9/10/2014
9/22/2014	3688-24	Accounts Payable	Hardway Construction-10540-Sept tasks at Bartlett PY14-10/3/2014
9/23/2014	3556-12	Accounts Payable	Comfort Control, Inc-33903-HVAC Qrtly Srvc 1519 NE F GP PY14-9/23/2014
9/25/2014	3550-50	Accounts Payable	Roto-Rooter Plumbing-144995-Srvc Wms Dwnstrs toilet Bartlett PY14-9/25/2014
9/25/2014	3556-24	Accounts Payable	Comfort Control, Inc-33924-HVAC Qrtly Srvc 1569 NE F GP PY14-9/25/2014
9/29/2014	3572-16	Accounts Payable	Comfort Control, Inc-33928-Ignition Control 1569 NE F St Adult GP PY14-9/29/2014
10/16/2014	3688-47	Accounts Payable	Hardway Construction-10543-Oct 14 tasks at Bartlett PY14-10/20/2014
10/16/2014	3688-70	Accounts Payable	Hardway Construction-10543-Oct 14 Materials purchased for Bartlett PY14-10/16/2014
10/20/2014	3725-425	Accounts Payable	Pro Electric, Inc.-1396-Labor replacing ballasts,lights Bartlett 5 hr ! 55-10/29/2014
10/23/2014	3725-47	Accounts Payable	ER Electric Service,-640-Lights replcd/reprd ER Fixture 1569 NE F Adult GP PY14-10/23/2014
10/27/2014	3681-69	Accounts Payable	Schermerhorn's Carpe-0731-1569 NE F St Carpet Cleaning GP PY14-10/27/2014
10/27/2014	3725-448	Accounts Payable	Pro Electric, Inc.-1396-MATerials, ballasts, ER exit light, Bartlett PY14-10/27/2014
12/3/2014	3843-152	Accounts Payable	Action Door-57874-Repair GP ADA Door NE F St. PY 14-12/3/2014
12/10/2014	3895-139	Accounts Payable	S.O.S. Alarm, Inc.-ST30171-Moved Horn and strobe, tested GP Annex PY14-12/10/2014
12/11/2014	3911-166	Accounts Payable	ER Electric Service,-867-Power added/projector annex, relocate outlet GP PY14-12/11/2014
12/15/2014	3895-45	Accounts Payable	Protec Security & Co-4996-Srvc Call to Bartlett Alarm lines-Phone lines-3/28 PY14-12/15/2014
1/9/2015	3963-105	Accounts Payable	Comfort Control, Inc-34168-HVAC Qrtly Srvc 1519 NE F Annex PY14-1/9/2015
1/9/2015	3963-119	Accounts Payable	Comfort Control, Inc-34169-HVAC Qrtly Srvc 1569 NE F Adult PY14-1/9/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40018-00-00-0000**

**Account: 01-109-40018-00-00-0000 (Phone and Data)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3846-7	Journal Entry	Hunter Rcls from Prepaid
7/1/2014	3846-20	Journal Entry	Hunter Rcls from Prepaid
7/1/2014	3846-51	Journal Entry	Hunter Rcls from Prepaid
7/31/2014	3297-4	Accounts Payable	AT&T Mobility-M08181401B-July 14 541-531-0188/YOUTH PY 14/Gamr
7/31/2014	3297-24	Accounts Payable	AT&T Mobility-M08181401I-July 14 541-941-2317/ YTH Boudreau, J PY 1
7/31/2014	3297-31	Accounts Payable	AT&T Mobility-M08181401L-July 14 541-941-2364 PY14-7/25/2014

8/1/2014	3183-12	Accounts Payable	Hunter Communication-205-Aug 14 E Main St Phone/Internet PY14-7/15/2014
8/1/2014	3183-28	Accounts Payable	Hunter Communication-205-Aug 14 Bartlett Phone/Internet PY14-7/15/2014
8/1/2014	3183-56	Accounts Payable	Hunter Communication-205-Aug 14 Grants Pass Internet PY14-7/15/2014
8/1/2014	3233-8	Accounts Payable	Answer Page, Inc.-015708012014-Aug 14 Monthly Elevator Monitoring Acct
8/25/2014	3433-4	Accounts Payable	AT&T Mobility-M09181402B-Aug 14 541-531-0188/YOUTH PY 14/Gamr
8/25/2014	3433-27	Accounts Payable	AT&T Mobility-M09181402I-Aug 14 541-941-2317/ YTH Boudreau, J PY 1
8/25/2014	3433-35	Accounts Payable	AT&T Mobility-M09181402L-Aug 14 541-941-2364 PY14-9/8/2014
8/30/2014	3303-12	Accounts Payable	Integra Telecom, Inc-12226069-Aug 14 Acct# 737974/1569 NE F/GPO Adul
8/30/2014	3303-24	Accounts Payable	Integra Telecom, Inc-12226069-Aug 14 Acct# 737974/1519 NE Alarms/You
9/1/2014	3349-12	Accounts Payable	Hunter Communication-205-Sept 14 E Main St Phone/Internet PY14-8/15/20
9/1/2014	3349-28	Accounts Payable	Hunter Communication-205-Sept 14 Bartlett /Phone/Internet PY14-8/15/2014
9/1/2014	3349-56	Accounts Payable	Hunter Communication-205-Sept 14 Grants Pass Internet PY14-8/15/2014
9/1/2014	3534-12	Accounts Payable	Integra Telecom, Inc-M09181401-Sept 14 Acct# 737974/1569 NE F/GPO Ac
9/1/2014	3534-24	Accounts Payable	Integra Telecom, Inc-M09191401-Sept 14 Acct# 737974/1519 NE Alarms/Yc
9/25/2014	3583-1	Accounts Payable	AT&T Mobility-M10171402B-Sept 14 541-531-0188/YOUTH PY 14/Gamn
9/25/2014	3583-25	Accounts Payable	AT&T Mobility-M10171402I-Sept 14 541-941-2317/ YTH Boudreau, J PY 1
9/25/2014	3583-37	Accounts Payable	AT&T Mobility-M10171402L-Sept 14 July 541-941-2364 PY14 CANCEL
9/30/2014	3626-63	Accounts Payable	Integra Telecom, Inc-m10211401a-Oct 14 Acct# 737974/1569 NE F/GPO Ac
9/30/2014	3626-75	Accounts Payable	Integra Telecom, Inc-M10211401-Oct 14 Acct# 737974/1519 NE Alarms/Yc
10/1/2014	3473-17	Accounts Payable	Hunter Communication-M09291401A-Oct 14 Grants Pass Internet PY14-9/15
10/1/2014	3473-29	Accounts Payable	Hunter Communication-M09291401B-Oct 14 E Main St Phone/Internet PY14
10/1/2014	3473-45	Accounts Payable	Hunter Communication-M09291401C-Oct 14 Bartlett Phone/Internet PY14-9
10/1/2014	3553-35	Accounts Payable	Answer Page, Inc.-M10101401-Oct 14Monthly Elevator Monitoring Acct# 01
10/31/2014	3759-135	Accounts Payable	Integra Telecom, Inc-M11201402A-Nov 14Acct# 737974/1569 NE F/GPO A
10/31/2014	3759-147	Accounts Payable	Integra Telecom, Inc-M11201402A-Nov 14 Acct# 737974/1519 NE Alarms/Y
11/1/2014	3639-28	Accounts Payable	Hunter Communication-M10311401A-Nov 14 GP Internet PY14-10/15/2014
11/1/2014	3639-40	Accounts Payable	Hunter Communication-M103311401B-Nov 14 E Main St Phone/Internet PY
11/1/2014	3639-56	Accounts Payable	Hunter Communication-M10311401C-Nov 14 Bartlett Phone/Internet PY14-
11/1/2014	3725-28	Accounts Payable	Answer Page, Inc.-M11141401-Nov 14 Monthly Elevator Monitoring Acct#0
12/1/2014	3800-216	Accounts Payable	Hunter Communication-M11281401A-Dec 14 GP Internet PY14-11/15/2014
12/1/2014	3800-235	Accounts Payable	Hunter Communication-M11281401B-Dec 14 E Main St Phone/Internet PY1
12/1/2014	3800-266	Accounts Payable	Hunter Communication-M11281401C-Dec 14 Bartlett Phone/Internet PY14-1
12/1/2014	3843-92	Accounts Payable	Answer Page, Inc.-M12121402-Dec 14Monthly Elevator Monitoring Acct# 01
12/1/2014	3850-292	Accounts Payable	Integra Telecom, Inc-M12191401A-Dec 14 Acct# 737974/1569 NE F/GPO A
12/1/2014	3850-304	Accounts Payable	Integra Telecom, Inc-M12191401B-Dec 14 Acct# 737974/1519 NE Alarms/Y
1/1/2015	3904-54	Accounts Payable	Hunter Communication-M01021501A-Jan 15 GP Internet PY14-12/15/2014
1/1/2015	3904-73	Accounts Payable	Hunter Communication-M01021501B-Jan 15 Main St Phone/Internet PY14-1
1/1/2015	3904-99	Accounts Payable	Hunter Communication-M01021501C-Jan 15 Bartlett Phone/Internet PY14-1
1/1/2015	3915-19	Accounts Payable	Answer Page, Inc.-M01141501-Jan 15 Monthly Elevator Monitoring Acct# 01
1/1/2015	3963-14	Accounts Payable	Integra Telecom, Inc-M01211501A-Jan 15 Acct# 737974/1519 NE Alarms/Y
1/1/2015	3963-53	Accounts Payable	Integra Telecom, Inc-M01211501B-Jan 15 Acct# 737974/1569 NE F/GPO A

*Account Subtotals*

6/30/2015

*Account Ending Balance*

**01-109-40018-10-00-0000**

**Account: 01-109-40018-10-00-0000 (Phone and Data)**

7/1/2014

*Account Beginning Balance*

7/1/2014 3065-90 Accounts Payable

Answer Page, Inc.-015707012014-July 14 Monthly Elevator Monitoring Acct

9/1/2014 3390-15 Accounts Payable

Answer Page, Inc.-M09121401-Sept14 Mo Elevator Monitoring Acct# 01623

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40018-20-00-0000**

**Account: 01-109-40018-20-00-0000 (Phone and Data)**

7/1/2014

*Account Beginning Balance*

7/2/2014 3116-24 Accounts Payable

Integra Telecom, Inc-12140170-July 14 Acct# 737974/1519 NE Alarms/Yout

7/2/2014 3116-12 Accounts Payable

Integra Telecom, Inc-12140170-July 14 Acct# 737974/1569 NE F/GPO Adult

7/31/2014 3297-3 Accounts Payable

AT&T Mobility-M08181401A-July 14 261-5993/ PY13-JoCo back up phone

8/25/2014 3433-3 Accounts Payable

AT&T Mobility-M09181402A-Aug 14 261-5993/ PY13-JoCo back up phone

9/25/2014 3583-32 Accounts Payable

AT&T Mobility-M10171402A-Sept 14 261-5993/ PY13-JoCo back up phone

10/25/2014 3725-244 Accounts Payable

AT&T Mobility-M11191401A-Oct 14 261-5993/ -JoCo back up phone PY14

11/25/2014 3850-307 Accounts Payable

AT&T Mobility-M12181401A-Nov 14 261-5993 -JoCo back up phone PY14

12/25/2014 3943-3 Accounts Payable

AT&T Mobility-M01161501A-Dec 14 261-5993 -JoCo back up phone PY14

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40020-00-00-0000**

**Account: 01-109-40020-00-00-0000 (Software and Support)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3115-13	Accounts Payable	Zones, Inc.-S37113390101-Antivirus renewal TJC All-7/1/2014
7/7/2014	3146-32	Accounts Payable	US Bank-M09311401F-GoDaddy Domain renewal Jobcouncil.org PY14-7/7/
8/1/2014	3462-13	Accounts Payable	Rogue Shred, LLC-M09041401-Document Destruction E Main St-8/22/2014
8/7/2014	3256-43	Accounts Payable	Cybercenter Retail C-08071401-EVGA GeForce GT610 card S Durbin dual n
8/21/2014	3434-36	Accounts Payable	Office Depot Credit -725558973001-Hard Drives TJC All PY14-8/21/2014
9/2/2014	3709-133	Journal Entry	Distr 9992-Ref AP JE 3384 Cybercenter Retail
9/12/2014	3619-6	Accounts Payable	CDW Government, Inc.-PM75152-Ghost Sol Site 2.5 WIN STD 250+U-9/18/
9/12/2014	3709-134	Journal Entry	Distr 9992-Ref AP JE 3619 CDW Government
12/18/2014	3887-7	Accounts Payable	Cybercenter Retail C-12181406-138 Memory Upgrades PY14-12/18/2014
1/4/2015	3928-198	Accounts Payable	Barracuda Networks, -1142039 (RBM-RB)-Cloud Storage 12 mo 1/4/15 - 1/3
1/16/2015	3975-13	Accounts Payable	Project A Inc.-01161503-Job Council Hosting Fee-1/16/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40022-00-00-0000**

**Account: 01-109-40022-00-00-0000 (Vehicle Expenses)**

7/1/2014

*Account Beginning Balance*

7/15/2014	3109-4	Cash Receipts	CIS Trust '97 Ford g-755-3206
7/31/2014	3292-12	Accounts Payable	Mobile Wash of Ameri-22498, 22516-July 14 Vehicle Washing GP PY14-7/31/2014
7/31/2014	3379-28	Accounts Payable	Shell Fleet-M08211401F-July 14 '09 Blue Subaru Medford PY14-7/30/2014
7/31/2014	3378-13	Accounts Payable	Chevron And Texaco U-M08201402C-July 14 '09 Subaru Blue/Mkt Street PY14-7/30/2014
8/31/2014	3402-14	Accounts Payable	Mobile Wash of Ameri-M09101402-Aug 14 Vehicle Washing GP PY14-8/31/2014
8/31/2014	3655-32	Accounts Payable	Shell Fleet-M09211401E-Aug 14 '98 Ford WS-GPO AdultPY14-8/31/2014
8/31/2014	3655-50	Accounts Payable	Chevron And Texaco U-M09181403C-Aug 14 '06 KIA Red/Youth PY13-9/9/2014
9/22/2014	3627-12	Accounts Payable	Les Schwab Tire Cent-26300247974-09 Grey Subaru 4 New Tires balanced/a
9/30/2014	3553-85	Accounts Payable	Mobile Wash of Ameri-M10091401-Sept 14 Vehicle Washing GP PY14-9/28/2014
10/29/2014	3728-13	Accounts Payable	Les Schwab Tire Cent-3800216485-00 Silver Van rear brakes, 1 tire, balance
10/31/2014	3725-471	Accounts Payable	Mobile Wash of Ameri-22601,22613-Oct 14 Vehicle Washing GP PY14-10/31/2014
11/30/2014	3848-19	Accounts Payable	Mobile Wash of Ameri-22625,22641-Nov 14 Vehicle Washing GP-11/29/2014
12/30/2014	3928-16	Accounts Payable	Mobile Wash of Ameri-22666/22684-Dec 14 Vehicle Washing GP PY14-12/30/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40022-00-00-4120**

**Account: 01-109-40022-00-00-4120 (Vehicle Expenses)**

7/1/2014

*Account Beginning Balance*

8/31/2014 3655-52 Accounts Payable

Chevron And Texaco U-M09181403D-Aug 14 97 YB Blue Van PY14-9/9/20

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40022-00-00-4121**

**Account: 01-109-40022-00-00-4121 (Vehicle Expenses)**

7/1/2014

*Account Beginning Balance*

8/31/2014 3655-41 Accounts Payable

Shell Fleet-M09211401G-Aug 14 '04 Chevy Van/Yth PY14-8/31/2014

8/31/2014 3655-46 Accounts Payable

Chevron And Texaco U-M09181403B-Aug 14 04 Chevy Van/YB PY14-9/9/20

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40022-00-00-4140**

**Account: 01-109-40022-00-00-4140 (Vehicle Expenses)**

7/1/2014

*Account Beginning Balance*

7/31/2014 3378-8 Accounts Payable

Chevron And Texaco U-M08201402D-July 14 97 YB Blue Van PY14-8/9/20

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-40022-10-00-0000**

**Account: 01-109-40022-10-00-0000 (Vehicle Expenses)**

7/1/2014 *Account Beginning Balance*

7/2/2014 3076-18 Accounts Payable Bob Thomas Automotiv-51081-04 Chevy Caliper repairs 97 Blue Van-7/2/20

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-40022-20-00-0000**

**Account: 01-109-40022-20-00-0000 (Vehicle Expenses)**

7/1/2014 *Account Beginning Balance*

7/7/2014 3121-33 Accounts Payable Henderson's Chevron-898264-04 White Taurus, oil change GP PY14-7/7/201

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-40023-00-00-0000**

**Account: 01-109-40023-00-00-0000 (Mileage)**

7/1/2014 *Account Beginning Balance*

7/31/2014 3709-137 Journal Entry Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-

8/31/2014 3709-143 Journal Entry Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-

9/30/2014 3709-149 Journal Entry Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-

10/31/2014 3725-474 Accounts Payable Brandon, Rene-M11051402-Mileage Reimb PE: 10/31/14-10/31/2014

10/31/2014	3822-65	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-66	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/3/2014	3729-1086	Payroll	Millus-Richard-10/31/2014-4735-
11/30/2014	3848-159	Accounts Payable	Brandon, Rene-M12051402-Mileage Reimb PE: 11/30/14-11/30/2014
11/30/2014	3849-73	Journal Entry	Payroll accrual - 01-109-40023-00-00-0000
12/1/2014	3849-74	Journal Entry	<Reversal> Payroll accrual - 01-109-40023-00-00-0000
12/5/2014	3847-1066	Payroll	Millus-Richard-11/30/2014-4796-
12/31/2014	3926-1055	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3928-167	Accounts Payable	Brandon, Rene-M01051509-Dec 14 Mileage Reimb. PY14-12/31/2014
1/1/2015	3926-1056	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/5/2015	3924-921	Payroll	Millus-Richard-12/31/2014-4858-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40023-20-00-0000**

**Account: 01-109-40023-20-00-0000 (Mileage)**

7/1/2014

*Account Beginning Balance*

11/30/2014	3848-160	Accounts Payable	Brandon, Rene-M12051402-Mileage Reimb PE: 11/30/14-11/30/2014
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*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-40028-00-00-0000**

**Account: 01-109-40028-00-00-0000 (Janitorial Services)**

7/1/2014

*Account Beginning Balance*

7/8/2014	3170-28	Accounts Payable	West Coast Paper Sol-8602699-Sanitizer Floor protectors (6)-6/19/2014
7/24/2014	3182-30	Accounts Payable	West Coast Paper Sol--Janitor Supplies T-P Bartlett PY14-7/24/2014
7/31/2014	3254-12	Accounts Payable	Sanitech Building Ma-42062-July 14 Janitorial Service 35 S. Bartlett PY14-7
7/31/2014	3254-35	Accounts Payable	Sanitech Building Ma-42062-July 14 Janitorial Service 100 E Main St PY14-
7/31/2014	3254-51	Accounts Payable	Sanitech Building Ma-42060-July 14 Janitorial Service 1569 NE F Street GP

West Coast Paper Sol-8602699-Sanitizer Floor protectors (6)-6/19/2014  
West Coast Paper Sol--Janitor Supplies T-P Bartlett PY14-7/24/2014  
Sanitech Building Ma-42062-July 14 Janitorial Service 35 S. Bartlett PY14-7  
Sanitech Building Ma-42062-July 14 Janitorial Service 100 E Main St PY14-  
Sanitech Building Ma-42060-July 14 Janitorial Service 1569 NE F Street GP



7/31/2014	3254-63	Accounts Payable	Sanitech Building Ma-42060-July 14 Janitorial Service 1519 NE F Street GP
7/31/2014	3254-75	Accounts Payable	Sanitech Building Ma-42061-July 14 Janitorial Supplies 1519/1569 NE F Str
8/18/2014	3350-66	Accounts Payable	West Coast Paper Sol-8661912-Salmon,Gold colored paper Bartlett PY14-8/1
8/18/2014	3350-89	Accounts Payable	West Coast Paper Sol-8661912-Paper Towels,hand soap Bartlett PY14-8/18/2
8/29/2014	3581-28	Accounts Payable	West Coast Paper Sol-8678253-Foam hand sanitizers Bartlett PY14-8/29/2014
8/31/2014	3429-12	Accounts Payable	Sanitech Building Ma-42255-Aug 14 Janitorial Services 35 S Bartlett PY14-8
8/31/2014	3429-35	Accounts Payable	Sanitech Building Ma-42255-Aug 14 Janitorial Service 100 E Main St PY14-
8/31/2014	3429-51	Accounts Payable	Sanitech Building Ma-42253-Aug 14 Janitorial Service 1569 NE F Street GP
8/31/2014	3429-63	Accounts Payable	Sanitech Building Ma-42253-Aug 14 Janitorial Service 1519 NE F Street GP
8/31/2014	3429-75	Accounts Payable	Sanitech Building Ma-42254-Aug 14 Janitorial Supplies 1519/1569 NE F Str
9/8/2014	3432-35	Accounts Payable	West Coast Paper Sol-8688736-Janitor Supplies Bartlett PY14-9/8/2014
9/11/2014	3464-24	Accounts Payable	West Coast Paper Sol-8695399-Janitor supplies Bartlett PY14-9/11/2014
9/30/2014	3574-14	Accounts Payable	Sanitech Building Ma-42449-Sept 14 Janitorial Service 35 S. Bartlett PY14-
9/30/2014	3574-39	Accounts Payable	Sanitech Building Ma-42449-Sept 14 Janitorial Service 100 E Main St PY14
9/30/2014	3574-63	Accounts Payable	Sanitech Building Ma-42447-Sept 14 Janitorial Service 1569 NE F Street GP
9/30/2014	3574-75	Accounts Payable	Sanitech Building Ma-42447-Sept 14 Janitorial Service 1519 NE F Street GP
9/30/2014	3574-87	Accounts Payable	Sanitech Building Ma-42448-Sept 14 Janitorial Supplies 1519/1569 NE F Str
10/14/2014	3633-35	Accounts Payable	West Coast Paper Sol-8743013-Janitorial Supplies Bartlett PY14-10/14/2014
10/15/2014	3633-58	Accounts Payable	West Coast Paper Sol-8688736
10/31/2014	3725-350	Accounts Payable	Sanitech Building Ma-42662-Oct 14 Janitorial Service 35 S. Bartlett PY14-1
10/31/2014	3725-373	Accounts Payable	Sanitech Building Ma-42662-Oct 14 Janitorial Service 100 E Main St PY14-
10/31/2014	3725-389	Accounts Payable	Sanitech Building Ma-42660-Oct 14 Janitorial Service 1569 NE F Street GP I
10/31/2014	3725-401	Accounts Payable	Sanitech Building Ma-42660-Oct 14 Janitorial Service 1519 NE F Street GP
10/31/2014	3725-413	Accounts Payable	Sanitech Building Ma-42661-Oct 14 Janitorial supplies GP PY14-10/31/2014
11/19/2014	3900-76	Accounts Payable	West Coast Paper Sol-8799391-Janitorial Supplies Bartlett PY14-11/20/2014
11/25/2014	3900-105	Accounts Payable	West Coast Paper Sol-8678253
11/30/2014	3848-24	Accounts Payable	Sanitech Building Ma-42862-Nov 14 Janitorial Service 35 S. Bartlett PY14-1
11/30/2014	3848-47	Accounts Payable	Sanitech Building Ma-42862-Nov 14 Janitorial Service 100 E Main St PY14
11/30/2014	3848-63	Accounts Payable	Sanitech Building Ma-42860-Nov 14 Janitorial Service 1569 NE F Street GP
11/30/2014	3848-75	Accounts Payable	Sanitech Building Ma-42860-Nov 14 Janitorial Service 1519 NE F Street GP
11/30/2014	3848-119	Accounts Payable	Sanitech Building Ma-42861-Nov 14 Janitorial Supplies GP PY14-11/30/201
12/3/2014	3900-28	Accounts Payable	West Coast Paper Sol-8816864-Janitorial Supplies Bartlett-12/4/2014
12/31/2014	3928-103	Accounts Payable	Sanitech Building Ma-43061-Dec 14 Janitorial Service 35 S. Bartlett PY14-1
12/31/2014	3928-74	Accounts Payable	Sanitech Building Ma-43061B-Dec 14 Janitorial Service 100 E Main St PY1
12/31/2014	3928-100	Accounts Payable	Sanitech Building Ma-43059C-Dec 14 Janitorial Service 1569 NE F Street G
12/31/2014	3928-124	Accounts Payable	Sanitech Building Ma-43059D-Dec 14 Janitorial Service 1519 NE F Street G
12/31/2014	3928-160	Accounts Payable	Sanitech Building Ma-43060-Dec 14 Janitorial Supplies GP PY14-12/31/2014
1/13/2015	3963-56	Accounts Payable	West Coast Paper Sol-8865637-Janitorial supplies Bartlett PY14-1/13/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

## 01-109-50001-00-00-0000

Account: 01-109-50001-00-00-0000 (Staff Wages - Direct)

7/1/2014

*Account Beginning Balance*

7/1/2014	3042-164	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1054	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-531	Payroll	Brandon-Rene-6/30/2014-4446-
7/3/2014	3046-836	Payroll	Millus-Richard-6/30/2014-4475-
7/31/2014	3328-59	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-161	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brandon-Re
7/31/2014	3328-629	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Engstrom-S
7/31/2014	3328-867	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1341	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Manning-Cy
7/31/2014	3328-1399	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
7/31/2014	3328-1619	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3329-3	Journal Entry	Accr McLaughlin PR ME 7/31/14 PD 8/5/14
7/31/2014	3709-138	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
7/31/2014	3811-148	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-153	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
7/31/2014	3746-58	Journal Entry	Distr 9993-Ref PR JE 3236 Davidson-Janae-7/31/2014-527874-
7/31/2014	3746-61	Journal Entry	Distr 9993-Ref PR JE 3236 Hearn-Veronica-7/31/2014-4529-
7/31/2014	3957-10	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Brandon-Re
7/31/2014	3957-76	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3957-134	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Manning-Cy
7/31/2014	3957-142	Journal Entry	CORR 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3957-180	Journal Entry	CORR 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
8/1/2014	3328-60	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-162	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brandon-Re
8/1/2014	3328-630	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Engstrom-S
8/1/2014	3328-868	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1342	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Manning-Cy
8/1/2014	3328-1400	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
8/1/2014	3328-1620	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/1/2014	3329-4	Journal Entry	<Reversal> Accr McLaughlin PR ME 7/31/14 PD 8/5/14
8/5/2014	3236-73	Payroll	Perry-Jenifer-7/31/2014-527877-
8/5/2014	3236-167	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-219	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-299	Payroll	Engstrom-Sarah-7/31/2014-4522-
8/5/2014	3236-344	Payroll	Manning-Cynthia-7/31/2014-4538-
8/5/2014	3236-758	Payroll	Brandon-Rene-7/31/2014-4508-
8/5/2014	3236-857	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/8/2014	3255-1	Payroll	McLaughlin-Molly-7/31/2014-4558-

8/31/2014	3399-171	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brandon-Re
8/31/2014	3399-417	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-857	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1265	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
8/31/2014	3399-1295	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 McLaughlin
8/31/2014	3399-1345	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
8/31/2014	3399-1515	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stockton-S
8/31/2014	3598-65	Journal Entry	Lawson-Cristie-8/31/2014-4607 record new labor alloc
8/31/2014	3709-144	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3811-157	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-162	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-
8/31/2014	3811-165	Journal Entry	Distr 9993-Ref PR JE 3394 Whetstine-Barry-8/31/2014-4626-
8/31/2014	3811-168	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
8/31/2014	3746-62	Journal Entry	Distr 9993-Ref PR JE 3394 Davidson-Janae-8/31/2014-527909-
8/31/2014	3964-10	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Brandon-Re
8/31/2014	3964-54	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3964-96	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Manning-Cy
8/31/2014	3964-112	Journal Entry	CORR 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
9/1/2014	3399-172	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Brandon-Re
9/1/2014	3399-418	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
9/1/2014	3399-858	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1266	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
9/1/2014	3399-1296	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 McLaughlin
9/1/2014	3399-1346	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
9/1/2014	3399-1516	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stockton-S
9/1/2014	3598-66	Journal Entry	<Reversal> Lawson-Cristie-8/31/2014-4607 record new labor alloc
9/5/2014	3394-83	Payroll	Perry-Jenifer-8/31/2014-527911-
9/5/2014	3394-355	Payroll	Manning-Cynthia-8/31/2014-4609-
9/5/2014	3394-451	Payroll	McLaughlin-Molly-8/31/2014-4610-
9/5/2014	3394-669	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-784	Payroll	Brandon-Rene-8/31/2014-4577-
9/5/2014	3394-875	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1402	Payroll	Stockton-Sherry-8/31/2014-4621-
9/5/2014	3597-31	Journal Entry	Lawson-Christie-8/31/2014-4607- To corr labor alloc
9/30/2014	3595-99	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
9/30/2014	3595-117	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - McLaughlin
9/30/2014	3595-157	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-177	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
9/30/2014	3595-225	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-341	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stockton-S
9/30/2014	3709-150	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3811-172	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-177	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-181	Journal Entry	Distr 9993-Ref PR JE 3551 Whetstine-Barry-9/30/2014-4687-
9/30/2014	3811-184	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-

9/30/2014	3746-65	Journal Entry	Distr 9993-Ref PR JE 3551 Davidson-Janae-9/30/2014-527931-
9/30/2014	3968-10	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
9/30/2014	3968-44	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3968-100	Journal Entry	CORR 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
9/30/2014	3968-114	Journal Entry	CORR 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
10/1/2014	3595-100	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
10/1/2014	3595-118	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - McLaughlin
10/1/2014	3595-158	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
10/1/2014	3595-178	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
10/1/2014	3595-226	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-342	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stockton-S
10/3/2014	3551-284	Payroll	Manning-Cynthia-9/30/2014-4671-
10/3/2014	3551-402	Payroll	McLaughlin-Molly-9/30/2014-4672-
10/3/2014	3551-594	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-711	Payroll	Brandon-Rene-9/30/2014-4641-
10/3/2014	3551-782	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1340	Payroll	Stockton-Sherry-9/30/2014-4682-
10/10/2014	3602-21	Payroll	Davidson-Janae-10/31/2014-527937-
10/31/2014	3822-119	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-143	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re
10/31/2014	3822-261	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-303	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-321	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-357	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-369	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy
10/31/2014	3822-385	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
10/31/2014	3822-471	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
10/31/2014	3822-495	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
10/31/2014	3822-519	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
10/31/2014	3974-12	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Brandon-Re
10/31/2014	3974-48	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3974-70	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Manning-Cy
10/31/2014	3974-84	Journal Entry	CORR 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-120	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-144	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re
11/1/2014	3822-262	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
11/1/2014	3822-304	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-322	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
11/1/2014	3822-358	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
11/1/2014	3822-370	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy
11/1/2014	3822-386	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-472	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
11/1/2014	3822-496	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
11/1/2014	3822-520	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/3/2014	3729-63	Payroll	Tessen-Jeanette-10/31/2014-527947-

11/3/2014	3729-167	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-300	Payroll	Manning-Cynthia-10/31/2014-4733-
11/3/2014	3729-740	Payroll	Juarez-Lorena-10/31/2014-4728-
11/3/2014	3729-768	Payroll	Brandon-Rene-10/31/2014-4702-
11/3/2014	3729-870	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1060	Payroll	Millus-Richard-10/31/2014-4735-
11/3/2014	3729-1200	Payroll	Whetstine-Barry-10/31/2014-4748-
11/3/2014	3729-1367	Payroll	MacLauchlan-Cheri-10/31/2014-4732-
11/3/2014	3729-1490	Payroll	Hannah-Sarah-10/31/2014-4722-
11/3/2014	3729-1605	Payroll	Wolfe-Rebecca-10/31/2014-4751-
11/30/2014	3849-139	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3849-173	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3849-191	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3849-283	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3849-295	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3849-327	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3849-387	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3849-421	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3849-463	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3849-493	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3849-515	Journal Entry	Payroll accrual - 01-109-50001-00-00-0000
11/30/2014	3977-12	Journal Entry	CORR - Brandon-Rene-11/30/2014-4768-
11/30/2014	3977-48	Journal Entry	CORR - Heindsmann-Kenneth-11/30/2014-4787-
11/30/2014	3977-90	Journal Entry	CORR - Millus-Richard-11/30/2014-4796-
11/30/2014	3977-136	Journal Entry	CORR - Manning-Cynthia-11/30/2014-4795-
12/1/2014	3849-140	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/1/2014	3849-174	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/1/2014	3849-192	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/1/2014	3849-284	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/1/2014	3849-296	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/1/2014	3849-328	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/1/2014	3849-388	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/1/2014	3849-422	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/1/2014	3849-464	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/1/2014	3849-494	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/1/2014	3849-516	Journal Entry	<Reversal> Payroll accrual - 01-109-50001-00-00-0000
12/5/2014	3847-92	Payroll	Tessen-Jeanette-11/30/2014-527964-
12/5/2014	3847-182	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-290	Payroll	Manning-Cynthia-11/30/2014-4795-
12/5/2014	3847-697	Payroll	Juarez-Lorena-11/30/2014-4790-
12/5/2014	3847-719	Payroll	Brandon-Rene-11/30/2014-4768-
12/5/2014	3847-798	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1040	Payroll	Millus-Richard-11/30/2014-4796-
12/5/2014	3847-1179	Payroll	Whetstine-Barry-11/30/2014-4809-
12/5/2014	3847-1343	Payroll	MacLauchlan-Cheri-11/30/2014-4794-

12/5/2014	3847-1450	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1546	Payroll	Wolfe-Rebecca-11/30/2014-4812-
12/31/2014	3926-107	Journal Entry	ACCR - Tessen-Jeanette-12/31/2014-527981-
12/31/2014	3926-121	Journal Entry	ACCR - Mooney-Kerry-12/31/2014-527977-
12/31/2014	3926-211	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-335	Journal Entry	ACCR - Manning-Cynthia-12/31/2014-4856-
12/31/2014	3926-699	Journal Entry	ACCR - Juarez-Lorena-12/31/2014-4851-
12/31/2014	3926-771	Journal Entry	ACCR - Brandon-Rene-12/31/2014-4829-
12/31/2014	3926-853	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3926-1019	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3926-1205	Journal Entry	ACCR - Whetstine-Barry-12/31/2014-4871-
12/31/2014	3926-1343	Journal Entry	ACCR - MacLauchlan-Cheri-12/31/2014-4855-
12/31/2014	3926-1457	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
12/31/2014	3926-1563	Journal Entry	ACCR - Wolfe-Rebecca-12/31/2014-4874-
12/31/2014	3978-10	Journal Entry	CORR - Brandon-Rene-12/31/2014-4829-
12/31/2014	3978-42	Journal Entry	CORR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3978-64	Journal Entry	CORR - Manning-Cynthia-12/31/2014-4856-
12/31/2014	3978-78	Journal Entry	CORR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-108	Journal Entry	<Reversal> ACCR - Tessen-Jeanette-12/31/2014-527981-
1/1/2015	3926-122	Journal Entry	<Reversal> ACCR - Mooney-Kerry-12/31/2014-527977-
1/1/2015	3926-212	Journal Entry	<Reversal> ACCR - Anderson-Joseph-12/31/2014-4826-
1/1/2015	3926-336	Journal Entry	<Reversal> ACCR - Manning-Cynthia-12/31/2014-4856-
1/1/2015	3926-700	Journal Entry	<Reversal> ACCR - Juarez-Lorena-12/31/2014-4851-
1/1/2015	3926-772	Journal Entry	<Reversal> ACCR - Brandon-Rene-12/31/2014-4829-
1/1/2015	3926-854	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-1020	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1206	Journal Entry	<Reversal> ACCR - Whetstine-Barry-12/31/2014-4871-
1/1/2015	3926-1344	Journal Entry	<Reversal> ACCR - MacLauchlan-Cheri-12/31/2014-4855-
1/1/2015	3926-1458	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1564	Journal Entry	<Reversal> ACCR - Wolfe-Rebecca-12/31/2014-4874-
1/5/2015	3924-72	Payroll	Tessen-Jeanette-12/31/2014-527981-
1/5/2015	3924-79	Payroll	Mooney-Kerry-12/31/2014-527977-
1/5/2015	3924-169	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-263	Payroll	Manning-Cynthia-12/31/2014-4856-
1/5/2015	3924-638	Payroll	Juarez-Lorena-12/31/2014-4851-
1/5/2015	3924-689	Payroll	Brandon-Rene-12/31/2014-4829-
1/5/2015	3924-766	Payroll	Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-895	Payroll	Millus-Richard-12/31/2014-4858-
1/5/2015	3924-1015	Payroll	Whetstine-Barry-12/31/2014-4871-
1/5/2015	3924-1161	Payroll	MacLauchlan-Cheri-12/31/2014-4855-
1/5/2015	3924-1249	Payroll	Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-1341	Payroll	Wolfe-Rebecca-12/31/2014-4874-
1/6/2015	3961-20	Payroll	Gallegly-Suzanne-12/31/2014-4876-

Account Subtotals

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50001-00-00-4120**

**Account:** **01-109-50001-00-00-4120 (Staff Wages - Direct)**

7/1/2014 *Account Beginning Balance*

8/31/2014	3399-1267	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
8/31/2014	3964-98	Journal Entry	CORR 8/31/14 PR using PD 9/5/14 Manning-Cy
9/1/2014	3399-1268	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
9/5/2014	3394-334	Payroll	Manning-Cynthia-8/31/2014-4609-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50001-00-00-4121**

**Account:** **01-109-50001-00-00-4121 (Staff Wages - Direct)**

7/1/2014 *Account Beginning Balance*

7/31/2014	3328-1395	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
8/1/2014	3328-1396	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
8/5/2014	3236-71	Payroll	Perry-Jenifer-7/31/2014-527877-
8/31/2014	3399-1347	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
9/1/2014	3399-1348	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
9/5/2014	3394-71	Payroll	Perry-Jenifer-8/31/2014-527911-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50001-00-00-4131**

**Account:** 01-109-50001-00-00-4131 (Staff Wages - Direct)

7/1/2014

*Account Beginning Balance*

7/31/2014 3328-1391 Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni

8/1/2014 3328-1392 Journal Entry

<Reversal> Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni

8/5/2014 3236-63 Payroll

Perry-Jenifer-7/31/2014-527877-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50001-00-00-4430**

**Account:** 01-109-50001-00-00-4430 (Staff Wages - Direct)

7/1/2014

*Account Beginning Balance*

7/31/2014 3328-1265 Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Lawson-Chr

8/1/2014 3328-1266 Journal Entry

<Reversal> Accr 7/31/14 PR using PD 8/5/14 Lawson-Chr

8/5/2014 3236-409 Payroll

Lawson-Christie-7/31/2014-4536-

8/31/2014 3399-1177 Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Lawson-Chr

8/31/2014 3598-3 Journal Entry

Lawson-Christie-8/31/2014-4607- rev labor alloc error

9/1/2014 3399-1178 Journal Entry

<Reversal> Accr 8/31/14 PR using PD 9/5/14 Lawson-Chr

9/1/2014 3598-4 Journal Entry

<Reversal> Lawson-Christie-8/31/2014-4607- rev labor alloc error

9/5/2014 3394-406 Payroll

Lawson-Christie-8/31/2014-4607-

9/5/2014 3597-1 Journal Entry

Lawson-Christie-8/31/2014-4607- To corr labor alloc

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50001-10-00-0000**

**Account:** 01-109-50001-10-00-0000 (Staff Wages)

7/1/2014

*Account Beginning Balance*



7/1/2014	3042-124	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-580	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-828	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-978	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1044	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1240	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1362	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-277	Payroll	McLaughlin-Molly-6/30/2014-4474-
7/3/2014	3046-535	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-620	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-910	Payroll	Whetstine-Barry-6/30/2014-4489-
7/3/2014	3046-1000	Payroll	Boudreau-Jeffrey-6/30/2014-4445-
7/3/2014	3046-1084	Payroll	MacLauchlan-Cheri-6/30/2014-4472-
7/3/2014	3046-1152	Payroll	Stockton-Sherry-6/30/2014-4484-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50001-20-00-0000**

**Account: 01-109-50001-20-00-0000 (Staff Wages)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-54	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-364	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-10	Payroll	Davidson-Janae-6/30/2014-527849-
7/3/2014	3046-98	Payroll	Anderson-Joseph-6/30/2014-4443-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50002-00-00-0000**

**Account: 01-109-50002-00-00-0000 (Staff Taxes)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-170	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1078	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-568	Payroll	Brandon-Rene-6/30/2014-4446-
7/3/2014	3046-873	Payroll	Millus-Richard-6/30/2014-4475-
7/31/2014	3328-69	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-173	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brandon-Re
7/31/2014	3328-633	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Engstrom-S
7/31/2014	3328-949	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1345	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Manning-Cy
7/31/2014	3328-1411	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
7/31/2014	3328-1639	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3329-5	Journal Entry	Accr McLaughlin PR ME 7/31/14 PD 8/5/14
7/31/2014	3709-139	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
7/31/2014	3811-149	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-154	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
7/31/2014	3746-56	Journal Entry	Distr 9993-Ref PR JE 3236 Hearn-Veronica-7/31/2014-4529-
7/31/2014	3746-59	Journal Entry	Distr 9993-Ref PR JE 3236 Davidson-Janae-7/31/2014-527874-
8/1/2014	3328-70	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-174	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brandon-Re
8/1/2014	3328-634	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Engstrom-S
8/1/2014	3328-950	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1346	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Manning-Cy
8/1/2014	3328-1412	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
8/1/2014	3328-1640	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/1/2014	3329-6	Journal Entry	<Reversal> Accr McLaughlin PR ME 7/31/14 PD 8/5/14
8/5/2014	3236-86	Payroll	Perry-Jenifer-7/31/2014-527877-
8/5/2014	3236-233	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-252	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-308	Payroll	Engstrom-Sarah-7/31/2014-4522-
8/5/2014	3236-378	Payroll	Manning-Cynthia-7/31/2014-4538-
8/5/2014	3236-803	Payroll	Brandon-Rene-7/31/2014-4508-
8/5/2014	3236-988	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/8/2014	3255-7	Payroll	McLaughlin-Molly-7/31/2014-4558-
8/31/2014	3399-173	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brandon-Re
8/31/2014	3399-419	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-859	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1269	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
8/31/2014	3399-1297	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 McLaughlin
8/31/2014	3399-1349	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
8/31/2014	3399-1517	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stockton-S
8/31/2014	3598-67	Journal Entry	Lawson-Cristie-8/31/2014-4607 record new labor alloc
8/31/2014	3709-145	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3811-158	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-163	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-

8/31/2014	3811-166	Journal Entry	Distr 9993-Ref PR JE 3394 Whetstine-Barry-8/31/2014-4626-
8/31/2014	3811-169	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
8/31/2014	3746-63	Journal Entry	Distr 9993-Ref PR JE 3394 Davidson-Janae-8/31/2014-527909-
9/1/2014	3399-174	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Brandon-Re
9/1/2014	3399-420	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
9/1/2014	3399-860	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1270	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
9/1/2014	3399-1298	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 McLaughlin
9/1/2014	3399-1350	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
9/1/2014	3399-1518	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stockton-S
9/1/2014	3598-68	Journal Entry	<Reversal> Lawson-Cristie-8/31/2014-4607 record new labor alloc
9/5/2014	3394-95	Payroll	Perry-Jenifer-8/31/2014-527911-
9/5/2014	3394-389	Payroll	Manning-Cynthia-8/31/2014-4609-
9/5/2014	3394-463	Payroll	McLaughlin-Molly-8/31/2014-4610-
9/5/2014	3394-710	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-826	Payroll	Brandon-Rene-8/31/2014-4577-
9/5/2014	3394-955	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1416	Payroll	Stockton-Sherry-8/31/2014-4621-
9/5/2014	3597-32	Journal Entry	Lawson-Christie-8/31/2014-4607- To corr labor alloc
9/30/2014	3595-477	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
9/30/2014	3595-495	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - McLaughlin
9/30/2014	3595-533	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-555	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
9/30/2014	3595-611	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-717	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stockton-S
9/30/2014	3709-151	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3811-173	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-178	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-182	Journal Entry	Distr 9993-Ref PR JE 3551 Whetstine-Barry-9/30/2014-4687-
9/30/2014	3811-185	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-
9/30/2014	3746-66	Journal Entry	Distr 9993-Ref PR JE 3551 Davidson-Janae-9/30/2014-527931-
10/1/2014	3595-478	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
10/1/2014	3595-496	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - McLaughlin
10/1/2014	3595-534	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
10/1/2014	3595-556	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
10/1/2014	3595-612	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-718	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stockton-S
10/3/2014	3551-328	Payroll	Manning-Cynthia-9/30/2014-4671-
10/3/2014	3551-417	Payroll	McLaughlin-Molly-9/30/2014-4672-
10/3/2014	3551-634	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-742	Payroll	Brandon-Rene-9/30/2014-4641-
10/3/2014	3551-915	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1359	Payroll	Stockton-Sherry-9/30/2014-4682-
10/10/2014	3602-12	Payroll	Davidson-Janae-10/31/2014-527937-
10/31/2014	3822-559	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J

10/31/2014	3822-583	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re
10/31/2014	3822-701	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-743	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-761	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-797	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-809	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy
10/31/2014	3822-825	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
10/31/2014	3822-911	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
10/31/2014	3822-935	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
10/31/2014	3822-959	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/1/2014	3822-560	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-584	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re
11/1/2014	3822-702	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
11/1/2014	3822-744	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-762	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
11/1/2014	3822-798	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
11/1/2014	3822-810	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy
11/1/2014	3822-826	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-912	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
11/1/2014	3822-936	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
11/1/2014	3822-960	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/3/2014	3729-70	Payroll	Tessen-Jeanette-10/31/2014-527947-
11/3/2014	3729-218	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-344	Payroll	Manning-Cynthia-10/31/2014-4733-
11/3/2014	3729-835	Payroll	Juarez-Lorena-10/31/2014-4728-
11/3/2014	3729-811	Payroll	Brandon-Rene-10/31/2014-4702-
11/3/2014	3729-927	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1142	Payroll	Millus-Richard-10/31/2014-4735-
11/3/2014	3729-1212	Payroll	Whetstine-Barry-10/31/2014-4748-
11/3/2014	3729-1412	Payroll	MacLauchlan-Cheri-10/31/2014-4732-
11/3/2014	3729-1541	Payroll	Hannah-Sarah-10/31/2014-4722-
11/3/2014	3729-1641	Payroll	Wolfe-Rebecca-10/31/2014-4751-
11/30/2014	3849-589	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
11/30/2014	3849-615	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
11/30/2014	3849-647	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
11/30/2014	3849-721	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
11/30/2014	3849-741	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
11/30/2014	3849-779	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
11/30/2014	3849-827	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
11/30/2014	3849-861	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
11/30/2014	3849-903	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
11/30/2014	3849-933	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
11/30/2014	3849-955	Journal Entry	Payroll accrual - 01-109-50002-00-00-0000
12/1/2014	3849-590	Journal Entry	<Reversal> Payroll accrual - 01-109-50002-00-00-0000
12/1/2014	3849-616	Journal Entry	<Reversal> Payroll accrual - 01-109-50002-00-00-0000

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12/1/2014	3849-722	Journal Entry	<Reversal> Payroll accrual - 01-109-50002-00-00-0000
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12/1/2014	3849-780	Journal Entry	<Reversal> Payroll accrual - 01-109-50002-00-00-0000
12/1/2014	3849-828	Journal Entry	<Reversal> Payroll accrual - 01-109-50002-00-00-0000
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12/1/2014	3849-904	Journal Entry	<Reversal> Payroll accrual - 01-109-50002-00-00-0000
12/1/2014	3849-934	Journal Entry	<Reversal> Payroll accrual - 01-109-50002-00-00-0000
12/1/2014	3849-956	Journal Entry	<Reversal> Payroll accrual - 01-109-50002-00-00-0000
12/5/2014	3847-99	Payroll	Tessen-Jeanette-11/30/2014-527964-
12/5/2014	3847-234	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-340	Payroll	Manning-Cynthia-11/30/2014-4795-
12/5/2014	3847-810	Payroll	Juarez-Lorena-11/30/2014-4790-
12/5/2014	3847-756	Payroll	Brandon-Rene-11/30/2014-4768-
12/5/2014	3847-903	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1122	Payroll	Millus-Richard-11/30/2014-4796-
12/5/2014	3847-1190	Payroll	Whetstine-Barry-11/30/2014-4809-
12/5/2014	3847-1384	Payroll	MacLauchlan-Cheri-11/30/2014-4794-
12/5/2014	3847-1486	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1579	Payroll	Wolfe-Rebecca-11/30/2014-4812-
12/31/2014	3926-137	Journal Entry	ACCR - Tessen-Jeanette-12/31/2014-527981-
12/31/2014	3926-151	Journal Entry	ACCR - Mooney-Kerry-12/31/2014-527977-
12/31/2014	3926-295	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-385	Journal Entry	ACCR - Manning-Cynthia-12/31/2014-4856-
12/31/2014	3926-791	Journal Entry	ACCR - Juarez-Lorena-12/31/2014-4851-
12/31/2014	3926-815	Journal Entry	ACCR - Brandon-Rene-12/31/2014-4829-
12/31/2014	3926-951	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3926-1165	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3926-1225	Journal Entry	ACCR - Whetstine-Barry-12/31/2014-4871-
12/31/2014	3926-1407	Journal Entry	ACCR - MacLauchlan-Cheri-12/31/2014-4855-
12/31/2014	3926-1519	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
12/31/2014	3926-1633	Journal Entry	ACCR - Wolfe-Rebecca-12/31/2014-4874-
1/1/2015	3926-138	Journal Entry	<Reversal> ACCR - Tessen-Jeanette-12/31/2014-527981-
1/1/2015	3926-152	Journal Entry	<Reversal> ACCR - Mooney-Kerry-12/31/2014-527977-
1/1/2015	3926-296	Journal Entry	<Reversal> ACCR - Anderson-Joseph-12/31/2014-4826-
1/1/2015	3926-386	Journal Entry	<Reversal> ACCR - Manning-Cynthia-12/31/2014-4856-
1/1/2015	3926-792	Journal Entry	<Reversal> ACCR - Juarez-Lorena-12/31/2014-4851-
1/1/2015	3926-816	Journal Entry	<Reversal> ACCR - Brandon-Rene-12/31/2014-4829-
1/1/2015	3926-952	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-1166	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1226	Journal Entry	<Reversal> ACCR - Whetstine-Barry-12/31/2014-4871-
1/1/2015	3926-1408	Journal Entry	<Reversal> ACCR - MacLauchlan-Cheri-12/31/2014-4855-
1/1/2015	3926-1520	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1634	Journal Entry	<Reversal> ACCR - Wolfe-Rebecca-12/31/2014-4874-
1/5/2015	3924-88	Payroll	Tessen-Jeanette-12/31/2014-527981-

1/5/2015	3924-98	Payroll	Mooney-Kerry-12/31/2014-527977-
1/5/2015	3924-224	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-311	Payroll	Manning-Cynthia-12/31/2014-4856-
1/5/2015	3924-709	Payroll	Juarez-Lorena-12/31/2014-4851-
1/5/2015	3924-724	Payroll	Brandon-Rene-12/31/2014-4829-
1/5/2015	3924-832	Payroll	Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-979	Payroll	Millus-Richard-12/31/2014-4858-
1/5/2015	3924-1029	Payroll	Whetstine-Barry-12/31/2014-4871-
1/5/2015	3924-1207	Payroll	MacLauchlan-Cheri-12/31/2014-4855-
1/5/2015	3924-1295	Payroll	Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-1388	Payroll	Wolfe-Rebecca-12/31/2014-4874-
1/6/2015	3961-11	Payroll	Gallegly-Suzanne-12/31/2014-4876-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50002-00-00-4120**

**Account: 01-109-50002-00-00-4120 (Staff Taxes)**

7/1/2014			<i>Account Beginning Balance</i>
8/31/2014	3399-1271	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
9/1/2014	3399-1272	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
9/5/2014	3394-387	Payroll	Manning-Cynthia-8/31/2014-4609-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50002-00-00-4121**

**Account: 01-109-50002-00-00-4121 (Staff Taxes)**

7/1/2014			<i>Account Beginning Balance</i>
7/31/2014	3328-1407	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
8/1/2014	3328-1408	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni

8/5/2014	3236-80	Payroll	Perry-Jenifer-7/31/2014-527877-
8/31/2014	3399-1351	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
9/1/2014	3399-1352	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
9/5/2014	3394-89	Payroll	Perry-Jenifer-8/31/2014-527911-
			<i>Account Subtotals</i>

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50002-00-00-4131**

**Account: 01-109-50002-00-00-4131 (Staff Taxes)**

7/1/2014 *Account Beginning Balance*

7/31/2014	3328-1403	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
8/1/2014	3328-1404	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
8/5/2014	3236-76	Payroll	Perry-Jenifer-7/31/2014-527877-
			<i>Account Subtotals</i>

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50002-00-00-4430**

**Account: 01-109-50002-00-00-4430 (Staff Taxes)**

7/1/2014 *Account Beginning Balance*

7/31/2014	3328-1277	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Lawson-Chr
8/1/2014	3328-1278	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Lawson-Chr
8/5/2014	3236-457	Payroll	Lawson-Christie-7/31/2014-4536-
8/31/2014	3399-1179	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Lawson-Chr
8/31/2014	3598-5	Journal Entry	Lawson-Christie-8/31/2014-4607- rev labor alloc error
9/1/2014	3399-1180	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Lawson-Chr
9/1/2014	3598-6	Journal Entry	<Reversal> Lawson-Christie-8/31/2014-4607- rev labor alloc error
9/5/2014	3394-436	Payroll	Lawson-Christie-8/31/2014-4607-
9/5/2014	3597-2	Journal Entry	Lawson-Christie-8/31/2014-4607- To corr labor alloc
			<i>Account Subtotals</i>

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50002-00-50-4131**

**Account: 01-109-50002-00-50-4131 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

7/28/2014	3181-46	Payroll	Justice-James-7/15/2014-527865-
7/28/2014	3181-51	Payroll	Carpenter-Dakota-7/15/2014-527858-
7/28/2014	3181-115	Payroll	Rich-Benjamin-7/15/2014-527868-
7/28/2014	3181-133	Payroll	Roark-McDonald-Jeremy-7/15/2014-527869-
7/28/2014	3181-147	Payroll	St.Germain-Michael-7/15/2014-527871-
7/28/2014	3331-48	Journal Entry	Recl 50002 Carpenter-Dakota-7/15/2014-527858-
7/28/2014	3331-67	Journal Entry	Recl 50002 Justice-James-7/15/2014-527865-
7/28/2014	3331-74	Journal Entry	Recl 50002 Rich-Benjamin-7/15/2014-527868-
7/28/2014	3331-77	Journal Entry	Recl 50002 Roark-McDonald-Jeremy-7/15/2014-527869-
7/28/2014	3331-82	Journal Entry	Recl 50002 St.Germain-Michael-7/15/2014-527871-
8/13/2014	3269-122	Payroll	Rich-Benjamin-7/31/2014-527893-
8/13/2014	3269-146	Payroll	Roark-McDonald-Jeremy-7/31/2014-527894-
8/13/2014	3269-162	Payroll	Justice-James-7/31/2014-4560-
8/13/2014	3331-157	Journal Entry	Recl 50002 Justice-James-7/31/2014-4560-
8/13/2014	3331-162	Journal Entry	Recl 50002 Rich-Benjamin-7/31/2014-527893-
8/13/2014	3331-164	Journal Entry	Recl 50002 Roark-McDonald-Jeremy-7/31/2014-527894-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50002-00-50-4140**

**Account: 01-109-50002-00-50-4140 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

7/28/2014	3181-68	Payroll	Hogue-Haley-7/15/2014-527864-
7/28/2014	3181-24	Payroll	Cavanaugh-Dillon-7/15/2014-527859-



7/28/2014	3181-9	Payroll	Amusten-Jacob-7/15/2014-527857-
7/28/2014	3181-72	Payroll	Denison-Walter-7/15/2014-527861-
7/28/2014	3181-85	Payroll	Clinton-Jerry-7/15/2014-527860-
7/28/2014	3181-101	Payroll	Frimel-Cody-7/15/2014-527863-
7/28/2014	3181-159	Payroll	Steel-Morgan-7/15/2014-4500-
7/28/2014	3181-186	Payroll	Millard-Jonathon-7/15/2014-4499-
7/28/2014	3181-187	Payroll	Harsin-Patrick-7/15/2014-4498-
7/28/2014	3331-46	Journal Entry	Recl 50002 Amusten-Jacob-7/15/2014-527857-
7/28/2014	3331-51	Journal Entry	Recl 50002 Cavanaugh-Dillon-7/15/2014-527859-
7/28/2014	3331-53	Journal Entry	Recl 50002 Clinton-Jerry-7/15/2014-527860-
7/28/2014	3331-56	Journal Entry	Recl 50002 Denison-Walter-7/15/2014-527861-
7/28/2014	3331-59	Journal Entry	Recl 50002 Frimel-Cody-7/15/2014-527863-
7/28/2014	3331-62	Journal Entry	Recl 50002 Harsin-Patrick-7/15/2014-4498-
7/28/2014	3331-64	Journal Entry	Recl 50002 Hogue-Haley-7/15/2014-527864-
7/28/2014	3331-72	Journal Entry	Recl 50002 Millard-Jonathon-7/15/2014-4499-
7/28/2014	3331-88	Journal Entry	Recl 50002 Steel-Morgan-7/15/2014-4500-
8/13/2014	3269-62	Payroll	Hogue-Haley-7/31/2014-527891-
8/13/2014	3269-37	Payroll	Cavanaugh-Dillon-7/31/2014-527886-
8/13/2014	3269-18	Payroll	Amusten-Jacob-7/31/2014-527884-
8/13/2014	3269-90	Payroll	Denison-Walter-7/31/2014-527888-
8/13/2014	3269-89	Payroll	Clinton-Jerry-7/31/2014-527887-
8/13/2014	3269-109	Payroll	Frimel-Cody-7/31/2014-527890-
8/13/2014	3269-179	Payroll	Steel-Morgan-7/31/2014-4562-
8/13/2014	3269-211	Payroll	Millard-Jonathon-7/31/2014-4561-
8/13/2014	3269-209	Payroll	Harsin-Patrick-7/31/2014-4559-
8/13/2014	3331-133	Journal Entry	Recl 50002 Amusten-Jacob-7/31/2014-527884-
8/13/2014	3331-138	Journal Entry	Recl 50002 Cavanaugh-Dillon-7/31/2014-527886-
8/13/2014	3331-142	Journal Entry	Recl 50002 Clinton-Jerry-7/31/2014-527887-
8/13/2014	3331-145	Journal Entry	Recl 50002 Denison-Walter-7/31/2014-527888-
8/13/2014	3331-148	Journal Entry	Recl 50002 Frimel-Cody-7/31/2014-527890-
8/13/2014	3331-151	Journal Entry	Recl 50002 Harsin-Patrick-7/31/2014-4559-
8/13/2014	3331-155	Journal Entry	Recl 50002 Hogue-Haley-7/31/2014-527891-
8/13/2014	3331-160	Journal Entry	Recl 50002 Millard-Jonathon-7/31/2014-4561-
8/13/2014	3331-171	Journal Entry	Recl 50002 Steel-Morgan-7/31/2014-4562-

*Account Subtotals*

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*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50002-00-50-4430**

**Account: 01-109-50002-00-50-4430 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

8/13/2014	3269-66	Payroll	Hogue-Haley-7/31/2014-527891-
8/13/2014	3269-91	Payroll	Clinton-Jerry-7/31/2014-527887-
8/13/2014	3269-180	Payroll	Steel-Morgan-7/31/2014-4562-
8/13/2014	3331-143	Journal Entry	Recl 50002 Clinton-Jerry-7/31/2014-527887-
8/13/2014	3331-156	Journal Entry	Recl 50002 Hogue-Haley-7/31/2014-527891-
8/13/2014	3331-172	Journal Entry	Recl 50002 Steel-Morgan-7/31/2014-4562-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50002-10-00-0000**

**Account: 01-109-50002-10-00-0000 (Staff Taxes)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3042-136	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-638	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-850	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-992	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1046	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1256	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1376	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-288	Payroll	McLaughlin-Molly-6/30/2014-4474-
7/3/2014	3046-562	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-767	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-923	Payroll	Whetstine-Barry-6/30/2014-4489-
7/3/2014	3046-1039	Payroll	Boudreau-Jeffrey-6/30/2014-4445-
7/3/2014	3046-1132	Payroll	MacLauchlan-Cheri-6/30/2014-4472-
7/3/2014	3046-1207	Payroll	Stockton-Sherry-6/30/2014-4484-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50002-20-00-0000**

**Account: 01-109-50002-20-00-0000 (Staff Taxes)**

7/1/2014				<i>Account Beginning Balance</i>
7/1/2014	3042-66	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-378	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-36	Payroll		Davidson-Janae-6/30/2014-527849-
7/3/2014	3046-132	Payroll		Anderson-Joseph-6/30/2014-4443-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50006-00-00-0000**

**Account: 01-109-50006-00-00-0000 (Staff Fringe - PERS)**

7/1/2014				<i>Account Beginning Balance</i>
7/1/2014	3042-176	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1102	Journal Entry		<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-554	Payroll		Brandon-Rene-6/30/2014-4446-
7/3/2014	3046-848	Payroll		Millus-Richard-6/30/2014-4475-
7/31/2014	3328-79	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-185	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Brandon-Re
7/31/2014	3328-637	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Engstrom-S
7/31/2014	3328-1001	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1349	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Manning-Cy
7/31/2014	3328-1659	Journal Entry		Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3329-7	Journal Entry		Accr McLaughlin PR ME 7/31/14 PD 8/5/14
7/31/2014	3709-140	Journal Entry		Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
7/31/2014	3811-150	Journal Entry		Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-155	Journal Entry		Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
8/1/2014	3328-80	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-186	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brandon-Re
8/1/2014	3328-638	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Engstrom-S
8/1/2014	3328-1002	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1350	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Manning-Cy
8/1/2014	3328-1660	Journal Entry		<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/1/2014	3329-8	Journal Entry		<Reversal> Accr McLaughlin PR ME 7/31/14 PD 8/5/14

8/5/2014	3236-188	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-229	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-304	Payroll	Engstrom-Sarah-7/31/2014-4522-
8/5/2014	3236-363	Payroll	Manning-Cynthia-7/31/2014-4538-
8/5/2014	3236-785	Payroll	Brandon-Rene-7/31/2014-4508-
8/5/2014	3236-908	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/8/2014	3255-5	Payroll	McLaughlin-Molly-7/31/2014-4558-
8/31/2014	3399-175	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brandon-Re
8/31/2014	3399-421	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-861	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1273	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
8/31/2014	3399-1299	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 McLaughlin
8/31/2014	3399-1519	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stockton-S
8/31/2014	3598-69	Journal Entry	Lawson-Cristie-8/31/2014-4607 record new labor alloc
8/31/2014	3709-146	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3811-159	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-164	Journal Entry	Distr 9993-Ref PR JE 3394 Stockton-Sherry-8/31/2014-4621-
8/31/2014	3811-170	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
9/1/2014	3399-176	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Brandon-Re
9/1/2014	3399-422	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
9/1/2014	3399-862	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1274	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
9/1/2014	3399-1300	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 McLaughlin
9/1/2014	3399-1520	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stockton-S
9/1/2014	3598-70	Journal Entry	<Reversal> Lawson-Cristie-8/31/2014-4607 record new labor alloc
9/5/2014	3394-370	Payroll	Manning-Cynthia-8/31/2014-4609-
9/5/2014	3394-459	Payroll	McLaughlin-Molly-8/31/2014-4610-
9/5/2014	3394-684	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-804	Payroll	Brandon-Rene-8/31/2014-4577-
9/5/2014	3394-907	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1406	Payroll	Stockton-Sherry-8/31/2014-4621-
9/5/2014	3597-33	Journal Entry	Lawson-Christie-8/31/2014-4607- To corr labor alloc
9/30/2014	3595-819	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
9/30/2014	3595-837	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - McLaughlin
9/30/2014	3595-875	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-897	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
9/30/2014	3595-943	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1053	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stockton-S
9/30/2014	3709-152	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3811-174	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-179	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-186	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-
10/1/2014	3595-820	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
10/1/2014	3595-838	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - McLaughlin
10/1/2014	3595-876	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri

10/1/2014	3595-898	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
10/1/2014	3595-944	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-1054	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stockton-S
10/3/2014	3551-311	Payroll	Manning-Cynthia-9/30/2014-4671-
10/3/2014	3551-413	Payroll	McLaughlin-Molly-9/30/2014-4672-
10/3/2014	3551-609	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-726	Payroll	Brandon-Rene-9/30/2014-4641-
10/3/2014	3551-842	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1344	Payroll	Stockton-Sherry-9/30/2014-4682-
10/31/2014	3822-999	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-1009	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re
10/31/2014	3822-1117	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-1155	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-1171	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-1201	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-1213	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy
10/31/2014	3822-1229	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
10/31/2014	3822-1319	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/1/2014	3822-1000	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-1010	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re
11/1/2014	3822-1118	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
11/1/2014	3822-1156	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-1172	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
11/1/2014	3822-1202	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
11/1/2014	3822-1214	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy
11/1/2014	3822-1230	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-1320	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/3/2014	3729-179	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-327	Payroll	Manning-Cynthia-10/31/2014-4733-
11/3/2014	3729-775	Payroll	Juarez-Lorena-10/31/2014-4728-
11/3/2014	3729-792	Payroll	Brandon-Rene-10/31/2014-4702-
11/3/2014	3729-885	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1105	Payroll	Millus-Richard-10/31/2014-4735-
11/3/2014	3729-1379	Payroll	MacLauchlan-Cheri-10/31/2014-4732-
11/3/2014	3729-1502	Payroll	Hannah-Sarah-10/31/2014-4722-
11/3/2014	3729-1617	Payroll	Wolfe-Rebecca-10/31/2014-4751-
11/30/2014	3849-1049	Journal Entry	Payroll accrual - 01-109-50006-00-00-0000
11/30/2014	3849-1069	Journal Entry	Payroll accrual - 01-109-50006-00-00-0000
11/30/2014	3849-1155	Journal Entry	Payroll accrual - 01-109-50006-00-00-0000
11/30/2014	3849-1159	Journal Entry	Payroll accrual - 01-109-50006-00-00-0000
11/30/2014	3849-1207	Journal Entry	Payroll accrual - 01-109-50006-00-00-0000
11/30/2014	3849-1259	Journal Entry	Payroll accrual - 01-109-50006-00-00-0000
11/30/2014	3849-1319	Journal Entry	Payroll accrual - 01-109-50006-00-00-0000
11/30/2014	3849-1349	Journal Entry	Payroll accrual - 01-109-50006-00-00-0000
11/30/2014	3849-1371	Journal Entry	Payroll accrual - 01-109-50006-00-00-0000

12/1/2014	3849-1050	Journal Entry	<Reversal> Payroll accrual - 01-109-50006-00-00-0000
12/1/2014	3849-1070	Journal Entry	<Reversal> Payroll accrual - 01-109-50006-00-00-0000
12/1/2014	3849-1156	Journal Entry	<Reversal> Payroll accrual - 01-109-50006-00-00-0000
12/1/2014	3849-1160	Journal Entry	<Reversal> Payroll accrual - 01-109-50006-00-00-0000
12/1/2014	3849-1208	Journal Entry	<Reversal> Payroll accrual - 01-109-50006-00-00-0000
12/1/2014	3849-1260	Journal Entry	<Reversal> Payroll accrual - 01-109-50006-00-00-0000
12/1/2014	3849-1320	Journal Entry	<Reversal> Payroll accrual - 01-109-50006-00-00-0000
12/1/2014	3849-1350	Journal Entry	<Reversal> Payroll accrual - 01-109-50006-00-00-0000
12/1/2014	3849-1372	Journal Entry	<Reversal> Payroll accrual - 01-109-50006-00-00-0000
12/5/2014	3847-195	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-330	Payroll	Manning-Cynthia-11/30/2014-4795-
12/5/2014	3847-736	Payroll	Juarez-Lorena-11/30/2014-4790-
12/5/2014	3847-740	Payroll	Brandon-Rene-11/30/2014-4768-
12/5/2014	3847-850	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1085	Payroll	Millus-Richard-11/30/2014-4796-
12/5/2014	3847-1363	Payroll	MacLauchlan-Cheri-11/30/2014-4794-
12/5/2014	3847-1463	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1557	Payroll	Wolfe-Rebecca-11/30/2014-4812-
12/31/2014	3926-235	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-369	Journal Entry	ACCR - Manning-Cynthia-12/31/2014-4856-
12/31/2014	3926-731	Journal Entry	ACCR - Juarez-Lorena-12/31/2014-4851-
12/31/2014	3926-789	Journal Entry	ACCR - Brandon-Rene-12/31/2014-4829-
12/31/2014	3926-893	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3926-1091	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3926-1365	Journal Entry	ACCR - MacLauchlan-Cheri-12/31/2014-4855-
12/31/2014	3926-1477	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
12/31/2014	3926-1583	Journal Entry	ACCR - Wolfe-Rebecca-12/31/2014-4874-
1/1/2015	3926-236	Journal Entry	<Reversal> ACCR - Anderson-Joseph-12/31/2014-4826-
1/1/2015	3926-370	Journal Entry	<Reversal> ACCR - Manning-Cynthia-12/31/2014-4856-
1/1/2015	3926-732	Journal Entry	<Reversal> ACCR - Juarez-Lorena-12/31/2014-4851-
1/1/2015	3926-790	Journal Entry	<Reversal> ACCR - Brandon-Rene-12/31/2014-4829-
1/1/2015	3926-894	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-1092	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1366	Journal Entry	<Reversal> ACCR - MacLauchlan-Cheri-12/31/2014-4855-
1/1/2015	3926-1478	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1584	Journal Entry	<Reversal> ACCR - Wolfe-Rebecca-12/31/2014-4874-
1/5/2015	3924-182	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-300	Payroll	Manning-Cynthia-12/31/2014-4856-
1/5/2015	3924-665	Payroll	Juarez-Lorena-12/31/2014-4851-
1/5/2015	3924-708	Payroll	Brandon-Rene-12/31/2014-4829-
1/5/2015	3924-792	Payroll	Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-940	Payroll	Millus-Richard-12/31/2014-4858-
1/5/2015	3924-1176	Payroll	MacLauchlan-Cheri-12/31/2014-4855-
1/5/2015	3924-1261	Payroll	Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-1352	Payroll	Wolfe-Rebecca-12/31/2014-4874-

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Account Ending Balance

**01-109-50006-00-00-4120**

**Account: 01-109-50006-00-00-4120 (Staff Fringe - PERS)**

7/1/2014

Account Beginning Balance

8/31/2014 3399-1275 Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Manning-Cy

9/1/2014 3399-1276 Journal Entry

<Reversal> Accr 8/31/14 PR using PD 9/5/14 Manning-Cy

9/5/2014 3394-365 Payroll

Manning-Cynthia-8/31/2014-4609-

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6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-109-50006-00-00-4430**

**Account: 01-109-50006-00-00-4430 (Staff Fringe - PERS)**

7/1/2014

Account Beginning Balance

7/31/2014 3328-1289 Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Lawson-Chr

8/1/2014 3328-1290 Journal Entry

<Reversal> Accr 7/31/14 PR using PD 8/5/14 Lawson-Chr

8/5/2014 3236-424 Payroll

Lawson-Christie-7/31/2014-4536-

8/31/2014 3399-1181 Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Lawson-Chr

8/31/2014 3598-7 Journal Entry

Lawson-Christie-8/31/2014-4607- rev labor alloc error

9/1/2014 3399-1182 Journal Entry

<Reversal> Accr 8/31/14 PR using PD 9/5/14 Lawson-Chr

9/1/2014 3598-8 Journal Entry

<Reversal> Lawson-Christie-8/31/2014-4607- rev labor alloc error

9/5/2014 3394-413 Payroll

Lawson-Christie-8/31/2014-4607-

9/5/2014 3597-3 Journal Entry

Lawson-Christie-8/31/2014-4607- To corr labor alloc

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-109-50006-10-00-0000**

**Account: 01-109-50006-10-00-0000 (Staff Fringe - PERS)**

7/1/2014

Account Beginning Balance

7/1/2014	3042-148	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-692	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-872	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1006	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1272	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-598	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-652	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-1011	Payroll	Boudreau-Jeffrey-6/30/2014-4445-
7/3/2014	3046-1102	Payroll	MacLauchlan-Cheri-6/30/2014-4472-
7/3/2014	3046-1166	Payroll	Stockton-Sherry-6/30/2014-4484-

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-109-50006-20-00-0000**

**Account: 01-109-50006-20-00-0000 (Staff Fringe - PERS)**

7/1/2014

Account Beginning Balance

7/1/2014	3042-78	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/3/2014	3046-112	Payroll	Anderson-Joseph-6/30/2014-4443-

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-109-50007-00-00-0000**

**Account: 01-109-50007-00-00-0000 (Staff Fringe - Other Benefits)**



7/1/2014

*Account Beginning Balance*

7/1/2014

3294-13

Accounts Payable

Asante Physician Par-7488-July 14-Sept 14 1st Quarter EAP Fee PY14-7/31/2

10/1/2014

3618-26

Accounts Payable

Asante Physician Par-7488-Oct-Dec 14 2nd Quarter EAP Fee PY14-9/30/201

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50009-00-00-0000**

**Account: 01-109-50009-00-00-0000 (Staff Fringe - PTO Cash Outs)**

7/1/2014

*Account Beginning Balance*

7/31/2014

3957-9

Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Brandon-Re

7/31/2014

3957-75

Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Heindsmann

7/31/2014

3957-133

Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Manning-Cy

7/31/2014

3957-141

Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Stratton-S

7/31/2014

3957-179

Journal Entry

Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-

8/31/2014

3964-9

Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Brandon-Re

8/31/2014

3964-53

Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Heindsmann

8/31/2014

3964-95

Journal Entry

Accr 8/31/14 PR using PD 9/5/14 Manning-Cy

8/31/2014

3964-111

Journal Entry

Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-

9/30/2014

3968-9

Journal Entry

Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re

9/30/2014

3968-43

Journal Entry

Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann

9/30/2014

3968-99

Journal Entry

Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy

9/30/2014

3968-113

Journal Entry

Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-

10/31/2014

3822-1335

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re

10/31/2014

3974-11

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re

10/31/2014

3974-47

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann

10/31/2014

3974-69

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy

10/31/2014

3974-83

Journal Entry

Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric

11/1/2014

3822-1336

Journal Entry

<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re

11/3/2014

3729-827

Payroll

Brandon-Rene-10/31/2014-4702-

11/30/2014

3977-11

Journal Entry

Payroll accrual - Brandon-Rene-11/30/2014-4768-

11/30/2014

3977-47

Journal Entry

Payroll accrual - Heindsmann-Kenneth-11/30/2014-4787-

11/30/2014

3977-89

Journal Entry

Payroll accrual - Millus-Richard-11/30/2014-4796-

11/30/2014

3977-135

Journal Entry

Payroll accrual - Manning-Cynthia-11/30/2014-4795-

12/31/2014

3978-9

Journal Entry

ACCR - Brandon-Rene-12/31/2014-4829-

12/31/2014	3978-41	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3978-63	Journal Entry	ACCR - Manning-Cynthia-12/31/2014-4856-
12/31/2014	3978-77	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
			<i>Account Subtotals</i>

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50009-00-00-4120**

**Account: 01-109-50009-00-00-4120 (Staff Fringe - PTO Cash Outs)**

7/1/2014 *Account Beginning Balance*

8/31/2014	3964-97	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
			<i>Account Subtotals</i>

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50013-00-00-0000**

**Account: 01-109-50013-00-00-0000 (Staff Fringe - Insurance)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3042-182	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1126	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3680-40	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-248	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/3/2014	3046-559	Payroll	Brandon-Rene-6/30/2014-4446-
7/3/2014	3046-860	Payroll	Millus-Richard-6/30/2014-4475-
7/31/2014	3328-89	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-197	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brandon-Re
7/31/2014	3328-1087	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1353	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Manning-Cy
7/31/2014	3328-1679	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3709-141	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
7/31/2014	3811-151	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-

8/1/2014	3328-90	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-198	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brandon-Re
8/1/2014	3328-1088	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1354	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Manning-Cy
8/1/2014	3328-1680	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/5/2014	3236-202	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-238	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-368	Payroll	Manning-Cynthia-7/31/2014-4538-
8/5/2014	3236-792	Payroll	Brandon-Rene-7/31/2014-4508-
8/5/2014	3236-951	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/31/2014	3399-177	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brandon-Re
8/31/2014	3399-423	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-863	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1277	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
8/31/2014	3598-71	Journal Entry	Lawson-Cristie-8/31/2014-4607 record new labor alloc
8/31/2014	3709-147	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3811-160	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-171	Journal Entry	Distr 9993-Ref PR JE 3394 Wolfe-Rebecca-8/31/2014-4629-
9/1/2014	3399-178	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Brandon-Re
9/1/2014	3399-424	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
9/1/2014	3399-864	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1278	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
9/1/2014	3598-72	Journal Entry	<Reversal> Lawson-Cristie-8/31/2014-4607 record new labor alloc
9/5/2014	3394-377	Payroll	Manning-Cynthia-8/31/2014-4609-
9/5/2014	3394-697	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-814	Payroll	Brandon-Rene-8/31/2014-4577-
9/5/2014	3394-929	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3597-34	Journal Entry	Lawson-Christie-8/31/2014-4607- To corr labor alloc
9/30/2014	3595-1145	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
9/30/2014	3595-1199	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-1221	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
9/30/2014	3595-1269	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1371	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stockton-S
9/30/2014	3709-153	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3811-175	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-
9/30/2014	3811-180	Journal Entry	Distr 9993-Ref PR JE 3551 Stockton-Sherry-9/30/2014-4682-
9/30/2014	3811-187	Journal Entry	Distr 9993-Ref PR JE 3551 Wolfe-Rebecca-9/30/2014-4690-
10/1/2014	3595-1146	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
10/1/2014	3595-1200	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
10/1/2014	3595-1222	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
10/1/2014	3595-1270	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-1372	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stockton-S
10/3/2014	3551-318	Payroll	Manning-Cynthia-9/30/2014-4671-
10/3/2014	3551-623	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-733	Payroll	Brandon-Rene-9/30/2014-4641-

10/3/2014	3551-877	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1348	Payroll	Stockton-Sherry-9/30/2014-4682-
10/31/2014	3822-1361	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-1371	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re
10/31/2014	3822-1477	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
10/31/2014	3822-1509	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-1533	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
10/31/2014	3822-1567	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-1579	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy
10/31/2014	3822-1593	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
10/31/2014	3822-1683	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/1/2014	3822-1362	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-1372	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re
11/1/2014	3822-1478	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Hannah-Sar
11/1/2014	3822-1510	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-1534	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Juarez-Lor
11/1/2014	3822-1568	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
11/1/2014	3822-1580	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy
11/1/2014	3822-1594	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-1684	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/3/2014	3729-194	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-334	Payroll	Manning-Cynthia-10/31/2014-4733-
11/3/2014	3729-805	Payroll	Juarez-Lorena-10/31/2014-4728-
11/3/2014	3729-801	Payroll	Brandon-Rene-10/31/2014-4702-
11/3/2014	3729-893	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1123	Payroll	Millus-Richard-10/31/2014-4735-
11/3/2014	3729-1388	Payroll	MacLauchlan-Cheri-10/31/2014-4732-
11/3/2014	3729-1523	Payroll	Hannah-Sarah-10/31/2014-4722-
11/3/2014	3729-1629	Payroll	Wolfe-Rebecca-10/31/2014-4751-
11/30/2014	3849-1431	Journal Entry	Payroll accrual - 01-109-50013-00-00-0000
11/30/2014	3849-1457	Journal Entry	Payroll accrual - 01-109-50013-00-00-0000
11/30/2014	3849-1531	Journal Entry	Payroll accrual - 01-109-50013-00-00-0000
11/30/2014	3849-1551	Journal Entry	Payroll accrual - 01-109-50013-00-00-0000
11/30/2014	3849-1597	Journal Entry	Payroll accrual - 01-109-50013-00-00-0000
11/30/2014	3849-1647	Journal Entry	Payroll accrual - 01-109-50013-00-00-0000
11/30/2014	3849-1705	Journal Entry	Payroll accrual - 01-109-50013-00-00-0000
11/30/2014	3849-1735	Journal Entry	Payroll accrual - 01-109-50013-00-00-0000
11/30/2014	3849-1757	Journal Entry	Payroll accrual - 01-109-50013-00-00-0000
12/1/2014	3849-1432	Journal Entry	<Reversal> Payroll accrual - 01-109-50013-00-00-0000
12/1/2014	3849-1458	Journal Entry	<Reversal> Payroll accrual - 01-109-50013-00-00-0000
12/1/2014	3849-1532	Journal Entry	<Reversal> Payroll accrual - 01-109-50013-00-00-0000
12/1/2014	3849-1552	Journal Entry	<Reversal> Payroll accrual - 01-109-50013-00-00-0000
12/1/2014	3849-1598	Journal Entry	<Reversal> Payroll accrual - 01-109-50013-00-00-0000
12/1/2014	3849-1648	Journal Entry	<Reversal> Payroll accrual - 01-109-50013-00-00-0000
12/1/2014	3849-1706	Journal Entry	<Reversal> Payroll accrual - 01-109-50013-00-00-0000

12/1/2014	3849-1736	Journal Entry	<Reversal> Payroll accrual - 01-109-50013-00-00-0000
12/1/2014	3849-1758	Journal Entry	<Reversal> Payroll accrual - 01-109-50013-00-00-0000
12/5/2014	3847-206	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-335	Payroll	Manning-Cynthia-11/30/2014-4795-
12/5/2014	3847-772	Payroll	Juarez-Lorena-11/30/2014-4790-
12/5/2014	3847-747	Payroll	Brandon-Rene-11/30/2014-4768-
12/5/2014	3847-876	Payroll	Heindsmann-Kenneth-11/30/2014-4787-
12/5/2014	3847-1103	Payroll	Millus-Richard-11/30/2014-4796-
12/5/2014	3847-1371	Payroll	MacLauchlan-Cheri-11/30/2014-4794-
12/5/2014	3847-1471	Payroll	Hannah-Sarah-11/30/2014-4785-
12/5/2014	3847-1568	Payroll	Wolfe-Rebecca-11/30/2014-4812-
12/31/2014	3926-263	Journal Entry	ACCR - Anderson-Joseph-12/31/2014-4826-
12/31/2014	3926-381	Journal Entry	ACCR - Manning-Cynthia-12/31/2014-4856-
12/31/2014	3926-757	Journal Entry	ACCR - Juarez-Lorena-12/31/2014-4851-
12/31/2014	3926-801	Journal Entry	ACCR - Brandon-Rene-12/31/2014-4829-
12/31/2014	3926-917	Journal Entry	ACCR - Heindsmann-Kenneth-12/31/2014-4848-
12/31/2014	3926-1127	Journal Entry	ACCR - Millus-Richard-12/31/2014-4858-
12/31/2014	3926-1383	Journal Entry	ACCR - MacLauchlan-Cheri-12/31/2014-4855-
12/31/2014	3926-1499	Journal Entry	ACCR - Hannah-Sarah-12/31/2014-4845-
12/31/2014	3926-1603	Journal Entry	ACCR - Wolfe-Rebecca-12/31/2014-4874-
1/1/2015	3926-264	Journal Entry	<Reversal> ACCR - Anderson-Joseph-12/31/2014-4826-
1/1/2015	3926-382	Journal Entry	<Reversal> ACCR - Manning-Cynthia-12/31/2014-4856-
1/1/2015	3926-758	Journal Entry	<Reversal> ACCR - Juarez-Lorena-12/31/2014-4851-
1/1/2015	3926-802	Journal Entry	<Reversal> ACCR - Brandon-Rene-12/31/2014-4829-
1/1/2015	3926-918	Journal Entry	<Reversal> ACCR - Heindsmann-Kenneth-12/31/2014-4848-
1/1/2015	3926-1128	Journal Entry	<Reversal> ACCR - Millus-Richard-12/31/2014-4858-
1/1/2015	3926-1384	Journal Entry	<Reversal> ACCR - MacLauchlan-Cheri-12/31/2014-4855-
1/1/2015	3926-1500	Journal Entry	<Reversal> ACCR - Hannah-Sarah-12/31/2014-4845-
1/1/2015	3926-1604	Journal Entry	<Reversal> ACCR - Wolfe-Rebecca-12/31/2014-4874-
1/5/2015	3924-203	Payroll	Anderson-Joseph-12/31/2014-4826-
1/5/2015	3924-308	Payroll	Manning-Cynthia-12/31/2014-4856-
1/5/2015	3924-681	Payroll	Juarez-Lorena-12/31/2014-4851-
1/5/2015	3924-715	Payroll	Brandon-Rene-12/31/2014-4829-
1/5/2015	3924-813	Payroll	Heindsmann-Kenneth-12/31/2014-4848-
1/5/2015	3924-959	Payroll	Millus-Richard-12/31/2014-4858-
1/5/2015	3924-1192	Payroll	MacLauchlan-Cheri-12/31/2014-4855-
1/5/2015	3924-1279	Payroll	Hannah-Sarah-12/31/2014-4845-
1/5/2015	3924-1363	Payroll	Wolfe-Rebecca-12/31/2014-4874-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50013-00-00-4120**

**Account:** **01-109-50013-00-00-4120 (Staff Fringe - Insurance)**

7/1/2014

*Account Beginning Balance*

8/31/2014 3399-1279 Journal Entry  
9/1/2014 3399-1280 Journal Entry  
9/5/2014 3394-375 Payroll

Accr 8/31/14 PR using PD 9/5/14 Manning-Cy  
<Reversal> Accr 8/31/14 PR using PD 9/5/14 Manning-Cy  
Manning-Cynthia-8/31/2014-4609-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50013-00-00-4430**

**Account:** **01-109-50013-00-00-4430 (Staff Fringe - Insurance)**

7/1/2014

*Account Beginning Balance*

7/31/2014 3328-1301 Journal Entry  
8/1/2014 3328-1302 Journal Entry  
8/5/2014 3236-445 Payroll  
8/31/2014 3399-1183 Journal Entry  
8/31/2014 3598-9 Journal Entry  
9/1/2014 3399-1184 Journal Entry  
9/1/2014 3598-10 Journal Entry  
9/5/2014 3394-419 Payroll  
9/5/2014 3597-4 Journal Entry

Accr 7/31/14 PR using PD 8/5/14 Lawson-Chr  
<Reversal> Accr 7/31/14 PR using PD 8/5/14 Lawson-Chr  
Lawson-Christie-7/31/2014-4536-  
Accr 8/31/14 PR using PD 9/5/14 Lawson-Chr  
Lawson-Christie-8/31/2014-4607- rev labor alloc error  
<Reversal> Accr 8/31/14 PR using PD 9/5/14 Lawson-Chr  
<Reversal> Lawson-Christie-8/31/2014-4607- rev labor alloc error  
Lawson-Christie-8/31/2014-4607-  
Lawson-Christie-8/31/2014-4607- To corr labor alloc

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50013-10-00-0000**

**Account:** **01-109-50013-10-00-0000 (Staff Fringe - Insurance)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3042-160	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-772	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-894	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3042-1020	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3680-36	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-178	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-202	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/1/2014	3680-230	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/3/2014	3046-617	Payroll	Juarez-Lorena-6/30/2014-4469-
7/3/2014	3046-731	Payroll	Heindsmann-Kenneth-6/30/2014-4466-
7/3/2014	3046-1023	Payroll	Boudreau-Jeffrey-6/30/2014-4445-
7/3/2014	3046-1117	Payroll	MacLauchlan-Cheri-6/30/2014-4472-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50013-20-00-0000**

**Account: 01-109-50013-20-00-0000 (Staff Fringe - Insurance)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3042-90	Journal Entry	<Reversal> Accr June PR as 6/6 of PD 7/3/14
7/1/2014	3680-16	Journal Entry	<Reversal> Corr July Benft Exp accr as June in PR PD 7/3 Accr
7/3/2014	3046-121	Payroll	Anderson-Joseph-6/30/2014-4443-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50014-00-00-0000**

**Account: 01-109-50014-00-00-0000 (Staff Fringe - SAIF)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-97	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Anderson-J
7/31/2014	3328-209	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Brandon-Re
7/31/2014	3328-641	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Engstrom-S
7/31/2014	3328-1149	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Heindsmann
7/31/2014	3328-1357	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Manning-Cy
7/31/2014	3328-1423	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
7/31/2014	3328-1701	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Stratton-S
7/31/2014	3329-9	Journal Entry	Accr McLaughlin PR ME 7/31/14 PD 8/5/14
7/31/2014	3420-85	Journal Entry	Anderson-Joseph-7/31/2014-4505- PD 8/5 Staff
7/31/2014	3420-95	Journal Entry	Brandon-Rene-7/31/2014-4508- PD 8/5 Staff
7/31/2014	3420-141	Journal Entry	Engstrom-Sarah-7/31/2014-4522- PD 8/5 Staff
7/31/2014	3420-169	Journal Entry	Heindsmann-Kenneth-7/31/2014-4531- PD 8/5 Staff
7/31/2014	3420-196	Journal Entry	Manning-Cynthia-7/31/2014-4538- PD 8/5 Staff
7/31/2014	3420-198	Journal Entry	McLaughlin-Molly-7/31/2014-4558- PD 8/5 Staff
7/31/2014	3420-202	Journal Entry	Perry-Jenifer-7/31/2014-527877- PD 8/5 Staff
7/31/2014	3420-229	Journal Entry	Stratton-Sherri-7/31/2014-4551- PD 8/5 Staff
7/31/2014	3709-135	Journal Entry	Distr 9992-Ref GL JE 3420 Millus Richard-7/31/2014-4539-PD 8/5 Staff - S/
7/31/2014	3709-136	Journal Entry	Distr 9992-Ref GL JE 3420 Millus Richard-7/31/2014-4539-PD 8/5 Staff - S/
7/31/2014	3709-142	Journal Entry	Distr 9992-Ref PR JE 3236 Millus-Richard-7/31/2014-4539-
7/31/2014	3811-145	Journal Entry	Distr 9993-Ref GL JE 3420 MacLauchlan Cheri-7/31/2014-4539-PD 8/5 Staf
7/31/2014	3811-146	Journal Entry	Distr 9993-Ref GL JE 3420 Stockton Sherry-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3811-147	Journal Entry	Distr 9993-Ref GL JE 3420 MacLauchlan Cheri-7/31/2014-4539-PD 8/5 Staf
7/31/2014	3811-152	Journal Entry	Distr 9993-Ref PR JE 3236 MacLauchlan-Cheri-7/31/2014-4537-
7/31/2014	3811-156	Journal Entry	Distr 9993-Ref PR JE 3236 Stockton-Sherry-7/31/2014-4549-
7/31/2014	3746-54	Journal Entry	Distr 9993-Ref GL JE 3420 Davidson-Janae-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3746-55	Journal Entry	Distr 9993-Ref GL JE 3420 Hearn-Veronica-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3746-57	Journal Entry	Distr 9993-Ref GL JE 3420 Davidson-Janae-7/31/2014-4539-PD 8/5 Staff - S
7/31/2014	3746-60	Journal Entry	Distr 9993-Ref PR JE 3236 Davidson-Janae-7/31/2014-527874-
8/1/2014	3328-98	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Anderson-J
8/1/2014	3328-210	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Brandon-Re
8/1/2014	3328-642	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Engstrom-S
8/1/2014	3328-1150	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Heindsmann
8/1/2014	3328-1358	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Manning-Cy
8/1/2014	3328-1424	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
8/1/2014	3328-1702	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Stratton-S
8/1/2014	3329-10	Journal Entry	<Reversal> Accr McLaughlin PR ME 7/31/14 PD 8/5/14
8/5/2014	3236-110	Payroll	Perry-Jenifer-7/31/2014-527877-
8/5/2014	3236-272	Payroll	Stratton-Sherri-7/31/2014-4551-
8/5/2014	3236-263	Payroll	Anderson-Joseph-7/31/2014-4505-
8/5/2014	3236-316	Payroll	Engstrom-Sarah-7/31/2014-4522-
8/5/2014	3236-389	Payroll	Manning-Cynthia-7/31/2014-4538-
8/5/2014	3236-813	Payroll	Brandon-Rene-7/31/2014-4508-
8/5/2014	3236-1072	Payroll	Heindsmann-Kenneth-7/31/2014-4531-
8/8/2014	3255-10	Payroll	McLaughlin-Molly-7/31/2014-4558-
8/31/2014	3399-179	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Brandon-Re



8/31/2014	3399-425	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
8/31/2014	3399-865	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Heindsmann
8/31/2014	3399-1281	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
8/31/2014	3399-1301	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 McLaughlin
8/31/2014	3399-1353	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
8/31/2014	3399-1521	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Stockton-S
8/31/2014	3598-73	Journal Entry	Lawson-Cristie-8/31/2014-4607 record new labor alloc
8/31/2014	3604-47	Journal Entry	Brandon-Rene-8/31/2014-4577--SAIF Accr Adj
8/31/2014	3604-72	Journal Entry	Cooley-Kristi-8/31/2014-4584--SAIF Accr Adj
8/31/2014	3604-118	Journal Entry	Heindsmann-Kenneth-8/31/2014-4600--SAIF Accr Adj
8/31/2014	3604-146	Journal Entry	Lawson-Christie-8/31/2014-4607--SAIF Accr Adj
8/31/2014	3604-155	Journal Entry	Manning-Cynthia-8/31/2014-4609--SAIF Accr Adj
8/31/2014	3604-158	Journal Entry	McLaughlin-Molly-8/31/2014-4610--SAIF Accr Adj
8/31/2014	3604-163	Journal Entry	Perry-Jenifer-8/31/2014-527911--SAIF Accr Adj
8/31/2014	3604-183	Journal Entry	Stockton-Sherry-8/31/2014-4621--SAIF Accr Adj
8/31/2014	3709-148	Journal Entry	Distr 9992-Ref PR JE 3394 Millus-Richard-8/31/2014-4611-
8/31/2014	3811-161	Journal Entry	Distr 9993-Ref PR JE 3394 MacLauchlan-Cheri-8/31/2014-4608-
8/31/2014	3811-167	Journal Entry	Distr 9993-Ref PR JE 3394 Whetstine-Barry-8/31/2014-4626-
8/31/2014	3811-426	Journal Entry	Distr 9993-Ref JE 3420 Whetstine Barry-7/31/2014-4539-PD 8/5 Staff - SAI
8/31/2014	3811-427	Journal Entry	Distr 9993-Ref JE 3420 Wolfe Rebecca-7/31/2014-4539-PD 8/5 Staff - SAIF
8/31/2014	3746-64	Journal Entry	Distr 9993-Ref PR JE 3394 Davidson-Janae-8/31/2014-527909-
9/1/2014	3399-180	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Brandon-Re
9/1/2014	3399-426	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Cooley-Kri
9/1/2014	3399-866	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Heindsmann
9/1/2014	3399-1282	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
9/1/2014	3399-1302	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 McLaughlin
9/1/2014	3399-1354	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
9/1/2014	3399-1522	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Stockton-S
9/1/2014	3598-74	Journal Entry	<Reversal> Lawson-Cristie-8/31/2014-4607 record new labor alloc
9/5/2014	3394-113	Payroll	Perry-Jenifer-8/31/2014-527911-
9/5/2014	3394-398	Payroll	Manning-Cynthia-8/31/2014-4609-
9/5/2014	3394-467	Payroll	McLaughlin-Molly-8/31/2014-4610-
9/5/2014	3394-725	Payroll	Cooley-Kristi-8/31/2014-4584-
9/5/2014	3394-834	Payroll	Brandon-Rene-8/31/2014-4577-
9/5/2014	3394-1022	Payroll	Heindsmann-Kenneth-8/31/2014-4600-
9/5/2014	3394-1443	Payroll	Stockton-Sherry-8/31/2014-4621-
9/5/2014	3597-35	Journal Entry	Lawson-Christie-8/31/2014-4607- To corr labor alloc
9/30/2014	3595-1489	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
9/30/2014	3595-1507	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - McLaughlin
9/30/2014	3595-1545	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
9/30/2014	3595-1567	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
9/30/2014	3595-1615	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
9/30/2014	3595-1701	Journal Entry	Accr 9/30/14 PR using Staff PD 10/3/14 - Stockton-S
9/30/2014	3709-154	Journal Entry	Distr 9992-Ref PR JE 3551 Millus-Richard-9/30/2014-4673-
9/30/2014	3811-176	Journal Entry	Distr 9993-Ref PR JE 3551 MacLauchlan-Cheri-9/30/2014-4670-

9/30/2014	3811-183	Journal Entry	Distr 9993-Ref PR JE 3551 Whetstine-Barry-9/30/2014-4687-
9/30/2014	3746-67	Journal Entry	Distr 9993-Ref PR JE 3551 Davidson-Janae-9/30/2014-527931-
10/1/2014	3595-1490	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Manning-Cy
10/1/2014	3595-1508	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - McLaughlin
10/1/2014	3595-1546	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Cooley-Kri
10/1/2014	3595-1568	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Brandon-Re
10/1/2014	3595-1616	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Heindsmann
10/1/2014	3595-1702	Journal Entry	<Reversal> Accr 9/30/14 PR using Staff PD 10/3/14 - Stockton-S
10/3/2014	3551-336	Payroll	Manning-Cynthia-9/30/2014-4671-
10/3/2014	3551-421	Payroll	McLaughlin-Molly-9/30/2014-4672-
10/3/2014	3551-649	Payroll	Cooley-Kristi-9/30/2014-4649-
10/3/2014	3551-748	Payroll	Brandon-Rene-9/30/2014-4641-
10/3/2014	3551-988	Payroll	Heindsmann-Kenneth-9/30/2014-4663-
10/3/2014	3551-1386	Payroll	Stockton-Sherry-9/30/2014-4682-
10/31/2014	3822-1721	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
10/31/2014	3822-1745	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re
10/31/2014	3822-1897	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
10/31/2014	3822-1949	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
10/31/2014	3822-1961	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy
10/31/2014	3822-1973	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
10/31/2014	3822-2063	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
10/31/2014	3822-2087	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
10/31/2014	3822-2111	Journal Entry	Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/1/2014	3822-1722	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Anderson-J
11/1/2014	3822-1746	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Brandon-Re
11/1/2014	3822-1898	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Heindsmann
11/1/2014	3822-1950	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - MacLauchla
11/1/2014	3822-1962	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Manning-Cy
11/1/2014	3822-1974	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Millus-Ric
11/1/2014	3822-2064	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Tessen-Jea
11/1/2014	3822-2088	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Whetstine-
11/1/2014	3822-2112	Journal Entry	<Reversal> Accr 10/31/14 using Staff PD 11/5/14 - Wolfe-Rebe
11/3/2014	3729-83	Payroll	Tessen-Jeanette-10/31/2014-527947-
11/3/2014	3729-248	Payroll	Anderson-Joseph-10/31/2014-4699-
11/3/2014	3729-352	Payroll	Manning-Cynthia-10/31/2014-4733-
11/3/2014	3729-818	Payroll	Brandon-Rene-10/31/2014-4702-
11/3/2014	3729-963	Payroll	Heindsmann-Kenneth-10/31/2014-4725-
11/3/2014	3729-1161	Payroll	Millus-Richard-10/31/2014-4735-
11/3/2014	3729-1230	Payroll	Whetstine-Barry-10/31/2014-4748-
11/3/2014	3729-1433	Payroll	MacLauchlan-Cheri-10/31/2014-4732-
11/3/2014	3729-1672	Payroll	Wolfe-Rebecca-10/31/2014-4751-
11/30/2014	3849-1813	Journal Entry	Payroll accrual - 01-109-50014-00-00-0000
11/30/2014	3849-1839	Journal Entry	Payroll accrual - 01-109-50014-00-00-0000
11/30/2014	3849-1871	Journal Entry	Payroll accrual - 01-109-50014-00-00-0000
11/30/2014	3849-1945	Journal Entry	Payroll accrual - 01-109-50014-00-00-0000

11/30/2014	3849-2021	Journal Entry	Payroll accrual - 01-109-50014-00-00-0000
11/30/2014	3849-2059	Journal Entry	Payroll accrual - 01-109-50014-00-00-0000
11/30/2014	3849-2101	Journal Entry	Payroll accrual - 01-109-50014-00-00-0000
12/1/2014	3849-1814	Journal Entry	<Reversal> Payroll accrual - 01-109-50014-00-00-0000
12/1/2014	3849-1840	Journal Entry	<Reversal> Payroll accrual - 01-109-50014-00-00-0000
12/1/2014	3849-1872	Journal Entry	<Reversal> Payroll accrual - 01-109-50014-00-00-0000
12/1/2014	3849-1946	Journal Entry	<Reversal> Payroll accrual - 01-109-50014-00-00-0000
12/1/2014	3849-2022	Journal Entry	<Reversal> Payroll accrual - 01-109-50014-00-00-0000
12/1/2014	3849-2060	Journal Entry	<Reversal> Payroll accrual - 01-109-50014-00-00-0000
12/1/2014	3849-2102	Journal Entry	<Reversal> Payroll accrual - 01-109-50014-00-00-0000
12/5/2014	3847-115	Payroll	Tessen-Jeanette-11/30/2014-527964-
12/5/2014	3847-268	Payroll	Anderson-Joseph-11/30/2014-4765-
12/5/2014	3847-343	Payroll	Manning-Cynthia-11/30/2014-4795-
12/5/2014	3847-762	Payroll	Brandon-Rene-11/30/2014-4768-
12/5/2014	3847-1141	Payroll	Millus-Richard-11/30/2014-4796-
12/5/2014	3847-1205	Payroll	Whetstine-Barry-11/30/2014-4809-
12/5/2014	3847-1402	Payroll	MacLauchlan-Cheri-11/30/2014-4794-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50014-00-00-4120**

**Account: 01-109-50014-00-00-4120 (Staff Fringe - SAIF)**

7/1/2014 *Account Beginning Balance*

8/31/2014	3399-1283	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
8/31/2014	3604-156	Journal Entry	Manning-Cynthia-8/31/2014-4609--SAIF Accr Adj
9/1/2014	3399-1284	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Manning-Cy
9/5/2014	3394-394	Payroll	Manning-Cynthia-8/31/2014-4609-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-50014-00-00-4121**

**Account: 01-109-50014-00-00-4121 (Staff Fringe - SAIF)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-1419	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
7/31/2014	3420-203	Journal Entry	Perry-Jenifer-7/31/2014-527877- PD 8/5 Staff
8/1/2014	3328-1420	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
8/5/2014	3236-104	Payroll	Perry-Jenifer-7/31/2014-527877-
8/31/2014	3399-1355	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
8/31/2014	3604-164	Journal Entry	Perry-Jenifer-8/31/2014-527911--SAIF Accr Adj
9/1/2014	3399-1356	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Perry-Jeni
9/5/2014	3394-104	Payroll	Perry-Jenifer-8/31/2014-527911-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50014-00-00-4131**

**Account: 01-109-50014-00-00-4131 (Staff Fringe - SAIF)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-1415	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
7/31/2014	3420-204	Journal Entry	Perry-Jenifer-7/31/2014-527877- PD 8/5 Staff
8/1/2014	3328-1416	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Perry-Jeni
8/5/2014	3236-95	Payroll	Perry-Jenifer-7/31/2014-527877-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-50014-00-00-4430**

**Account: 01-109-50014-00-00-4430 (Staff Fringe - SAIF)**

7/1/2014

*Account Beginning Balance*

7/31/2014	3328-1313	Journal Entry	Accr 7/31/14 PR using PD 8/5/14 Lawson-Chr
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7/31/2014	3420-188	Journal Entry	Lawson-Christie-7/31/2014-4536- PD 8/5 Staff
8/1/2014	3328-1314	Journal Entry	<Reversal> Accr 7/31/14 PR using PD 8/5/14 Lawson-Chr
8/5/2014	3236-479	Payroll	Lawson-Christie-7/31/2014-4536-
8/31/2014	3399-1185	Journal Entry	Accr 8/31/14 PR using PD 9/5/14 Lawson-Chr
8/31/2014	3598-11	Journal Entry	Lawson-Christie-8/31/2014-4607- rev labor alloc error
9/1/2014	3399-1186	Journal Entry	<Reversal> Accr 8/31/14 PR using PD 9/5/14 Lawson-Chr
9/1/2014	3598-12	Journal Entry	<Reversal> Lawson-Christie-8/31/2014-4607- rev labor alloc error
9/5/2014	3394-447	Payroll	Lawson-Christie-8/31/2014-4607-
9/5/2014	3597-5	Journal Entry	Lawson-Christie-8/31/2014-4607- To corr labor alloc

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-52000-00-00-0000**

**Account: 01-109-52000-00-00-0000 (Staff Travel, Meals, Lodging)**

7/1/2014 *Account Beginning Balance*

10/17/2014	3835-101	Accounts Payable	US Bank-M12011403R-United Air Fare CA Wrkf Assoc Conf Monterey CA
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10/17/2014	3835-106	Accounts Payable	US Bank-M12011403S-United Air Fare CA Wrkf Assoc Conf Monterey CA
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*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-52001-00-00-0000**

**Account: 01-109-52001-00-00-0000 (Other Staff Expenses)**

7/1/2014 *Account Beginning Balance*

7/10/2014	3338-125	Accounts Payable	Asante Physician Par-7199-Evan Gammon Random Testing YTH I/S PY14-
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*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015

Account Ending Balance

**01-109-60001-00-50-4131**

**Account: 01-109-60001-00-50-4131 (Client Wages)**

7/1/2014

Account Beginning Balance

7/28/2014	3181-29	Payroll	Justice-James-7/15/2014-527865-
7/28/2014	3181-32	Payroll	Carpenter-Dakota-7/15/2014-527858-
7/28/2014	3181-106	Payroll	Rich-Benjamin-7/15/2014-527868-
7/28/2014	3181-119	Payroll	Roark-McDonald-Jeremy-7/15/2014-527869-
7/28/2014	3181-138	Payroll	St.Germain-Michael-7/15/2014-527871-
7/31/2014	3330-157	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Justice-Ja
7/31/2014	3330-187	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Rich-Benja
7/31/2014	3330-199	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Roark-McDo
8/1/2014	3330-158	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Justice-Ja
8/1/2014	3330-188	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Rich-Benja
8/1/2014	3330-200	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Roark-McDo
8/13/2014	3269-114	Payroll	Rich-Benjamin-7/31/2014-527893-
8/13/2014	3269-130	Payroll	Roark-McDonald-Jeremy-7/31/2014-527894-
8/13/2014	3269-154	Payroll	Justice-James-7/31/2014-4560-

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-109-60001-00-50-4140**

**Account: 01-109-60001-00-50-4140 (Client Wages)**

7/1/2014

Account Beginning Balance

7/28/2014	3181-44	Payroll	Hogue-Haley-7/15/2014-527864-
7/28/2014	3181-11	Payroll	Cavanaugh-Dillon-7/15/2014-527859-
7/28/2014	3181-1	Payroll	Amusten-Jacob-7/15/2014-527857-
7/28/2014	3181-54	Payroll	Denison-Walter-7/15/2014-527861-
7/28/2014	3181-61	Payroll	Clinton-Jerry-7/15/2014-527860-
7/28/2014	3181-90	Payroll	Frimel-Cody-7/15/2014-527863-
7/28/2014	3181-150	Payroll	Steel-Morgan-7/15/2014-4500-
7/28/2014	3181-168	Payroll	Millard-Jonathon-7/15/2014-4499-

7/28/2014	3181-164	Payroll	Harsin-Patrick-7/15/2014-4498-
7/31/2014	3330-11	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Amusten-Ja
7/31/2014	3330-41	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Cavanaugh-
7/31/2014	3330-63	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je
7/31/2014	3330-83	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Denison-Wa
7/31/2014	3330-103	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Frimel-Cod
7/31/2014	3330-119	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Harsin-Pat
7/31/2014	3330-141	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale
7/31/2014	3330-175	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Millard-Jo
7/31/2014	3330-237	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg
8/1/2014	3330-12	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Amusten-Ja
8/1/2014	3330-42	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Cavanaugh-
8/1/2014	3330-64	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je
8/1/2014	3330-84	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Denison-Wa
8/1/2014	3330-104	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Frimel-Cod
8/1/2014	3330-120	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Harsin-Pat
8/1/2014	3330-142	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale
8/1/2014	3330-176	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Millard-Jo
8/1/2014	3330-238	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg
8/13/2014	3269-54	Payroll	Hogue-Haley-7/31/2014-527891-
8/13/2014	3269-32	Payroll	Cavanaugh-Dillon-7/31/2014-527886-
8/13/2014	3269-13	Payroll	Amusten-Jacob-7/31/2014-527884-
8/13/2014	3269-83	Payroll	Denison-Walter-7/31/2014-527888-
8/13/2014	3269-79	Payroll	Clinton-Jerry-7/31/2014-527887-
8/13/2014	3269-103	Payroll	Frimel-Cody-7/31/2014-527890-
8/13/2014	3269-175	Payroll	Steel-Morgan-7/31/2014-4562-
8/13/2014	3269-193	Payroll	Millard-Jonathon-7/31/2014-4561-
8/13/2014	3269-200	Payroll	Harsin-Patrick-7/31/2014-4559-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-60001-00-50-4430**

**Account: 01-109-60001-00-50-4430 (Client Wages)**

7/1/2014 *Account Beginning Balance*

7/31/2014	3330-65	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je
7/31/2014	3330-143	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale
7/31/2014	3330-239	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg

8/1/2014	3330-66	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je
8/1/2014	3330-144	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale
8/1/2014	3330-240	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg
8/13/2014	3269-55	Payroll	Hogue-Haley-7/31/2014-527891-
8/13/2014	3269-81	Payroll	Clinton-Jerry-7/31/2014-527887-
8/13/2014	3269-176	Payroll	Steel-Morgan-7/31/2014-4562-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-60002-00-50-4131**

**Account: 01-109-60002-00-50-4131 (Client Taxes)**

7/1/2014 *Account Beginning Balance*

7/28/2014	3331-3	Journal Entry	Recl 50002 Carpenter-Dakota-7/15/2014-527858-
7/28/2014	3331-22	Journal Entry	Recl 50002 Justice-James-7/15/2014-527865-
7/28/2014	3331-29	Journal Entry	Recl 50002 Rich-Benjamin-7/15/2014-527868-
7/28/2014	3331-32	Journal Entry	Recl 50002 Roark-McDonald-Jeremy-7/15/2014-527869-
7/28/2014	3331-37	Journal Entry	Recl 50002 St.Germain-Michael-7/15/2014-527871-
7/31/2014	3330-153	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Justice-Ja
7/31/2014	3330-183	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Rich-Benja
7/31/2014	3330-195	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Roark-McDo
8/1/2014	3330-154	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Justice-Ja
8/1/2014	3330-184	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Rich-Benja
8/1/2014	3330-196	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Roark-McDo
8/13/2014	3331-116	Journal Entry	Recl 50002 Justice-James-7/31/2014-4560-
8/13/2014	3331-121	Journal Entry	Recl 50002 Rich-Benjamin-7/31/2014-527893-
8/13/2014	3331-123	Journal Entry	Recl 50002 Roark-McDonald-Jeremy-7/31/2014-527894-

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-109-60002-00-50-4140**

**Account: 01-109-60002-00-50-4140 (Client Taxes)**



7/1/2014

Account Beginning Balance

7/28/2014	3331-1	Journal Entry	Recl 50002 Amusten-Jacob-7/15/2014-527857-
7/28/2014	3331-6	Journal Entry	Recl 50002 Cavanaugh-Dillon-7/15/2014-527859-
7/28/2014	3331-8	Journal Entry	Recl 50002 Clinton-Jerry-7/15/2014-527860-
7/28/2014	3331-11	Journal Entry	Recl 50002 Denison-Walter-7/15/2014-527861-
7/28/2014	3331-14	Journal Entry	Recl 50002 Frimel-Cody-7/15/2014-527863-
7/28/2014	3331-17	Journal Entry	Recl 50002 Harsin-Patrick-7/15/2014-4498-
7/28/2014	3331-19	Journal Entry	Recl 50002 Hogue-Haley-7/15/2014-527864-
7/28/2014	3331-27	Journal Entry	Recl 50002 Millard-Jonathon-7/15/2014-4499-
7/28/2014	3331-43	Journal Entry	Recl 50002 Steel-Morgan-7/15/2014-4500-
7/31/2014	3330-5	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Amusten-Ja
7/31/2014	3330-35	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Cavanaugh-
7/31/2014	3330-55	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je
7/31/2014	3330-77	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Denison-Wa
7/31/2014	3330-99	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Frimel-Cod
7/31/2014	3330-113	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Harsin-Pat
7/31/2014	3330-133	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale
7/31/2014	3330-171	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Millard-Jo
7/31/2014	3330-229	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg
8/1/2014	3330-6	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Amusten-Ja
8/1/2014	3330-36	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Cavanaugh-
8/1/2014	3330-56	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je
8/1/2014	3330-78	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Denison-Wa
8/1/2014	3330-100	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Frimel-Cod
8/1/2014	3330-114	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Harsin-Pat
8/1/2014	3330-134	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale
8/1/2014	3330-172	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Millard-Jo
8/1/2014	3330-230	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg
8/13/2014	3331-92	Journal Entry	Recl 50002 Amusten-Jacob-7/31/2014-527884-
8/13/2014	3331-97	Journal Entry	Recl 50002 Cavanaugh-Dillon-7/31/2014-527886-
8/13/2014	3331-101	Journal Entry	Recl 50002 Clinton-Jerry-7/31/2014-527887-
8/13/2014	3331-104	Journal Entry	Recl 50002 Denison-Walter-7/31/2014-527888-
8/13/2014	3331-107	Journal Entry	Recl 50002 Frimel-Cody-7/31/2014-527890-
8/13/2014	3331-110	Journal Entry	Recl 50002 Harsin-Patrick-7/31/2014-4559-
8/13/2014	3331-114	Journal Entry	Recl 50002 Hogue-Haley-7/31/2014-527891-
8/13/2014	3331-119	Journal Entry	Recl 50002 Millard-Jonathon-7/31/2014-4561-
8/13/2014	3331-130	Journal Entry	Recl 50002 Steel-Morgan-7/31/2014-4562-

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-109-60002-00-50-4430**

**Account:** **01-109-60002-00-50-4430 (Client Taxes)**

7/1/2014

*Account Beginning Balance*

7/31/2014 3330-57 Journal Entry  
7/31/2014 3330-135 Journal Entry  
7/31/2014 3330-231 Journal Entry  
8/1/2014 3330-58 Journal Entry  
8/1/2014 3330-136 Journal Entry  
8/1/2014 3330-232 Journal Entry  
8/13/2014 3331-102 Journal Entry  
8/13/2014 3331-115 Journal Entry  
8/13/2014 3331-131 Journal Entry

Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je  
Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale  
Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg  
<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je  
<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale  
<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg  
Recl 50002 Clinton-Jerry-7/31/2014-527887-  
Recl 50002 Hogue-Haley-7/31/2014-527891-  
Recl 50002 Steel-Morgan-7/31/2014-4562-

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-60003-00-00-0000**

**Account:** **01-109-60003-00-00-0000 (Client Support Services)**

7/1/2014

*Account Beginning Balance*

11/10/2014 3861-15 Accounts Payable

Pacific Healthcare T-090914-PO 64473/ACOSTA, SHIANN-11/26/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-60003-00-50-4140**

**Account:** **01-109-60003-00-50-4140 (Client Support Services)**

7/1/2014

*Account Beginning Balance*

7/15/2014 3101-3 Accounts Payable

Steel, Morgan-07151403-Reimb work boots Forestry Crew Big 5-7/15/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-60004-00-00-0000**

**Account: 01-109-60004-00-00-0000 (Client Training)**

7/1/2014

*Account Beginning Balance*

9/15/2014 3639-1 Accounts Payable  
9/16/2014 3452-1 Accounts Payable  
9/16/2014 3452-7 Accounts Payable  
11/14/2014 3861-71 Accounts Payable  
1/15/2015 3963-71 Accounts Payable

Rogue Valley Transpo-12664-PO 64422/DAVENPORT, ANDREW-10/16/20  
Rogue Community Coll-09161401-Davenport, Andrew ABE/GED Fall term 2  
Rogue Community Coll-09161403-Davenport, Andrew GED 4 practice testir  
ORfoodhandlers.com-120314-WILTON, JOSHUA-12/3/2014  
Rogue Community Coll-01151502-Lance Garwood Jr GED Practice Test Vou

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-109-60004-00-50-4131**

**Account: 01-109-60004-00-50-4131 (Client Training)**

7/1/2014

*Account Beginning Balance*

7/14/2014 3800-83 Accounts Payable  
7/14/2014 3800-85 Accounts Payable  
7/14/2014 3800-87 Accounts Payable  
7/14/2014 3800-67 Accounts Payable  
7/14/2014 3800-72 Accounts Payable  
7/14/2014 3800-75 Accounts Payable

Rogue Community Coll-33657-PO 64351/CARPENTER, DAKOTA-10/10/20  
Rogue Community Coll-33657-PO 64351/JUSTICE, JAMES-10/10/2014  
Rogue Community Coll-33657-PO 64351/ROURK, JEREMY-10/10/2014  
Rogue Community Coll-33657-PO 64351/RICK, BENJAMIN-10/10/2014  
Rogue Community Coll-33657-PO 64351/ST.GERMAIN, MIKE-10/10/2014  
Rogue Community Coll-33657-PO 64351/STEEL, MICHAEL-10/10/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

Account Ending Balance

**01-109-60014-00-50-4131**

**Account: 01-109-60014-00-50-4131 (Client SAIF)**

7/1/2014

Account Beginning Balance

7/15/2014	3367-4	Journal Entry	Carpenter-Dakota-7/15/2014-527858-
7/15/2014	3367-23	Journal Entry	Justice-James-7/15/2014-527865-
7/15/2014	3367-30	Journal Entry	Rich-Benjamin-7/15/2014-527868-
7/15/2014	3367-33	Journal Entry	Roark-McDonald-Jeremy-7/15/2014-527869-
7/15/2014	3367-38	Journal Entry	St.Germain-Michael-7/15/2014-527871-
7/31/2014	3330-161	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Justice-Ja
7/31/2014	3330-191	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Rich-Benja
7/31/2014	3330-203	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Roark-McDo
7/31/2014	3420-26	Journal Entry	Justice-James-7/31/2014-4560- PD 8/13 Client
7/31/2014	3420-31	Journal Entry	Rich-Benjamin-7/31/2014-527893- PD 8/13 Client
7/31/2014	3420-33	Journal Entry	Roark-McDonald-Jeremy-7/31/2014-527894- PD 8/13 Client
8/1/2014	3330-162	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Justice-Ja
8/1/2014	3330-192	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Rich-Benja
8/1/2014	3330-204	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Roark-McDo
8/13/2014	3269-225	Payroll	Rich-Benjamin-7/31/2014-527893-
8/13/2014	3269-228	Payroll	Roark-McDonald-Jeremy-7/31/2014-527894-
8/13/2014	3269-164	Payroll	Justice-James-7/31/2014-4560-

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-109-60014-00-50-4140**

**Account: 01-109-60014-00-50-4140 (Client SAIF)**

7/1/2014

Account Beginning Balance

7/15/2014	3367-2	Journal Entry	Amusten-Jacob-7/15/2014-527857-
7/15/2014	3367-7	Journal Entry	Cavanaugh-Dillon-7/15/2014-527859-
7/15/2014	3367-9	Journal Entry	Clinton-Jerry-7/15/2014-527860-
7/15/2014	3367-12	Journal Entry	Denison-Walter-7/15/2014-527861-

7/15/2014	3367-15	Journal Entry	Frimel-Cody-7/15/2014-527863-
7/15/2014	3367-18	Journal Entry	Harsin-Patrick-7/15/2014-4498-
7/15/2014	3367-20	Journal Entry	Hogue-Haley-7/15/2014-527864-
7/15/2014	3367-28	Journal Entry	Millard-Jonathon-7/15/2014-4499-
7/15/2014	3367-44	Journal Entry	Steel-Morgan-7/15/2014-4500-
7/31/2014	3330-17	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Amusten-Ja
7/31/2014	3330-47	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Cavanaugh-
7/31/2014	3330-71	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je
7/31/2014	3330-89	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Denison-Wa
7/31/2014	3330-107	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Frimel-Cod
7/31/2014	3330-125	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Harsin-Pat
7/31/2014	3330-149	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale
7/31/2014	3330-179	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Millard-Jo
7/31/2014	3330-245	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg
7/31/2014	3420-1	Journal Entry	Amusten-Jacob-7/31/2014-527884- PD 8/13 Client
7/31/2014	3420-6	Journal Entry	Cavanaugh-Dillon-7/31/2014-527886- PD 8/13 Client
7/31/2014	3420-9	Journal Entry	Clinton-Jerry-7/31/2014-527887- PD 8/13 Client
7/31/2014	3420-13	Journal Entry	Denison-Walter-7/31/2014-527888- PD 8/13 Client
7/31/2014	3420-17	Journal Entry	Frimel-Cody-7/31/2014-527890- PD 8/13 Client
7/31/2014	3420-19	Journal Entry	Harsin-Patrick-7/31/2014-4559- PD 8/13 Client
7/31/2014	3420-22	Journal Entry	Hogue-Haley-7/31/2014-527891- PD 8/13 Client
7/31/2014	3420-29	Journal Entry	Millard-Jonathon-7/31/2014-4561- PD 8/13 Client
7/31/2014	3420-38	Journal Entry	Steel-Morgan-7/31/2014-4562- PD 8/13 Client
8/1/2014	3330-18	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Amusten-Ja
8/1/2014	3330-48	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Cavanaugh-
8/1/2014	3330-72	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je
8/1/2014	3330-90	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Denison-Wa
8/1/2014	3330-108	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Frimel-Cod
8/1/2014	3330-126	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Harsin-Pat
8/1/2014	3330-150	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale
8/1/2014	3330-180	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Millard-Jo
8/1/2014	3330-246	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg
8/13/2014	3269-87	Payroll	Hogue-Haley-7/31/2014-527891-
8/13/2014	3269-41	Payroll	Cavanaugh-Dillon-7/31/2014-527886-
8/13/2014	3269-25	Payroll	Amusten-Jacob-7/31/2014-527884-
8/13/2014	3269-99	Payroll	Denison-Walter-7/31/2014-527888-
8/13/2014	3269-100	Payroll	Clinton-Jerry-7/31/2014-527887-
8/13/2014	3269-111	Payroll	Frimel-Cody-7/31/2014-527890-
8/13/2014	3269-186	Payroll	Steel-Morgan-7/31/2014-4562-
8/13/2014	3269-217	Payroll	Millard-Jonathon-7/31/2014-4561-
8/13/2014	3269-221	Payroll	Harsin-Patrick-7/31/2014-4559-

*Account Subtotals*

6/30/2015

Account Ending Balance

**01-109-60014-00-50-4430**

**Account: 01-109-60014-00-50-4430 (Client SAIF)**

7/1/2014

Account Beginning Balance

7/31/2014	3330-73	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je
7/31/2014	3330-151	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale
7/31/2014	3330-247	Journal Entry	Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg
7/31/2014	3420-10	Journal Entry	Clinton-Jerry-7/31/2014-527887- PD 8/13 Client
7/31/2014	3420-23	Journal Entry	Hogue-Haley-7/31/2014-527891- PD 8/13 Client
7/31/2014	3420-39	Journal Entry	Steel-Morgan-7/31/2014-4562- PD 8/13 Client
8/1/2014	3330-74	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Clinton-Je
8/1/2014	3330-152	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Hogue-Hale
8/1/2014	3330-248	Journal Entry	<Reversal> Accr 7/31/14 Client PR using PD 8/13/14 Steel-Morg
8/13/2014	3269-92	Payroll	Hogue-Haley-7/31/2014-527891-
8/13/2014	3269-102	Payroll	Clinton-Jerry-7/31/2014-527887-
8/13/2014	3269-188	Payroll	Steel-Morgan-7/31/2014-4562-

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-109-70004-00-00-0000**

**Account: 01-109-70004-00-00-0000 (Contracted Services)**

7/1/2014

Account Beginning Balance

7/31/2014	3457-11	Accounts Payable	Worksystems, Inc.-09181405-July 14 I-Trac Maint WIA YTH I/S PY14-9/4/
7/31/2014	3971-1	Accounts Payable	College Dreams, Inc-7/31/14-July 14 School Based Career Achievement PY14-
8/30/2014	3550-33	Accounts Payable	Worksystems, Inc.-PY14-02D-Aug 14 I-Trac Maint 109 YTH WIA PY14-8/2
8/31/2014	3971-3	Accounts Payable	College Dreams, Inc-8/31/14-Aug 14 School Based Career Achievement PY1-
9/1/2014	3337-13	Accounts Payable	Diamond Parking Serv-09021402-Sept 14 Parking Patrol Oh's PY14-9/1/201
9/30/2014	3681-17	Accounts Payable	Worksystems, Inc.-PY14-03D-Sept 14 I-Trac Maint 109 I/S Youth PY14-10
9/30/2014	3971-5	Accounts Payable	College Dreams, Inc-9/30/2014-Sept 14 I/S 109 Youth PY14-1/16/2015
10/1/2014	3535-79	Accounts Payable	Diamond Parking Serv-M10021404B-Oct 14 Oh's Parking Patrol PY14-10/1.
10/1/2014	3535-106	Accounts Payable	Diamond Parking Serv-M10021404A-Oct 14 Porter's So Parking Lot Patrollir

10/31/2014	3843-108	Accounts Payable	Worksystems, Inc.-PY14-04-Oct 14 I-Trac-Maint WIA YTH I/S 33.34% PY
10/31/2014	3971-13	Accounts Payable	College Dreams, Inc-10/31/14A-Oct 14 I/S Youth 109 PY14-1/16/2015
11/1/2014	3681-169	Accounts Payable	Diamond Parking Serv-M11031402-Nov 14 Oh's Parking Patrol PY14-11/1/2
11/1/2014	3895-225	Accounts Payable	Diamond Parking Serv-M11.1.14-To record Double PMT to Vendor-11/1/201
11/14/2014	Summarized	Cash Receipts	
11/30/2014	3980-45	Accounts Payable	Worksystems, Inc.-PY14-05D-Nov 14 I-Trac-Maint WIA YTH I/S PY14-1/1:
12/1/2014	3818-13	Accounts Payable	Diamond Parking Serv-M12011404B-Dec 14 Porter's So Parking Lot Patrollin
12/1/2014	3818-163	Accounts Payable	Diamond Parking Serv-M12011404A-Dec 14 Oh's Parking Patrol PY14-12/1/
1/1/2015	3904-36	Accounts Payable	Diamond Parking Serv-M01021502A-Jan 15 Porter's So Parking Lot Patrollin
1/1/2015	3904-110	Accounts Payable	Diamond Parking Serv-M01021502B-Jan 15 Oh's Parking Patrol PY14-1/1/2

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-110-12000-00-00-0000**

**Account: 01-110-12000-00-00-0000 (Accounts Receivable)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3821-20	Journal Entry	Reverse PY13 Yearend entry
			<i>Account Subtotals</i>

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-110-12100-00-00-0000**

**Account: 01-110-12100-00-00-0000 (Payroll Advances Receivable)**

7/1/2014 *Account Beginning Balance*

7/17/2014	3108-16	Payroll	Davidson-Janae-7/17/2014-527856-
7/17/2014	3812-28	Journal Entry	Davidson-Janae-RCLS TO 000
8/8/2014	3271-4	Payroll	Hannah-Sarah-8/8/2014-527883-
8/8/2014	3812-54	Journal Entry	Hannah-Sarah-RCLS TO 000
8/15/2014	3345-3	Payroll	Hannah-Sarah-8/15/2014-4564-
8/15/2014	3812-50	Journal Entry	Hannah-Sarah-RCLS TO 000

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-110-12100-20-00-0000**

**Account: 01-110-12100-20-00-0000 (Payroll Advances Receivable)**

7/1/2014

Account Beginning Balance

7/17/2014

3108-22

Payroll

Hannah-Sarah-7/17/2014-4495-

7/17/2014

3812-46

Journal Entry

Hannah-Sarah-RCLS TO 000

Account Subtotals

6/30/2015

Account Net Change

6/30/2015

Account Ending Balance

**01-110-30001-00-00-0000**

**Account: 01-110-30001-00-00-0000 (Rent Revenue)**

7/1/2014

Account Beginning Balance

7/1/2014

3490-6

Journal Entry

Bartlett VocRehab Lease Revenue

7/1/2014

3487-9

Journal Entry

GPO VocRehab Lease Revenue

7/1/2014

3493-9

Journal Entry

Emain SOREDI Lease Revenue

7/1/2014

3496-9

Journal Entry

Emain GRSC Lease Revenue

7/1/2014

3499-9

Journal Entry

GPO OED Lease Revenue

7/1/2014

3502-9

Journal Entry

Emain Wrk Syst Lease Revenue

7/1/2014

3505-9

Journal Entry

Emain Sust Val Lease Revenue

7/1/2014

3929-8

Journal Entry

Reverse Dup Batch 3487

7/1/2014

3929-17

Journal Entry

Reverse Dup Batch 3490

7/1/2014

3929-43

Journal Entry

Reverse Dup Batch 3502

7/8/2014

3134-10

Journal Entry

GP OED Addnl Lease Rev CR 748/756

7/15/2014

3131-9

Journal Entry

Emain WrkSyst Lease Rev CR 755

7/16/2014

3128-9

Journal Entry

GP VocRehab Lease Rev CR 754

7/16/2014

3129-6

Journal Entry

Bart VocRehab Lease Rev CR 754

8/1/2014

3491-6

Journal Entry

Bartlett VocRehab Lease Revenue



8/1/2014	3488-9	Journal Entry	GPO VocRehab Lease Revenue
8/1/2014	3494-9	Journal Entry	Emain SOREDI Lease Revenue
8/1/2014	3497-9	Journal Entry	Emain GRSC Lease Revenue
8/1/2014	3500-9	Journal Entry	GPO OED Lease Revenue
8/1/2014	3503-9	Journal Entry	Emain Wrk Syst Lease Revenue
8/1/2014	3506-9	Journal Entry	Emain Sust Val Lease Revenue
8/1/2014	3509-9	Journal Entry	GPO CCCSSO Lease Revenue
8/5/2014	3258-15	Cash Receipts	HASL BARLETT ROOM RE-771-3251
8/14/2014	3326-11	Cash Receipts	DESI Job Corps Rm Re-779-3271
9/1/2014	3492-6	Journal Entry	Bartlett VocRehab Lease Revenue
9/1/2014	3489-9	Journal Entry	GPO VocRehab Lease Revenue
9/1/2014	3495-9	Journal Entry	Emain SOREDI Lease Revenue
9/1/2014	3498-9	Journal Entry	Emain GRSC Lease Revenue
9/1/2014	3501-9	Journal Entry	GPO OED Lease Revenue
9/1/2014	3504-9	Journal Entry	Emain Wrk Syst Lease Revenue
9/1/2014	3507-9	Journal Entry	Emain Sust Val Lease Revenue
9/1/2014	3508-9	Journal Entry	GPO CCCSSO Lease Revenue
9/1/2014	3933-8	Journal Entry	Reverse Batch 3501
9/1/2014	3933-21	Journal Entry	Correct GPO OED Rent Revenue
10/1/2014	3853-9	Journal Entry	GPO VocRehab Lease Revenue
10/1/2014	3853-18	Journal Entry	Bartlett VocRehab Lease Revenue
10/1/2014	3853-44	Journal Entry	Emain SOREDI Lease Revenue
10/1/2014	3853-60	Journal Entry	Emain GRSC Lease Revenue
10/1/2014	3853-76	Journal Entry	GPO OED Lease Revenue
10/1/2014	3853-88	Journal Entry	Emain Wrk Syst Lease Revenue
10/1/2014	3853-104	Journal Entry	Emain Sust Val Lease Revenue
10/1/2014	3853-120	Journal Entry	GPO CCCSSO Lease Revenue
11/1/2014	3854-9	Journal Entry	GPO VocRehab Lease Revenue
11/1/2014	3854-18	Journal Entry	Bartlett VocRehab Lease Revenue
11/1/2014	3854-44	Journal Entry	Emain SOREDI Lease Revenue
11/1/2014	3854-60	Journal Entry	Emain GRSC Lease Revenue
11/1/2014	3854-76	Journal Entry	GPO OED Lease Revenue
11/1/2014	3854-88	Journal Entry	Emain Wrk Syst Lease Revenue
11/1/2014	3854-104	Journal Entry	Emain Sust Val Lease Revenue
11/1/2014	3854-120	Journal Entry	GPO CCCSSO Lease Revenue
12/1/2014	3855-9	Journal Entry	GPO VocRehab Lease Revenue
12/1/2014	3855-18	Journal Entry	Bartlett VocRehab Lease Revenue
12/1/2014	3855-44	Journal Entry	Emain SOREDI Lease Revenue
12/1/2014	3855-60	Journal Entry	Emain GRSC Lease Revenue
12/1/2014	3855-76	Journal Entry	GPO OED Lease Revenue
12/1/2014	3855-88	Journal Entry	Emain Wrk Syst Lease Revenue
12/1/2014	3855-104	Journal Entry	Emain Sust Val Lease Revenue
12/1/2014	3855-120	Journal Entry	GPO CCCSSO Lease Revenue
12/19/2014	3891-9	Journal Entry	Record GP OED PY14 Rent Revenue
1/1/2015	3905-9	Journal Entry	GPO VocRehab Lease Revenue

1/1/2015	3905-18	Journal Entry	Bartlett VocRehab Lease Revenue
1/1/2015	3905-44	Journal Entry	Emain SOREDI Lease Revenue
1/1/2015	3905-60	Journal Entry	Emain GRSC Lease Revenue
1/1/2015	3905-76	Journal Entry	GPO OED Lease Revenue
1/1/2015	3905-88	Journal Entry	Emain Wrk Syst Lease Revenue
1/1/2015	3905-104	Journal Entry	Emain Sust Val Lease Revenue
1/1/2015	3905-120	Journal Entry	GPO CCCSSO Lease Revenue

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-110-30001-20-00-0000**

**Account: 01-110-30001-20-00-0000 (Rent Revenue)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3054-8	Cash Receipts	OED Rent June 2014-745-3177
7/1/2014	3070-8	Journal Entry	Cor Dep 745 - OED Rent Cash Rcpt 745-3177 to 12000 acct

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-110-30100-00-00-0000**

**Account: 01-110-30100-00-00-0000 (Grant Revenue)**

7/1/2014 *Account Beginning Balance*

7/1/2014	3821-19	Journal Entry	Reverse PY13 Yearend entry
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*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-110-31040-00-00-0000**

**Account: 01-110-31040-00-00-0000 (Program Reimbursement)**

7/1/2014				<i>Account Beginning Balance</i>
7/25/2014	3261-13	Cash Receipts	JOBS+ Davidson 5/16 -769-3245	
8/7/2014	3746-68	Journal Entry	Distr 9993-Ref CR JE 3312 DHS JOBS+ Davidson	
9/9/2014	3746-69	Journal Entry	Distr 9993-Ref CR JE 3437 DHS JOBS+ Davidson	
10/9/2014	3603-15	Cash Receipts	JOBS+/DAVIDSON 8/16/-818-3377	
11/10/2014	3775-39	Cash Receipts	JOBS+ DAVIDSON 9/16--833-3453	
12/26/2014	3935-12	Cash Receipts	JOBS+ TESSEN 10/16-1-850-3535	
				<i>Account Subtotals</i>
6/30/2015				<i>Account Net Change</i>
6/30/2015				<i>Account Ending Balance</i>

**01-110-32006-00-00-0000**

**Account: 01-110-32006-00-00-0000 (Other Miscellaneous Revenue)**

7/1/2014				<i>Account Beginning Balance</i>
10/6/2014	3588-10	Cash Receipts	K&B AUTO COMPLEX, TR-815-3368	
10/17/2014	Summarized	Cash Receipts		
				<i>Account Subtotals</i>
6/30/2015				<i>Account Net Change</i>
6/30/2015				<i>Account Ending Balance</i>

**01-110-32006-00-00-4121**

**Account: 01-110-32006-00-00-4121 (Other Miscellaneous Revenue)**

7/1/2014				<i>Account Beginning Balance</i>
10/17/2014	3693-50	Cash Receipts	SAIF PY13 DIVIDEND-822-3407	
				<i>Account Subtotals</i>

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-110-40001-00-00-0000**

**Account: 01-110-40001-00-00-0000 (Organizational Expenses)**

7/1/2014 *Account Beginning Balance*

12/17/2014 3887-62 Accounts Payable TapRock Northwest Gr-E01392-All Staff Meeting-Luncheon PY14-12/17/201

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-110-40006-00-00-0000**

**Account: 01-110-40006-00-00-0000 (Outreach)**

7/1/2014 *Account Beginning Balance*

7/24/2014 3273-7 Accounts Payable Dex Media West, Inc.-100265558-July 14 GP Dex Listing TJC-7/24/2014

*Account Subtotals*

6/30/2015 *Account Net Change*

6/30/2015 *Account Ending Balance*

**01-110-40007-00-00-0000**

**Account: 01-110-40007-00-00-0000 (Office Expenses)**

7/1/2014 *Account Beginning Balance*

7/10/2014 3155-34 Accounts Payable Office Depot Credit -719701389001-Cable cover for Board Room Main St P

7/10/2014 3155-51 Accounts Payable Office Depot Credit -719701389001-Packing tape strips, Pens TJC ALL PY1

7/14/2014	3170-11	Accounts Payable	West Coast Paper Sol-8610556-White copy paper Main St PY14-7/14/2014
7/17/2014	3220-14	Accounts Payable	Office Depot Credit -720874449001-Pen refills Admin PY14-7/17/2014
7/23/2014	3254-88	Accounts Payable	Rogue Shred, LLC-25-2014-004-July 14 Document Destruction E Main St P
7/24/2014	3182-13	Accounts Payable	West Coast Paper Sol--Resume paper, Blue/White Bartlett PY14-7/24/2014
7/24/2014	3182-52	Accounts Payable	West Coast Paper Sol--Wht copy paper, 10 reams Bartlett PY14-7/24/2014
7/31/2014	3396-3	Accounts Payable	Xerox Corporation-075322513-July 14 Finance Copier/Copies PY14-8/1/2014
7/31/2014	3396-8	Accounts Payable	Xerox Corporation-075322514-July 14 Admin Copier/Copies PY14-8/1/2014
7/31/2014	3396-15	Accounts Payable	Xerox Corporation-720167212-July 14 Resource Room Copier/Copies Bartlett
7/31/2014	3396-24	Accounts Payable	Xerox Corporation-720167220-July 14 Production CUBE Copier/Copies Bartlett
7/31/2014	3396-30	Accounts Payable	Xerox Corporation-720167162-July 14 Programs Copier/Copies GP PY14-8/1/2014
7/31/2014	3444-15	Accounts Payable	ADJUST-Xerox Corporation-720167147-July 14 One Stop Copier/Copies GP
7/31/2014	Summarized	Accounts Payable	
7/31/2014	3444-26	Accounts Payable	REVERSE-ADJUST-Xerox Corporation-720167154
8/6/2014	3392-7	Accounts Payable	Office Depot Credit -723398320001-Office Supplies-8/6/2014
8/18/2014	3350-10	Accounts Payable	West Coast Paper Sol-8659824-White Copy Paper Admin PY14-8/18/2014
8/18/2014	3350-26	Accounts Payable	West Coast Paper Sol-8659823-White Copy Paper Finance PY14-8/18/2014
8/18/2014	3350-42	Accounts Payable	West Coast Paper Sol-8659825-Yellow,Tan paper to Bartlett PY14-8/18/2014
8/19/2014	3392-51	Accounts Payable	Office Depot Credit -725105103001-Supplies Bartlett PY14-8/19/2014
8/21/2014	3434-11	Accounts Payable	Office Depot Credit -725558973001-Tissues, legal pads Bartlett PY14-8/21/2014
8/27/2014	3390-26	Accounts Payable	West Coast Paper Sol-8676326-White, Yellow,Blue copy paper to GP PY14-8/27/2014
8/27/2014	3390-50	Accounts Payable	West Coast Paper Sol-8676326-Resume paper, blue, white GP PY14-8/27/2014
8/31/2014	3536-17	Accounts Payable	Xerox Corporation-075787463-Aug 14 Copier Admin PY14-9/1/2014
8/31/2014	3536-25	Accounts Payable	Xerox Corporation-075787463-July 24-Aug 21 14 Copies Admin PY14-9/1/2014
8/31/2014	3536-40	Accounts Payable	Xerox Corporation-075787465-Aug 14 Copies CUBE production Bartlett P
8/31/2014	3536-48	Accounts Payable	Xerox Corporation-075787465-July21-Aug21 14 Copies level 1CUBE Prod
8/31/2014	3536-55	Accounts Payable	Xerox Corporation-075787465-July21-Aug21 14 Copies level 2CUBE Prod 1
8/31/2014	3536-62	Accounts Payable	Xerox Corporation-075787465-July21-Aug21 14 Copies level 3 CUBE Prod
8/31/2014	3536-72	Accounts Payable	Xerox Corporation-075787464-Aug 14 Copier Resource Room Bartlett PY14-9/1/2014
8/31/2014	3536-80	Accounts Payable	Xerox Corporation-075787464-July 21-Aug21 14 Copies Resource Room Bar
8/31/2014	3536-89	Accounts Payable	Xerox Corporation-075787461-Aug 14 Copier Programs GP PY14-9/1/2014
8/31/2014	3536-108	Accounts Payable	Xerox Corporation-075787461-July 21-Aug21 14 Copies Programs GP PY14-9/1/2014
8/31/2014	3536-128	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY14-9/1/2014
8/31/2014	3536-151	Accounts Payable	Xerox Corporation-075787459-Aug 14 Copies OED portion One Stop GP PY14-9/1/2014
8/31/2014	3536-169	Accounts Payable	Xerox Corporation-075787460-Aug 14 Copier Prod. CUBE GP PY14-9/1/2014
8/31/2014	3536-179	Accounts Payable	Xerox Corporation-075787460-Aug 14 Copier Prod. OED Portion CUBE GP PY14-9/1/2014
8/31/2014	3536-200	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod. Level 1 CUBE C
8/31/2014	3536-139	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod OED Level 1 C
8/31/2014	3536-115	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 2 CUBE C
8/31/2014	3536-97	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 2 OED C
8/31/2014	3536-165	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level 3 CUBE C
8/31/2014	3536-186	Accounts Payable	Xerox Corporation-075787460-Jul21-Aug21 14 Copies Prod Level OED 3 C
9/17/2014	3529-135	Accounts Payable	West Coast Paper Sol-8703732-Blue,white, Resume paper Bartlett-9/17/2014
9/18/2014	3562-15	Accounts Payable	Office Depot Credit -730518336001-Blank Business Cards TJC ALL PY14-9/18/2014
9/18/2014	3562-46	Accounts Payable	Office Depot Credit -730518336001-Disinfecting Wipes Bartlett PY14-9/18/2014
9/21/2014	3584-4	Accounts Payable	Xerox Corporation-076249345-Aug21-Sept21 14 Copies Finance PY14-10/1/2014

9/21/2014	3584-21	Accounts Payable	Xerox Corporation-076249346-Aug21 Sept21 14 Copies Black Admin PY1
9/21/2014	3584-65	Accounts Payable	Xerox Corporation-076249348-Aug21 Sept21 14 Copies Lev 1 Production C
9/21/2014	3584-72	Accounts Payable	Xerox Corporation-076249348-Aug21 Sept21 14 Copies Lev 2 Production C
9/21/2014	3584-79	Accounts Payable	Xerox Corporation-076249348-Aug21 Sept21 14 Copies Lev 3 Production C
9/21/2014	3584-89	Accounts Payable	Xerox Corporation-076249344-Aug 21-Sept21 14 Copies Programs GP PY1
9/21/2014	3584-117	Accounts Payable	Xerox Corporation-076249342-Aug21 Sept21 14 Copies One Stop GP PY
9/21/2014	3584-144	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies Level 1 Production C
9/21/2014	3584-151	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies OED Level 1 Prod C
9/21/2014	3584-162	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies Level 2 Prod Cube
9/21/2014	3584-169	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 2 Prod C
9/21/2014	3584-179	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 Copies Level 3 Prod Cube
9/21/2014	3584-186	Accounts Payable	Xerox Corporation-076249343-Aug21-Sept21 14 OED Copies Level 3 Prod C
9/24/2014	3584-46	Accounts Payable	Xerox Corporation-076249347-Aug21 Sept21 14 Copies Resource Room Ba
9/30/2014	3584-7	Accounts Payable	Xerox Corporation-076249345-Sept 14 Copier Finance PY14-10/1/2014
9/30/2014	3584-13	Accounts Payable	Xerox Corporation-076249346-Sept 14 Copier Admin PY14-10/1/2014
9/30/2014	3584-38	Accounts Payable	Xerox Corporation-076249347-Sept 14 Copier Resource Room Bartlett PY14
9/30/2014	3584-64	Accounts Payable	Xerox Corporation-076249348-Sept 14 Copier Production CUBE Bartlett P
9/30/2014	3584-85	Accounts Payable	Xerox Corporation-076249344-Sept 14 Copier Programs GP PY14-10/1/201
9/30/2014	3584-105	Accounts Payable	Xerox Corporation-0762493242-Sept 14 Copier OED portion One Stop GP
9/30/2014	3584-125	Accounts Payable	Xerox Corporation-076249343-Sept 14 Copier Production Cube GP PY14-1
9/30/2014	3584-132	Accounts Payable	Xerox Corporation-076249343-Sept 14 Copier OED Portion Production Cub
10/13/2014	3835-126	Accounts Payable	US Bank-M12011403P-Walmart AA Batteries Bartlett-10/13/2014
10/14/2014	3633-11	Accounts Payable	West Coast Paper Sol-8743015-Paper 100 E Main St-10/14/2014
10/15/2014	3688-111	Accounts Payable	Office Depot Credit -735308257001-AA Batteries TJC All PY14-10/15/2014
10/21/2014	3725-12	Accounts Payable	Xerox Corporation-076736943-Oct 14 Finance Copies PY14-11/1/2014
10/21/2014	3725-83	Accounts Payable	Xerox Corporation-076736945-Sept - Oct 14 Resource Room Bartlett Copies
10/21/2014	3725-105	Accounts Payable	Xerox Corporation-076736946-Sept - Oct 14 Production Cube level 1 Bartlett
10/21/2014	3725-119	Accounts Payable	Xerox Corporation-076736946-Sept - Oct 14 Production Cube level 2 Bartlett
10/21/2014	3725-120	Accounts Payable	Xerox Corporation-076736946-Sept - Oct 14 Production Cube level 3 Bartlett
10/21/2014	3725-133	Accounts Payable	Xerox Corporation-076736942-Sept - Oct 14 Programs GP Copies PY14-11/1
10/21/2014	3725-162	Accounts Payable	Xerox Corporation-076736940-Sept - Oct 14 One Stop GP Copies PY14-11/
10/21/2014	3725-191	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Production CUBE Level 1 GP C
10/21/2014	3725-199	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-211	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-222	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE OED portion Level
10/21/2014	3725-233	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE Level 2 GP Copies
10/21/2014	3725-240	Accounts Payable	Xerox Corporation-076736941-Sept - Oct 14 Prod CUBE Level 3 GP Copies
10/22/2014	3725-281	Accounts Payable	Office Depot Credit -736438482001-Medium binder clips GP All PY14-10/2
10/22/2014	3725-303	Accounts Payable	Office Depot Credit -736438481001-Disinf. wipes, Blk pens, Dry Erasers, Ba
10/22/2014	3725-322	Accounts Payable	Office Depot Credit -736438481001-Flash Drive,Blue/Blk/red pens,sticky not
10/22/2014	3725-331	Accounts Payable	Office Depot Credit -736438481001-Sm binder clips,Disinf wipes,calc NCRC
10/22/2014	3759-8	Accounts Payable	Office Depot Credit -736438481002-Dry Erasers Bartlett All PY14-11/27/20
10/30/2014	3725-501	Accounts Payable	West Coast Paper Sol-8769923-White copy , colored, blue resume,8.5x17 Bar
10/30/2014	3725-543	Accounts Payable	West Coast Paper Sol-8769924-White copy paper GP PY14-10/31/2014
10/31/2014	3725-5	Accounts Payable	Xerox Corporation-076736943-Oct 14 Finance Copier PY14-11/1/2014

10/31/2014	3725-73	Accounts Payable	Xerox Corporation-076736945-Oct 14 Resource Room Bartlett Copier PY14-
10/31/2014	3725-96	Accounts Payable	Xerox Corporation-076736946-Oct 14 Production Cube Bartlett Copier PY14
10/31/2014	3725-128	Accounts Payable	Xerox Corporation-076736942-Oct 14 Programs GP Copier PY14-11/1/2014
10/31/2014	3725-150	Accounts Payable	Xerox Corporation-076736940-Oct 14 One Stop OED portion GP Copier PY
10/31/2014	3725-171	Accounts Payable	Xerox Corporation-076736941-Oct 14 Production CUBE GP Copier PY14-1
10/31/2014	3725-179	Accounts Payable	Xerox Corporation-076736941-Oct 14 Production CUBE OED portion GP C
11/3/2014	3725-524	Accounts Payable	West Coast Paper Sol-8774119-Green copy paper Bartlett PY14-11/3/2014
11/14/2014	3861-94	Accounts Payable	Office Depot Credit -740564422001-Business Cards TJC ALL-11/14/2014
11/14/2014	3861-124	Accounts Payable	Office Depot Credit -740564422001/593001-Blue Folders Finance Calendar 1
11/14/2014	3861-149	Accounts Payable	Office Depot Credit -740689593001-DVD 100 Pack GP PY14-11/14/2014
11/30/2014	3850-14	Accounts Payable	Xerox Corporation-077161713-Nov 14 Finance Copier PY14-12/1/2014
11/30/2014	3850-21	Accounts Payable	Xerox Corporation-077161713-Oct-Nov 14 Finance Copies PY14-12/1/2014
11/30/2014	3850-37	Accounts Payable	Xerox Corporation-077161714-Nov 14 Admin Copier PY14-12/1/2014
11/30/2014	3850-43	Accounts Payable	Xerox Corporation-077161714-Oct - Nov 14 Black Copies Admin PY14-12
11/30/2014	3850-63	Accounts Payable	Xerox Corporation-077161715-Nov 14 Copier Resource Room Bartlett PY14
11/30/2014	3850-78	Accounts Payable	Xerox Corporation-077161715-Oct - Nov 14 Copies Resource Room Bartlett
11/30/2014	3850-105	Accounts Payable	Xerox Corporation-077161716-Nov 14 Copier Cube Bartlett PY14-12/1/2014
11/30/2014	3850-117	Accounts Payable	Xerox Corporation-077161716-Oct - Nov 14 Level 1 Copies Cube Bartlett PY
11/30/2014	3850-135	Accounts Payable	Xerox Corporation-077161716-Oct - Nov 14 Level 3 Copies Cube Bartlett PY
11/30/2014	3850-145	Accounts Payable	Xerox Corporation-077161712-Nov 14 Copier Programs GP PY14-12/1/2014
11/30/2014	3850-156	Accounts Payable	Xerox Corporation-077161712-Oct - Nov 14 Copies Programs GP PY14-12/
11/30/2014	3850-175	Accounts Payable	Xerox Corporation-077161710-Nov 14 Copier Resource Rm One Stop OED C
11/30/2014	3850-187	Accounts Payable	Xerox Corporation-077161710-Oct - Nov 14 Copies Resource Rm One Stop
11/30/2014	3850-195	Accounts Payable	Xerox Corporation-077161711-Nov 14 Copier Color CUBE Production TJC
11/30/2014	3850-86	Accounts Payable	Xerox Corporation-077161711-Nov 14 Copier Color CUBE Production OED
11/30/2014	3850-13	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 1 Color CUBE Proc
11/30/2014	3850-27	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 1 Color CUBE Proc
11/30/2014	3850-54	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 2 Color CUBE Proc
11/30/2014	3850-88	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 2 Color CUBE Proc
11/30/2014	3850-121	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 3 Color CUBE Proc
11/30/2014	3850-151	Accounts Payable	Xerox Corporation-077161711-Ocr-Nov 14 Copies Level 3 Color CUBE Proc
12/2/2014	3911-1	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Yth Medford-12/2/2014
12/2/2014	3911-3	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Adult GP-12/2/2014
12/2/2014	3911-32	Accounts Payable	Office Depot Credit -743484029001-Calendar Orders Adult Bartlett PY14-12
12/3/2014	3900-11	Accounts Payable	West Coast Paper Sol-8816866-White CopyPaper Admin/Fin + Legal ream P
12/3/2014	3900-50	Accounts Payable	West Coast Paper Sol-8816865-White Copy Paper, Salmon color, 1 case 11x1
12/10/2014	3911-59	Accounts Payable	Office Depot Credit -745030012001-Tissues,pens/pencils,correction tape,Batt
12/10/2014	3911-82	Accounts Payable	Office Depot Credit -745030012001-AA Batteries TJC All PY14-12/10/2014
12/10/2014	3911-109	Accounts Payable	Office Depot Credit -745030012001-Correction Tape Bartlett-12/10/2014
12/10/2014	3911-128	Accounts Payable	Office Depot Credit -745030012001-Correct.tape, cleaners, GP-12/10/2014
12/10/2014	3911-140	Accounts Payable	Office Depot Credit -745030013001-Cleaner Lysol GP PY14-12/10/2014
12/12/2014	3866-99	Accounts Payable	Pacific Office Produ-9220-4100 Cartridge Bartlett PY14-12/12/2014
12/15/2014	3886-27	Accounts Payable	Pacific Office Produ-9226-2 61X toner Cartridge GP PY14-12/15/2014
12/15/2014	3886-47	Accounts Payable	Pacific Office Produ-9226-2 61X Toner Cartridge Bartlett PY14-12/15/2014
12/15/2014	3886-70	Accounts Payable	Pacific Office Produ-9226-96A toner cartridge Classrooms Bartlett-12/15/201

12/16/2014	3886-109	Accounts Payable
12/30/2014	3915-40	Accounts Payable
12/30/2014	3915-66	Accounts Payable
12/30/2014	3915-88	Accounts Payable
12/30/2014	3915-112	Accounts Payable
1/2/2015	3953-137	Accounts Payable
1/8/2015	3953-62	Accounts Payable
1/12/2015	3953-109	Accounts Payable

Allison, Tamara-M12171401-Reimb Walmart- Frames for Staff awards PY14  
 Burt, Penny-M01021506A-Reimb Planners Dollar Tree TJC ALL-12/30/2014  
 Burt, Penny-M01021506B-Reimb. Ice Trays Fred Meyer - Bartlett-7/26/2014  
 Burt, Penny-M01021506C-Reimb Windshiled Cleaner Fred Meyer TJC ALL-  
 Burt, Penny-M01021506D-Reimb Postage shipping headset Hallmark Shop I  
 Office Depot Credit -747856444001-Pens,Wipes,lables,planners Bartlett PY1  
 Heindsmann, Ken-M01121502-Staples: Logitech 400 wireless for projectors-1  
 InstaPrint-32540-White envelopes 2 boxes w/ return address-1/12/2015

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-110-40007-10-00-0000**

**Account: 01-110-40007-10-00-0000 (Office Expenses)**

7/1/2014

*Account Beginning Balance*

7/10/2014	3155-13	Accounts Payable
8/6/2014	3392-16	Accounts Payable

Office Depot Credit -719701408001-Lysol wipes Resource Room PY14-7/10/  
 Office Depot Credit -723398320001-Office Supplies-8/6/2014

*Account Subtotals*

6/30/2015

*Account Net Change*

6/30/2015

*Account Ending Balance*

**01-110-40009-00-00-0000**

**Account: 01-110-40009-00-00-0000 (Insurance)**

7/1/2014

*Account Beginning Balance*

7/1/2014	3120-32	Accounts Payable
7/1/2014	3373-28	Accounts Payable
9/25/2014	3461-14	Accounts Payable
12/18/2014	3887-36	Accounts Payable
12/31/2014	3916-10	Journal Entry
1/1/2015	3895-11	Accounts Payable

CityCounty Insurance-18763-GL/Auto Package Down Payment PY14-7/7/20  
 Association of Orego-082614-Membership fee for CIS Services 7/1/14-6-30-1  
 CityCounty Insurance-09181402-50024 TJC1201300 GL/Auto Package Pay  
 CityCounty Insurance-122314-50024 TJC1201300 GL/Auto Package Paym  
 To record Umbrella Policy for 7/1/14 - 12/31/14  
 Yondorf & Dale, LLC-01021501-Dec 14-Dec 15 Bartlett Ins Umbrella/Comm

*Account Subtotals*



6/30/2015

*Account Net Change*

<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
		\$57,404.93
	<u>\$57,404.93</u>	
<u>\$0.00</u>	<u>\$57,404.93</u>	
		<u>(\$57,404.93)</u>
		<u><u>\$0.00</u></u>
		\$0.00
\$4.36		
	<u>\$4.36</u>	
<u>\$4.36</u>	<u>\$4.36</u>	
		<u>\$0.00</u>
		<u><u>\$0.00</u></u>

\$0.00

\$393.47

\$393.47

\$393.47

\$393.47

\$0.00

\$0.00

\$0.00

\$140.63

\$140.63

\$361.05

\$383.70

\$361.05

\$383.70

\$885.38

\$885.38

\$0.00

\$0.00

\$0.00

\$55.00

\$55.00

\$112.60

\$112.60

\$12.10

\$12.10

\$179.70

\$179.70

\$0.00

\$0.00

\$117.12

\$117.12

\$0.00

\$117.12

(\$117.12)

\$0.00

\$0.00

\$224.71

\$137.65

\$15.31

\$28.31

\$15.31

\$15.31

\$224.71

\$137.65

\$15.31

\$28.31

\$224.71

\$137.65

\$15.31

\$28.31

\$224.71  
\$137.65  
\$15.31  
\$28.31  
\$224.71  
\$137.65  
\$15.31  
\$28.31  
\$224.71  
\$137.65  
\$15.31  
\$28.31  
\$224.71  
\$137.65  
\$15.31  
\$28.31

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\$15.31      \$2,857.17

(\$2,841.86)

(\$2,841.86)

\$0.00

\$110.93  
\$67.95  
\$7.56  
\$13.98  
\$7.56  
\$110.93  
\$67.95  
\$7.56  
\$13.98  
\$110.93  
\$67.95  
\$7.56  
\$13.98  
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\$7.56

\$67.95  
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\$13.98  
\$110.93  
\$67.95  
\$7.56  
\$13.98  
\$110.93  
\$67.95  
\$7.56  
\$13.98

---

\$7.56      \$1,410.50

(\$1,402.94)

(\$1,402.94)

\$0.00

\$10.64  
\$10.64  
\$10.64  
\$10.64  
\$10.64  
\$10.64  
\$10.64  
\$10.64  
\$10.64  
\$10.64

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\$10.64      \$96.44

(\$85.80)

(\$85.80)

\$0.00

\$962.21

\$962.21

\$16.67

\$977.02

\$16.67

\$26.13

\$16.67

\$16.67

\$977.02

\$28.04

\$42.86

\$16.67

\$977.02

\$28.04

\$977.02

\$898.62

\$16.67

\$977.02

\$28.04

\$16.67

\$977.02

\$28.04

\$16.67

\$977.02

\$28.04

\$287.43

\$16.67

\$898.62

\$28.04

\$1,955.90

\$9,279.59

(\$7,323.69)

(\$7,323.69)

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\$0.18

\$10.39

\$0.18

\$0.28

\$0.18

\$0.18

\$10.39

\$0.30

\$0.46

\$0.18

\$10.39

\$0.30

\$10.39

\$9.56

\$0.18

\$10.39

\$0.30

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\$10.39

\$0.30

\$0.18

\$10.39

\$0.30

\$3.08

\$0.18

\$9.56

\$0.30

\$10.57

\$88.52

(\$77.95)

(\$77.95)



\$0.00

\$57,404.93

\$18,840.00  
\$14,300.00  
\$1,980.00  
\$5,900.00  
\$48,990.00  
\$8,980.00  
\$4,880.00  
\$1,590.00  
\$48,140.00  
\$480.00  
\$5,410.00  
\$19,650.00  
\$39,950.00  
\$10,080.00  
\$6,530.00  
\$30,210.00  
\$9,060.00  
\$41,280.00  
\$27,710.00  
\$5,540.00  
\$69.26  
\$63,790.00  
\$11,865.00  
\$11,211.00  
\$10,313.00  
\$60,539.00  
\$2,483.00

\$57,404.93

\$509,770.26

(\$452,365.33)

(\$452,365.33)

\$0.00

\$79.00

	\$445.00
<hr/>	
\$0.00	\$524.00

(\$524.00)

(\$524.00)

\$0.00

	\$90.00
<hr/>	
\$0.00	\$90.00

(\$90.00)

(\$90.00)

\$0.00

	\$5.26
	\$214.35
	\$195.14
	\$10.02
	\$227.66
	\$255.54
	\$148.64
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\$0.00	\$1,056.61

(\$1,056.61)

(\$1,056.61)

\$0.00

\$88.86

\$92.52

\$73.18

\$708.35

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\$0.00      \$962.91

(\$962.91)

(\$962.91)

\$0.00

\$4.91

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\$0.00      \$4.91

(\$4.91)

(\$4.91)

\$0.00

\$95.32

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\$0.00      \$95.32

(\$95.32)

(\$95.32)

\$0.00

                  \$790.09  
\$0.00        \$790.09

(\$790.09)

(\$790.09)

\$0.00

                  \$616.15  
\$0.00        \$616.15

(\$616.15)

(\$616.15)

\$0.00

      \$81.98  
\$81.98        \$0.00

      \$81.98

\$81.98

\$0.00

\$5.26

\$5.26

\$0.00

\$5.26

\$5.26

\$0.00

\$72.13

\$4.64

\$76.77

\$0.00

\$76.77

\$76.77

\$0.00

\$0.06

\$0.06

\$0.00

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\$0.06

\$0.00

\$0.78  
\$1.81  
\$12.46  
\$0.17  
\$3.28  
\$22.37  
\$0.11  
\$2.92  
\$3.12  
\$6.23  
\$0.93  
\$13.29  
\$1.18  
\$14.47  
\$1.04  
\$2.51  
\$16.14  
\$2.58  
\$4.17  
\$1.54  
\$0.35  
\$8.20

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\$119.65      \$0.00

\$119.65

\$119.65

\$0.00

\$0.12  
\$0.09  
\$7.00  
\$96.70  
\$0.18  
\$23.90  
\$1.53  
\$3.07  
\$43.29  
\$4.49  
\$57.33  
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\$0.45  
\$0.85  
\$3.05  
\$17.25  
\$0.42  
\$43.29  
\$0.40  
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\$2.57  
\$0.30  
\$3.94  
\$0.38  
\$0.93  
\$0.06  
\$0.16  
\$73.00  
\$9.46  
\$56.89  
\$117.12  
\$7.97  
\$0.16  
\$0.27  
\$0.10  
\$0.02  
\$44.42  
\$0.70

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\$622.78      \$0.00

\$622.78

\$622.78

\$0.00

\$46.23

\$3.61

\$7.00

\$6.77

\$53.40

\$55.20

\$39.65

\$5.24

\$16.82

\$6.82

\$7.40

\$2.27

\$0.53

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\$0.11

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\$15.34

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\$4.44

\$32.37

\$35.91

\$14.99

\$76.73

\$10.51

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\$5.33

\$6.88

\$7.10

\$0.07

\$11.31

\$6.23

\$5.01

\$34.06

\$0.67

\$32.38



\$17.18  
\$1.29  
\$23.29  
\$0.04  
\$24.48  
\$8.90  
\$13.56  
\$6.74  
\$5.03  
\$0.64  
\$98.41  
\$0.33  
\$31.79  
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\$18.63  
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\$6.02  
\$0.59  
\$12.95  
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\$11.32  
\$1.62  
\$2.10  
\$12.06

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\$1,150.65      \$0.00

\$1,150.65

\$1,150.65

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\$3.34

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\$3.34

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\$3.34

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\$7.00

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\$107.63

\$10.48

\$89.30

\$34.14

\$10.20

\$2.99

\$5.01

\$19.42

\$1.52

\$75.82

\$14.59

\$40.44

\$7.83

\$24.82

\$1.95

\$42.97

\$11.73

\$4.82

\$5.01

\$0.27

\$35.27

\$6.83

\$17.64

\$1.38  
\$35.97  
\$9.81  
\$10.20  
\$19.43  
\$75.82  
\$14.59  
\$3.91  
\$0.40  
\$35.23  
\$9.89  
\$4.27  
\$7.69  
\$15.63  
\$37.02  
\$0.97  
\$14.83  
\$30.43  
\$70.73  
\$8.93  
\$16.66  
\$13.05  
\$66.75  
\$18.19  
\$13.32  
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\$6.54  
\$6.12  
\$7.03  
\$9.75  
\$18.69  
\$15.66  
\$3.01  
\$0.64  
\$30.36  
\$8.03

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\$1,543.81

\$119.01

\$1,424.80

\$1,424.80

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\$0.02

\$0.16

\$0.08

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\$0.10

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\$0.03

\$0.75

\$0.14

\$0.20

\$0.23

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\$0.07

\$0.20

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\$5.59

\$5.59

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\$909.95

\$914.37

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\$2,791.10

\$2,791.10

\$0.00

\$595.00

\$57.56

\$4.50

\$920.86

\$584.83

\$58.41

\$12.25

\$75.00

\$336.04

\$672.07

\$58.70

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\$0.00

\$3,375.22

\$3,375.22

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\$331.28

\$359.68

\$903.52

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\$903.52

\$903.52

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\$212.55

\$212.55

\$0.00

\$212.55

\$212.55

\$0.00

\$22.44

\$24.50

\$37.78  
\$22.25  
\$143.90  
\$21.92  
\$27.40  
\$37.78  
\$21.92  
\$143.90  
\$24.50  
\$30.84  

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\$559.13      \$0.00

\$559.13

\$559.13

\$0.00

\$1.93  
\$0.38  
\$6.15  
\$1.62  
\$1.57  
\$3.26  
\$0.45  
\$1.43  
\$12.40  
\$1.41  
\$1.75  
\$3.26  
\$1.41  
\$12.40  
\$1.57  
\$1.98  

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\$52.97      \$0.00

\$52.97

\$52.97

\$0.00

\$23.58

\$89.30

\$23.58

\$136.46

\$0.00

\$136.46

\$136.46

\$0.00

\$0.25

\$0.95

\$0.25

\$1.45

\$0.00

\$1.45

\$1.45

\$0.00

\$32.95

\$14.02



\$175.25

\$5.04

\$86.82

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\$314.08      \$0.00

\$314.08

\$314.08

\$0.00

\$2.12

\$0.90

\$11.26

\$25.00

\$425.00

\$24.99

\$25.00

\$170.00

\$0.33

\$7,000.00

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\$179.50

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\$7,869.67      \$0.00

\$7,869.67

\$7,869.67

\$0.00

\$48.92

\$14.39

\$786.74  
\$16.82  
\$16.82  
\$16.82  
\$16.82  
\$370.22  
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\$786.74  
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\$16.82  
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\$16.82  
\$16.82  
\$16.82  
\$16.82  
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\$8.93

\$786.74

\$165.06  
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\$16.82  
\$16.82  
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\$16.82

\$16.82  
\$16.82  
\$16.82  
\$786.74  
\$48.92  
\$8.93  

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\$7,750.91      \$786.74

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\$6,964.17  

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\$6,964.17

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\$4.21  
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\$388.37

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\$3,596.46

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\$8,700.72

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          \$22,865.93

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\$243.16      \$0.00

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\$243.16  

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\$243.16

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\$2,488.46      \$0.00

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\$2,488.46  

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\$19.84

\$19.84

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\$3.28

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\$41.05

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\$575.55

\$575.55

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\$6.11

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\$1,880.50

\$0.00



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\$18.62

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\$18.62

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\$1,958.59      \$0.00

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\$6.95      \$0.00

\$6.95

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\$39.60      \$0.00

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\$276.41

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\$61.74

\$61.74

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\$162.49

\$162.49

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\$409.36      \$187.88

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\$339.84  

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\$167.76

\$167.76

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\$183.70  
\$496.70  
\$8.00  
\$550.62  
\$159.08  
\$30.93  
\$78.62  
\$394.40  
\$174.01  
\$512.82  
\$6.99  
\$549.42

\$159.08  
\$30.93  
\$78.62  
\$394.40  
\$174.01  
\$512.82  
\$6.99  
\$549.42

\$30.93  
\$159.08  
\$78.62  
\$394.40  
\$174.01  
\$512.82  
\$6.99  
\$549.42  
\$180.31  
\$29.49

\$5.88  
\$365.18  
\$171.48  
\$453.19  
\$5.81  
\$486.22  
\$435.52

\$180.31  
\$29.49  
\$5.88  
\$365.18  
\$171.48  
\$453.19  
\$5.81  
\$486.22  
\$435.52

\$29.49  
\$180.31  
\$5.88  
\$365.18  
\$171.48  
\$453.19  
\$5.81  
\$486.22  
\$435.52

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\$23,830.26      \$11,915.13

\$11,915.13

\$11,915.13

\$0.00

\$7.13

\$7.13

\$7.13

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\$14.26      \$7.13



\$7.13

\$7.13

\$0.00

\$0.09

\$0.09

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\$0.04

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\$0.04

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\$0.08

\$11.42

\$11.42

\$11.42

\$0.13

\$0.13

\$0.13

\$23.70

\$11.85

\$11.85

\$11.85

\$0.00

\$4.15

\$30.13

\$0.29

\$0.35

\$2.41

\$4.15

\$4.15

\$0.09

\$0.01

\$2.20

\$0.09

\$0.09

\$2.29

\$2.41

\$2.41

\$2.41

\$2.10

\$0.88

\$2.10

\$0.88

\$2.10

\$0.88

\$56.94

\$9.63

\$47.31

\$47.31

\$0.00

\$0.02

\$0.02

\$0.02

\$0.04

\$0.02

\$0.02

\$0.02

\$0.00

\$3.75  
\$9.60  
\$0.12  
\$0.66  
\$21.75  
\$0.94  
\$0.02  
\$0.02  
\$0.13

\$3.75  
\$9.60  
\$0.12

\$9.60  
\$0.12  
\$3.75  
\$2.66  
\$8.67  
\$0.04  
\$0.15  
\$0.15  
\$0.65  
\$6.04  
\$0.01  
\$0.03  
\$0.04  
\$0.12

\$2.66  
\$8.67  
\$0.04  
\$0.15  
\$0.15

\$8.67  
\$0.04  
\$2.66  
\$0.15  
\$0.15  
\$19.11  
\$0.11  
\$3.52

\$0.07  
\$0.13

\$9.55  
\$19.11  
\$0.11  
\$3.52  
\$0.07

\$19.11  
\$0.11  
\$3.52  
\$0.07  
\$3.25  
\$9.97  
\$0.13

\$3.25  
\$9.97  
\$0.13

\$9.97  
\$3.25  
\$0.13  
\$8.71  
\$2.69  
\$0.11

\$8.71  
\$2.69  
\$0.11

\$8.71  
\$2.69  
\$0.11

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\$176.16      \$82.36

\$93.80

\$93.80

\$0.00

\$0.02  
\$1.28

\$2.66  
\$4.06  
\$1.18  
\$0.02  
\$5.03  
\$2.59  
\$0.05  
\$3.42  
\$0.17  
\$0.01  
\$0.23  
\$2.46  
\$11.69  
\$8.62  
\$6.14  
\$14.75  
\$0.36  
\$0.41  
\$0.02  
\$5.43  
\$0.80  
\$5.16  
\$0.01  
\$0.74  
\$0.11

\$0.02  
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\$2.66  
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\$1.18  
\$0.02  
\$5.03  
\$2.59  
\$0.05  
\$3.42  
\$0.17

\$0.02  
\$4.06  
\$2.59  
\$2.66  
\$0.02  
\$5.03  
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\$1.28  
\$0.05

\$1.18  
\$3.42  
\$3.04  
\$3.12  
\$3.68  
\$1.79  
\$0.47  
\$3.86  
\$3.12  
\$1.60  
\$1.60  
\$3.70  
\$3.72  
\$0.12  
\$0.64  
\$6.75  
\$6.34  
\$0.28  
\$1.51  
\$2.72  
\$1.61  
\$7.59  
\$12.14  
\$0.60  
\$10.20  
\$0.88  
\$0.68  
\$0.05  
\$0.28  
\$0.06  
\$2.14  
\$0.44

\$7.22  
\$3.04  
\$3.12  
\$3.68  
\$1.79  
\$0.47  
\$3.86  
\$3.12  
\$1.60  
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\$3.70  
\$3.72  
\$0.12

\$3.70  
\$3.68  
\$1.60  
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\$0.47  
\$3.86  
\$0.12  
\$3.04  
\$1.60  
\$1.79  
\$3.72  
\$3.12  
\$3.72  
\$3.86  
\$3.22  
\$0.39  
\$0.45  
\$0.09  
\$3.86  
\$0.16  
\$0.69  
\$0.96  
\$3.44  
\$3.27  
\$0.71  
\$0.03  
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\$0.06

\$3.72  
\$3.86  
\$3.22  
\$0.39  
\$0.45  
\$0.09  
\$3.86  
\$0.16  
\$0.69  
\$0.96  
\$3.44  
\$3.27

\$3.72  
\$3.86  
\$0.39  
\$3.22  
\$0.45

\$0.09  
\$3.86  
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\$0.69  
\$0.96  
\$3.44  
\$3.27  
\$0.29  
\$1.12  
\$0.17  
\$3.58  
\$4.06  
\$4.57  
\$0.07  
\$2.87  
\$3.42  
\$0.75  
\$1.52  
\$5.60  
\$3.46  
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\$0.29  
\$1.12  
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\$4.06  
\$4.57  
\$0.07  
\$2.87  
\$3.42  
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\$1.52  
\$5.60  
\$3.46  
\$0.44  
\$0.11

\$5.60  
\$4.06  
\$0.29  
\$1.52  
\$3.58  
\$0.07  
\$2.87  
\$0.44



\$0.17  
\$0.75  
\$4.57  
\$3.46  
\$0.11  
\$3.42  
\$1.12  
\$5.34  
\$3.50  
\$0.80  
\$3.71  
\$2.08  
\$0.04  
\$0.01  
\$2.93  
\$0.36  
\$0.66  
\$0.04  
\$0.65  
\$4.86  
\$3.19  
\$0.07  
\$2.98  
\$0.54  
\$1.94

\$5.34  
\$3.50  
\$0.80  
\$3.71  
\$2.08  
\$0.04  
\$0.01  
\$2.93  
\$0.36  
\$0.66  
\$0.04  
\$0.65  
\$4.86  
\$3.19  
\$0.07  
\$2.98  
\$0.54  
\$1.94

\$5.34  
\$3.50

\$0.80  
\$2.08  
\$3.71  
\$0.04  
\$0.01  
\$2.93  
\$0.36  
\$0.66  
\$0.04  
\$0.65  
\$4.86  
\$3.19  
\$0.07  
\$2.98  
\$0.54  
\$1.94  
\$0.02

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\$393.30      \$147.36

\$245.94

\$245.94

\$0.00

\$0.03

\$0.03

\$0.03

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\$0.06      \$0.03

\$0.03

\$0.03

\$0.00

\$3.89  
\$3.68  
\$3.83  
\$0.62  
\$0.81  
\$4.82  
\$2.26  
\$0.10  
\$2.08  
\$0.65  
\$1.65  
\$11.30  
\$0.07  
\$5.95  
\$0.59  
\$0.27  
\$0.03  
\$0.25  
\$1.72  
\$0.24  
\$0.03  
\$1.77  
\$0.24  
\$1.10

\$0.81  
\$5.95  
\$3.89  
\$3.68  
\$3.83  
\$0.62  
\$0.81  
\$4.82  
\$2.26  
\$0.10  
\$2.08

\$0.62  
\$2.26  
\$3.89  
\$0.81  
\$0.10  
\$3.83  
\$4.82

\$3.68  
\$2.08  
\$4.14  
\$3.49  
\$3.19  
\$0.58  
\$0.33  
\$0.05  
\$4.37  
\$0.95  
\$1.03  
\$0.73  
\$25.33  
\$2.36  
\$8.76  
\$0.09  
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\$0.01  
\$0.71  
\$1.76  
\$0.17  
\$0.12  
\$0.23

\$4.14  
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\$0.05  
\$4.37  
\$0.95  
\$1.03  
\$0.73

\$0.58  
\$0.73  
\$4.14  
\$0.05  
\$0.95  
\$3.19  
\$4.37  
\$3.49  
\$1.03  
\$0.33  
\$0.26  
\$2.49

\$1.08  
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\$1.86  
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\$1.89  
\$4.66  
\$3.51  
\$0.15  
\$0.37  
\$0.22

\$0.26  
\$2.49  
\$1.08  
\$0.28  
\$1.86  
\$2.66  
\$1.89  
\$4.66  
\$3.51  
\$0.15  
\$0.37

\$0.26  
\$1.08  
\$0.28  
\$2.49  
\$1.86  
\$2.66  
\$1.89  
\$4.66  
\$3.51  
\$0.15  
\$0.37  
\$0.33  
\$3.04  
\$0.22  
\$7.54  
\$2.71  
\$1.90  
\$0.08  
\$0.48  
\$5.35  
\$2.34  
\$0.25  
\$1.27

\$3.04

\$0.22  
\$7.54  
\$2.71  
\$1.90  
\$0.08  
\$0.48  
\$5.35  
\$2.34  
\$0.25  
\$1.27

\$1.27  
\$0.25  
\$3.04  
\$1.90  
\$0.48  
\$2.34  
\$2.71  
\$5.35  
\$0.08  
\$7.54  
\$0.22  
\$0.99  
\$2.06  
\$0.43  
\$3.43  
\$0.46  
\$2.93  
\$2.22  
\$4.83  
\$0.09  
\$6.48  
\$2.45  
\$0.16

\$0.99  
\$2.06  
\$0.43  
\$3.43  
\$0.46  
\$2.93  
\$2.22  
\$4.83  
\$0.09  
\$6.48  
\$2.45  
\$0.16

\$0.99  
\$0.43  
\$3.43  
\$2.06  
\$0.46  
\$2.93  
\$2.22  
\$4.83  
\$0.09  
\$6.48  
\$2.45  
\$0.16

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\$289.75      \$118.63

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\$171.12

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\$171.12

\$0.00

\$0.08

\$0.08

\$0.08

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\$0.16

\$0.08

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\$0.08

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\$0.08

\$0.00

\$0.11

\$0.11

\$0.11  
\$0.22      \$0.11

\$0.11

\$0.11

\$0.00

\$76.45  
\$76.45  
\$32.50  
\$12.85  
\$139.72  
\$17.40  
\$13.79  
\$15.11  
\$76.45  
\$34.17  
\$17.10  
\$82.84  
\$82.84  
\$677.67      \$0.00

\$677.67

\$677.67

\$0.00

\$65.00  
\$32.50  
\$32.50



\$32.50  
\$47.50  
\$47.50  
\$95.00  
\$47.50  
\$32.50  
\$32.50  
\$113.79  
\$99.45  

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\$678.24      \$0.00

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\$678.24  

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\$678.24

\$0.00

\$32.50  
\$6.34  
\$32.50  
\$6.00  

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\$77.34      \$0.00

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\$77.34  

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\$77.34

\$0.00

\$5.00  
\$5.50  
\$10.50  
\$2.50

\$2.75  
\$127.16  
\$5.00  
\$2.75  
\$5.50  
\$7.00  
\$5.00  
\$2.75  

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\$181.41      \$0.00

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\$181.41  

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\$181.41

\$0.00

\$19.68  
\$29.08  
\$81.95  
\$35.34  
\$192.47  
\$76.45  
\$114.79  
\$111.79  
\$111.79  
\$13.92  
\$17.95  
  
\$14.30      \$17.95  
  
\$26.42      \$76.45  
\$217.24  
\$211.23  
\$26.57  
\$21.00  
\$12.34  
\$29.00  
\$29.00  
\$105.45

\$152.90  
\$25.00  
\$15.00  
\$93.95  
\$3.00  
\$51.94

\$25.01  
\$0.01

\$43.00  
\$29.00  
\$18.74  
\$79.50  
\$22.21  
\$463.95  
\$6.00  
\$25.00  
\$1,937.50  
\$154.58  
\$154.57  
\$154.58  
\$154.58  
\$309.15  
\$39.30  
\$35.33  
\$24.99  
\$21.17

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\$5,512.70      \$119.42

\$5,393.28

\$5,393.28

\$0.00

\$2,200.00  
\$2,200.00  
\$2,500.00  
\$65.00

\$1,516.00

\$290.50  
\$155.50  
\$865.00  
\$400.00  
\$435.00  
\$324.00  
\$1,516.00  
\$189.00  
\$400.00  
\$438.92  
\$158.50  

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\$12,137.42      \$1,516.00

\$10,621.42

\$10,621.42

\$0.00

\$965.00  
\$1,000.00  
\$1,000.00  
\$500.00  
\$1,000.00  
\$545.00  
\$700.00  
\$1,400.00  
\$40.00  
\$700.00  
\$1,860.00  
\$800.00  
\$833.00  
\$522.00  
\$1,540.00  
\$189.81  
\$965.00  
\$1,600.00  
\$800.00  
\$1,140.00

\$1,540.00  
\$1,600.00  
\$1,540.00  
\$935.00  
\$1,140.00  
\$1,400.00  

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\$26,254.81      \$0.00

\$26,254.81

\$26,254.81

\$0.00

\$2,410.00  
\$2,500.00  
\$140.70  
\$813.20  
\$700.00  
\$1,200.00  
\$229.00  
\$229.00  
\$1,440.00  
\$1,540.00  
\$60.00  
\$2,500.00  
\$60.00  
\$60.00  
\$758.00  
\$800.00  
\$965.00  

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\$16,404.90      \$0.00

\$16,404.90

\$16,404.90

\$0.00

\$1,656.00

\$1,540.00

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\$3,196.00

\$0.00

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\$3,196.00

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\$3,196.00

\$0.00

\$700.00

\$700.00

\$700.00

\$770.00

\$770.00

\$770.00

\$482.50

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\$4,892.50

\$0.00

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\$4,892.50

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\$4,892.50

\$0.00

\$2,000.00

\$3,500.00

\$3,180.00  
\$2,500.00  

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\$11,180.00      \$0.00

\$11,180.00  
\$11,180.00

\$0.00

\$379.44  
\$3,100.00  
\$3,636.00  
\$1,804.80  
\$917.50  
\$3,500.00  
\$1,940.00  

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\$15,277.74      \$0.00

\$15,277.74  
\$15,277.74

\$0.00

\$65.00  
\$152.00  
\$152.00  
\$65.00  
\$65.00  

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\$499.00      \$0.00

\$499.00

\$499.00

\$0.00

\$45.00

\$45.00

\$45.00

\$45.00

\$45.00

\$10.00

\$10.00

\$10.00

\$10.00

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\$45.00

\$45.00

\$45.00

\$45.00

\$45.00

\$45.00

\$10.00

\$10.00

\$10.00

\$710.00      \$0.00

\$710.00

\$710.00



\$0.00

\$65.00

\$65.00

\$152.00

\$65.00

\$65.00

\$65.00

\$152.00

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\$629.00      \$0.00

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\$629.00

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\$629.00

\$0.00

\$10.00

\$10.00

\$10.00

\$10.00

\$10.00

\$45.00

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\$95.00      \$0.00

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\$95.00

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\$95.00

\$0.00

\$962.75

\$1,087.74

\$14.39  
\$1,021.55  
\$14.39  
\$14.39  
\$1,304.56  
\$14.39  
\$28.78  
\$28.78  
\$1,298.70  
\$7.19  
\$14.39  
\$14.39  
\$14.39  

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\$5,812.00      \$28.78

\$5,783.22

\$5,783.22

\$0.00

\$1.24  
\$1.24  
\$1.24  
\$1.24  
\$2.48  
\$2.48  
\$0.61  
\$1.24  
\$1.24  
\$1.24  

---

\$11.77      \$2.48

\$9.29

\$9.29

\$0.00

\$112.00

\$114.55

\$103.76

\$126.00

\$96.00

\$147.20

\$107.52

\$4,550.00

\$130.56

\$141.47

\$87.27

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\$5,716.33      \$0.00

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\$5,716.33

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\$5,716.33

\$0.00

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\$303.50

\$303.50      \$0.00

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\$303.50

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\$303.50

\$49,609.25

	<u>\$49,609.25</u>
\$0.00	\$49,609.25

(\$49,609.25)  
\$0.00

\$0.00

\$4.37	
	<u>\$4.37</u>
<u>\$4.37</u>	\$4.37

\$0.00  
\$0.00

\$0.00

\$393.47	
	<u>\$393.47</u>
<u>\$393.47</u>	\$393.47

\$0.00  
\$0.00

\$0.00

\$80.73

\$80.73

\$361.05

\$366.30

\$361.05

\$366.30

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\$808.08

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\$808.08

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\$0.00

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\$0.00

\$0.00

\$26.25

\$220.00

\$26.25

\$220.00

\$168.25

\$168.25

\$26.25

\$26.25

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\$440.75

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\$440.75

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\$0.00

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\$0.00

\$116.88

\$116.88  
\$0.00        \$116.88

                   (\$116.88)  
                   \$0.00

\$0.00

\$15.31        \$224.71  
                  \$137.65  
                  \$15.31  
                  \$28.31  
                  \$15.31  
                  \$224.71  
                  \$137.65  
                  \$15.31  
                  \$28.31  
                  \$224.71  
                  \$137.65  
                  \$15.31  
                  \$28.31  
                  \$224.71  
                  \$137.65  
                  \$15.31  
                  \$28.31  
                  \$224.71  
                  \$137.65  
                  \$15.31  
                  \$28.31  
                  \$224.71  
                  \$137.65  
                  \$15.31  
                  \$28.31

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\$15.31      \$2,857.17

(\$2,841.86)

(\$2,841.86)

\$0.00

\$110.93

\$67.95

\$7.56

\$13.98

\$7.56

\$7.56

\$110.93

\$67.95

\$7.56

\$13.98

\$110.93

\$67.95

\$7.56

\$13.98

\$110.93

\$67.95

\$7.56

\$13.98

\$110.93

\$67.95

\$7.56

\$13.98

\$110.93

\$67.95

\$7.56

\$13.98

\$110.93

\$67.95

\$7.56

\$13.98

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\$7.56      \$1,410.50

(\$1,402.94)

(\$1,402.94)

\$0.00

\$11.78

\$11.78

\$11.77

\$11.78

\$12.54

\$11.78

\$11.78

\$11.78

\$11.78

\$11.78

\$11.78

\$106.77

(\$94.99)

(\$94.99)

\$0.00

\$962.22

\$962.22

\$16.39

\$960.60

\$16.39

\$25.69

\$16.39

\$16.39



\$960.60  
\$27.57  
\$42.15  
\$16.39  
\$960.60  
\$27.57

\$960.60

\$883.52  
\$16.39  
\$960.60  
\$27.57  
\$16.39  
\$960.60  
\$27.57  
\$16.39  
\$960.60  
\$27.57  
\$282.59  
\$16.39  
\$883.52  
\$27.57

\$1,939.21

\$9,139.83

(\$7,200.62)

(\$7,200.62)

\$0.00

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\$10.39

\$0.18

\$0.28  
\$0.18  
\$0.18  
\$10.39  
\$0.30  
\$0.46  
\$0.18

	\$10.39
	\$0.30
\$10.39	
	\$9.56
	\$0.18
	\$10.39
	\$0.30
	\$0.18
	\$10.39
	\$0.30
	\$0.18
	\$10.39
	\$0.30
	\$3.08
	\$0.18
	\$9.56
	\$0.30
<hr/>	<hr/>
\$10.57	\$88.52

(\$77.95)

(\$77.95)

\$0.00

\$49,609.25	
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	\$16,730.00
	\$2,540.00
	\$5,600.00
	\$57,120.00
	\$5,770.00
\$1,000.00	
	\$2,410.00
	\$43,580.00
	\$3,070.00
	\$2,550.00
	\$9,870.00
	\$42,490.00

\$10,660.00  
\$1,060.00  
\$2,310.00  
\$4,680.00  
\$45,410.00  
\$12,390.00  
\$13,030.00  
\$4,640.00  
\$58,500.00  
\$9,823.00

\$4,518.00

\$9,960.00  
\$49,998.00  
\$12,644.00

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\$55,127.25      \$445,365.00

(\$390,237.75)

(\$390,237.75)

\$0.00

\$5.26  
\$336.02  
\$356.36

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\$0.00      \$697.64

(\$697.64)

(\$697.64)

\$0.00

	\$378.65
	\$394.24
	\$311.90
	\$410.10
<hr/>	
\$0.00	\$1,494.89

(\$1,494.89)

(\$1,494.89)

\$0.00

	\$7.86
<hr/>	
\$0.00	\$7.86

(\$7.86)

(\$7.86)

\$0.00

	\$94.34
<hr/>	
\$0.00	\$94.34

(\$94.34)

(\$94.34)

\$0.00

	<u>\$661.35</u>
\$0.00	\$661.35

(\$661.35)

(\$661.35)

\$0.00

	<u>\$482.50</u>
\$0.00	\$482.50

(\$482.50)

(\$482.50)

\$0.00

<u>\$87.37</u>	
\$87.37	\$0.00

\$87.37

\$87.37

\$0.00

\$5.26

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\$5.26      \$0.00

\$5.26

\$5.26

\$0.00

\$72.12

\$4.58

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\$76.70      \$0.00

\$76.70

\$76.70

\$0.00

\$0.04

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\$0.04      \$0.00

\$0.04

\$0.04

\$0.00

\$0.77  
\$1.90  
\$12.46  
\$0.18  
\$3.28  
\$22.38  
\$0.11  
\$3.09  
\$3.11  
\$6.23  
\$0.93  
\$14.07  
\$1.25  
\$15.31  
\$1.10  
\$2.65  
\$16.14  
\$2.72  
\$4.42  
\$1.64  
\$0.37  
\$8.92

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\$123.03      \$0.00

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\$123.03

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\$123.03

\$0.00

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\$1.62

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\$3.08  
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\$57.33  
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\$0.45  
\$0.85  
\$3.05  
\$17.25  
\$0.42  
\$43.28  
\$0.41  
\$0.08  
\$0.45  
\$2.56  
\$0.29  
\$3.94  
\$0.38  
\$0.93  
\$0.07  
\$0.16  
\$72.99  
\$9.46  
\$56.90  
\$116.88  
\$7.96  
\$0.17  
\$0.27  
\$0.10  
\$0.02  
\$44.42  
\$0.71

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\$631.18      \$0.00

        \$631.18  
        \$631.18



\$0.00

\$46.22  
\$4.00  
\$7.00  
\$6.77  
\$59.10  
\$55.20  
\$39.65  
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\$18.63  
\$7.52  
\$8.19  
\$2.26  
\$0.53  
\$0.09  
\$0.67  
\$0.11  
\$17.18  
\$15.34  
\$5.63  
\$4.44  
\$32.38  
\$35.91  
\$84.93  
\$0.56  
\$5.90  
\$6.88  
\$6.97  
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\$11.31  
\$6.23  
\$5.00  
\$34.06  
\$0.67  
\$32.38  
\$17.18  
\$1.42  
\$25.79  
\$0.04

\$24.49  
\$8.91  
\$13.56  
\$6.75  
\$5.58  
\$0.72  
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\$0.33  
\$31.78  
\$16.83  
\$10.21  
\$5.80  
\$24.17  
\$18.63  
\$20.76  
\$8.02  
\$21.29  
\$18.89  
\$16.58  
\$43.10  
\$78.13  
\$6.82  
\$0.65  
\$14.32  
\$30.45  
\$12.54  
\$1.78  
\$2.31  
\$13.30

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\$1,177.23      \$0.00

\$1,177.23

\$1,177.23

\$0.00

\$3.34

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\$3.34      \$0.00

\$3.34

\$3.34

\$0.00

\$7.00

\$23.32

\$42.38

\$11.38

\$183.03

\$107.63

\$10.27

\$87.80

\$33.58

\$10.20

\$2.99

\$5.01

\$19.08

\$1.49

\$75.82

\$14.34

\$40.44

\$7.70

\$24.82

\$1.91

\$42.97

\$11.52

\$14.99

\$4.82

\$5.01

\$0.27

\$35.27

\$6.71

\$17.64

\$1.36

\$35.96

\$9.65

\$10.20  
\$19.08  
\$75.82  
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\$3.91  
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\$35.22  
\$9.72  
\$4.21  
\$7.56  
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\$8.93  
\$16.67  
\$12.82  
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\$17.88  
\$13.32  
\$4.49  
\$2.10  
\$20.69  
\$0.70  
\$37.85  
\$16.72  
\$19.75  
\$6.42  
\$6.12  
\$6.92  
\$9.75  
\$18.38  
\$15.39  
\$2.98  
\$0.66  
\$29.85  
\$7.90

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\$1,433.19      \$119.01

\$1,314.18

\$1,314.18

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\$0.18  
\$0.08  
\$0.95  
\$0.37  
\$0.20  
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\$0.15  
\$0.08  
\$0.02  
\$0.12  
\$0.08  
\$0.02  
\$0.11  
\$0.20  
\$0.15  
\$0.12  
\$0.07  
\$0.09  
\$0.01  
\$0.03  
\$0.75  
\$0.13  
\$0.19  
\$0.22  
\$0.18  
\$0.07  
\$0.08  
\$0.20  
\$0.17  
\$0.04  
\$0.02  
\$0.32  
\$0.08

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\$5.62

\$0.00

\$5.62

\$5.62

\$0.00

\$949.12

\$74.20

\$963.16

\$967.84

\$2,954.32      \$0.00

\$2,954.32

\$2,954.32

\$0.00

\$595.00

\$57.56

\$4.50

\$920.86

\$584.82

\$58.42

\$12.24

\$75.00

\$336.03

\$672.07

\$58.69

\$3,375.19      \$0.00

\$3,375.19

\$3,375.19

\$0.00

\$212.56

\$366.71

\$398.14

\$977.41

\$0.00

\$977.41

\$977.41

\$0.00

\$212.55

\$212.55

\$0.00

\$212.55

\$212.55

\$0.00

\$24.45

\$25.92

\$41.13

\$23.56

\$156.70  
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\$29.00  
\$41.13  
\$23.20  
\$156.70  
\$25.92  
\$32.65  

---

\$603.56      \$0.00

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\$603.56  

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\$603.56

\$0.00

\$1.94  
\$1.57  
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\$1.43  
\$12.40  
\$1.41  
\$1.76  
\$3.25  
\$1.41  
\$12.40  
\$1.57  
\$1.98  

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\$44.37      \$0.00

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\$44.37  

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\$44.37



\$0.00

\$23.18

\$87.80

\$23.18

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\$134.16

\$0.00

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\$134.16

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\$134.16

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\$0.25

\$0.95

\$0.25

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\$1.45

\$0.00

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\$1.45

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\$1.45

\$0.00

\$34.88

\$14.84

\$185.50

\$5.35

\$91.91

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\$332.48

\$0.00

\$332.48

\$332.48

\$0.00

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\$25.00

\$24.99

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\$7,869.63

\$7,869.63

\$0.00

\$53.28

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\$786.75

\$17.81

\$17.81

\$17.81

\$17.81

\$463.91

\$8.93  
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\$786.75  
\$8.93  
\$53.28  
\$786.75  
\$17.81  
\$17.81  
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\$8.93  
  
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\$786.75  
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\$17.81  
\$17.81  
\$786.75  
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\$8.93

\$786.75

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\$786.75

\$7,134.61

\$7,134.61

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\$1.24

\$388.37

\$1.08

\$1.08

\$1.08

\$1.08

\$330.97

\$4.41

\$4.32

\$4.22

\$388.37

\$4.41

\$4.22

\$388.37

\$1.08

\$1.08

\$1.08

\$1.08

\$1.86

\$4.41

\$1.08

\$1.08

\$1.08

\$1.08

\$4.22

\$388.37

\$4.41

\$1.08

\$1.08

\$1.08

\$1.08

\$4.22

\$388.37

\$388.37

\$4.41

\$388.37

\$14.23

\$388.37

\$4.22

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\$1.08

\$1.08

\$1.08

\$0.63

\$4.41

\$1.08

\$1.08

\$1.08

\$1.08

\$388.37

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\$4.41

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\$388.37

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\$3,208.17

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\$17.91

\$1,351.74

\$53.73

\$2,703.48

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\$1,351.74

\$1,351.74

\$1,351.74  
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\$80.60  

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\$10,981.16      \$1,351.74

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\$9,629.42

\$0.00

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\$87.56  
\$2,022.95  
\$224.52  
\$394.43  
\$87.56  
\$2,022.95  
\$224.52  
\$394.43  
\$87.56  
\$3,375.62  
\$394.43  
\$2,022.95  
\$87.56  
\$224.52  
\$394.43  
\$2,022.95  
\$87.56  
\$224.52  
\$394.43  
\$2,022.95  
\$87.56  
\$224.52  
\$394.43  
\$2,022.95

\$87.56  
\$224.52  

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\$22,481.84      \$0.00

\$22,481.84  
\$22,481.84

\$0.00

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\$2.43  
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\$21.89  
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\$2.43  
\$4.27  
\$21.89  
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\$2.43

\$243.31      \$0.00

\$243.31

\$243.31

\$0.00

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\$21.16

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\$21.16

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\$4.43

\$2.47

\$89.50

\$777.32

\$21.16

\$262.11

\$4.43

\$2.47

\$21.16

\$8.36

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\$2.08

\$21.16

\$42.40

\$189.82

\$2.08

\$21.16

\$187.02

\$75.69

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\$2,754.46

\$2,754.46

\$0.00

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\$65.79  
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\$9.86  
\$14.56  
\$10.22  
\$7.03  
\$1.06  
\$48.61  
\$196.63  
\$2.19  
\$2.19  
\$9.86  
\$21.63  
\$10.22  
\$7.03  
\$2.15  
\$2.15  
\$1.06  
\$32.58  
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\$2.15  
\$2.15  
\$9.86  
\$21.63  
\$10.22  
\$7.03  
\$2.19  
\$2.19

\$32.66  
\$21.05  
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\$2.15  
\$4.64  
\$8.43  
\$24.93  
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\$2.19  
\$2.19  
\$7.03  
\$10.22  
\$9.86  
\$5.62  
\$6.95  
\$24.01  
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\$2.19  
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\$7.03  
\$10.22  
\$9.86  
\$4.72  
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\$16.43  
\$46.45  
\$2.19  
\$2.19  
\$7.03  
\$2.05  
\$10.22  
\$10.22  
\$32.66  
\$21.05  
\$24.47

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\$1,839.89      \$0.00

\$1,839.89

\$1,839.89

\$0.00

\$0.36

\$0.27

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\$0.02

\$0.11

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\$0.08

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\$0.52

\$2.13

\$0.02

\$0.02

\$0.11

\$0.24

\$0.12

\$0.08

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\$0.02

\$0.02

\$0.35

\$1.76

\$0.02

\$0.02

\$0.11

\$0.24

\$0.12

\$0.08

\$0.02

\$0.02

\$0.36

\$0.23

\$0.27

\$0.02

\$0.05

\$0.09

\$0.26  
\$1.66  
\$0.02  
\$0.02  
\$0.08  
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\$0.08  
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\$0.02  
\$0.08  
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\$0.02  
\$0.08  
\$0.02  
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\$0.11  
\$0.36  
\$0.23  
\$0.27

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\$19.99      \$0.00

\$19.99

\$19.99

\$0.00

\$33.04  
\$4.71  
\$3.28  

---

\$41.03      \$0.00

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\$41.03  

---

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\$41.03

\$0.00

\$16.31  
\$2.33  
\$1.62  

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\$20.26      \$0.00

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\$20.26  

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\$20.26

\$0.00

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\$11.64  
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\$16.03  
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\$8.17

\$49.25

\$59.24

\$13.43

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\$493.70

\$0.00

\$493.70

\$493.70

\$0.00

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\$12.65

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\$34.42

\$44.78

\$55.17

\$135.74

\$11.94

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\$74.63

\$9.66

\$20.02

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\$565.93

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\$565.93

\$565.93

\$0.00

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\$0.11  
\$0.81  
\$0.11  
\$0.21

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\$6.14      \$0.00

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\$6.14

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\$6.14

\$0.00

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\$14.72

\$14.72

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\$14.73	
	\$14.73
\$102.47	
\$105.56	
\$99.84	
<hr/>	
\$798.57	\$58.89

\$739.68

\$739.68

\$0.00

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\$2.40	
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\$50.58	
\$42.84	
\$2.75	
\$52.11	
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\$411.46

\$411.46



\$0.00

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\$275.25  
\$2.83  
\$14.72  
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\$271.16  
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\$14.73  
\$271.20  
\$2.69  
\$14.73  
\$50.00  
\$270.72  
\$2.69

---

\$2,066.21      \$0.00

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\$2,066.21

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\$2,066.21

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\$53.54

\$11.78  
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\$162.08  
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\$167.05  
\$25.36  
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\$7.94  
\$53.54  
\$164.44  
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\$11.78  
\$7.71  
\$53.54  
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\$161.64

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\$1,831.91      \$0.00

\$1,831.91

\$1,831.91

\$0.00

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\$0.58

\$1.82  
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\$1.76  
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\$1.80  
\$0.27  
\$0.58  
\$1.81  
\$0.27  
\$0.58  
\$0.58  
\$1.78  
\$0.27  
\$0.58  
\$0.27  
\$1.75

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\$18.55      \$0.00

\$18.55

\$18.55

\$0.00

\$57.27

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\$57.27      \$0.00

\$57.27

\$57.27

\$0.00

\$403.03  
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\$440.49  
\$18.34  
\$921.93  
\$89.04  
\$26.71  

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\$1,975.09      \$0.00

\$1,975.09

\$1,975.09

\$0.00

\$24.44  
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\$0.81  
\$0.41  
\$1.04  
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\$677.68  

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\$677.68

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\$518.23  

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	\$25.01
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\$290.50	
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\$12,612.20  
\$12,612.20

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\$4,802.18	
PY13-7/31/2014	\$2,401.09
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\$5,000.00	
<u>\$12,781.09</u>	<u>\$4,802.18</u>

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\$57.88

\$57.88

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\$15.67

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\$927.07

\$294.22

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\$31.34

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	\$5,430.00
\$5,430.00	
	\$16,165.00
\$16,165.00	
<hr/>	
\$105,244.05	\$89,279.00

\$15,965.05

\$15,965.05

\$0.00

- \$3,600.00
- \$2,100.00
- \$260.00
- \$1,640.00
- \$5,910.00
- \$2,030.00
- \$1,060.00
- \$710.00
- \$5,830.00
- \$160.00
- \$1,110.00
- \$2,700.00
- \$5,430.00

\$1,620.00  
\$1,230.00  
\$3,600.00  
\$2,000.00  
\$2,100.00  
\$3,660.00  
\$1,010.00  
\$630.00  
\$7,450.00  
\$1,320.00  
\$1,246.00  
\$1,146.00  
\$6,726.00  
\$275.00

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\$0.00      \$66,553.00

(\$66,553.00)

(\$66,553.00)

\$0.00

\$3,534.00  
\$2,430.00  
\$290.00  
\$1,600.00  
\$6,820.00  
\$1,650.00  
\$430.00  
\$760.00  
\$5,340.00  
\$350.00  
\$780.00  
\$1,590.00  
\$5,720.00  
\$1,680.00  
\$610.00  
\$120.00  
\$1,430.00

\$2,740.00  
\$1,800.00  
\$1,800.00  
\$1,030.00  
\$7,000.00  
\$1,099.00

\$502.00

\$1,106.00  
\$5,556.00  
\$1,405.00

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\$502.00      \$58,670.00

(\$58,168.00)

(\$58,168.00)

\$0.00

\$1,380.00  
\$5,000.00  
\$130.00  
\$900.00  
\$4,780.00  
\$760.00  
\$440.00  
\$700.00  
\$3,330.00  
\$620.00  
\$40.00  
\$810.00  
\$2,670.00  
\$1,640.00  
\$3,710.00  
\$10.00  
\$850.00  
\$2,550.00  
\$1,200.00  
\$1,040.00  
\$1,640.00

	\$4,310.00
	\$129.00
\$728.00	\$145.00
	\$3,282.00
	\$2,428.00
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\$728.00	\$44,494.00

(\$43,766.00)

(\$43,766.00)

\$0.00

	\$2,295.00
	\$950.00
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(\$3,245.00)

(\$3,245.00)

\$0.00

	\$270.00
	\$300.00
	\$240.00
	\$420.00
	\$90.00
\$140.00	
	\$60.00
\$30.00	
	\$330.00

\$50.00  
\$130.00  
\$20.00  
\$500.00  
\$160.00  
\$100.00  
\$50.00  
\$160.00  
\$250.00  
\$365.00  
\$447.00

\$5.00

\$8.00

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\$175.00

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\$3,950.00

(\$3,775.00)

(\$3,775.00)

\$0.00

\$1.00

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\$1.00

\$1.00

\$1.00

\$0.00

\$0.00

\$0.00

\$981.96

\$1,402.80

\$1,367.73  
\$1,402.80  
\$1,394.03  
\$1,358.96  
\$1,402.80  
\$1,385.27  
\$1,402.80  
\$1,227.45  
\$1,367.73  
\$1,385.27  
\$1,394.03  
\$1,122.24  
\$1,402.80  
\$1,394.03  
\$1,613.24  
\$1,402.80  
\$1,402.80  
\$1,402.80

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\$27,214.34      \$0.00

\$27,214.34

\$27,214.34

\$0.00

\$2.07

\$2.07

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\$2.07

\$2.07

\$0.00

\$0.00

\$0.00

\$0.86  
\$0.06  
\$192.10  
\$117.67  
\$3.28  
\$13.08  
\$24.20

\$0.06  
\$0.86  
\$13.08

\$0.09  
\$13.08  
\$0.06  
\$0.86  
\$0.86  
\$0.06  
\$192.10  
\$117.67  
\$3.28  
\$13.08  
\$24.20  
\$0.09  
\$0.92  
\$0.14  
\$0.86  
\$0.06  
\$192.10  
\$117.67  
\$3.28  
\$13.08  
\$24.20  
\$0.09

\$3.28

\$3.02  
\$0.06  
\$0.86  
\$192.10  
\$117.67  
\$3.28  
\$13.08  
\$24.20  
\$0.09



\$0.06  
\$0.86  
\$192.10  
\$117.67  
\$3.28  
\$13.08  
\$24.20  
\$0.09  
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\$0.86  
\$192.10  
\$117.67  
\$3.28  
\$13.08  
\$24.20  
\$0.09  
\$0.99  
\$0.06  
\$0.86  
\$192.10  
\$117.67  
\$3.02  
\$13.08  
\$24.20  
\$0.09

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\$17.28      \$2,478.19

(\$2,460.91)

(\$2,460.91)

\$0.00

\$7,020.00  
\$36,210.00  
\$1,200.00  
\$140.00  
\$38,860.00  
\$310.00

	\$70.00
	\$2,830.00
	\$26,780.00
	\$1,860.00
\$3,160.00	
	\$3,810.00
	\$18,980.00
	\$11,300.00
	\$29,950.00
	\$550.00
	\$1,700.00
	\$33,690.00
	\$7,360.00
	\$3,410.00
	\$9,270.00
	\$35,150.00
	\$1,109.00
\$5,442.00	
	\$196.00
	\$29,532.00
	\$6,819.00
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\$8,602.00	\$308,106.00

(\$299,504.00)

(\$299,504.00)

\$0.00

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	\$4.66
	\$4.85
	\$4.37
	\$3.89
	\$5.05
<hr/>	<hr/>
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(\$26.92)

(\$26.92)

\$0.00

\$38.33

\$0.00

\$38.33

(\$38.33)

(\$38.33)

\$0.00

\$186.71

\$0.00

\$186.71

(\$186.71)

(\$186.71)

\$0.00

\$59.94

\$0.00

\$59.94

(\$59.94)

(\$59.94)

\$0.00

\$18.57

\$18.57

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\$18.57

\$0.00

\$0.02

\$0.02

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\$0.02

\$0.00

\$0.67

\$0.40

\$10.65

\$0.15

\$2.81

\$5.79

\$4.32

\$0.04

\$0.12

\$0.06

\$0.71

\$2.67

\$5.33

\$1.36

\$1.34

\$0.60

\$0.30

\$0.11

\$0.07

\$0.01

\$0.05

\$0.03

\$0.01

\$0.04

\$6.22

\$3.02

\$0.43

\$0.02

\$0.03

\$0.07

\$0.05

\$0.11

\$1.89

\$0.26

\$0.01

\$0.04

\$0.01

\$0.41

\$0.04

\$7.97

\$0.24

\$0.06

\$0.07

\$0.74

\$3.29

\$0.24

\$0.57

\$0.07

\$0.06

\$0.02

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\$0.06  
\$0.05  
\$2.73  
\$13.80  
\$5.72  
\$0.49  
\$0.59  
\$0.05  
\$0.02  
\$0.01  
\$1.05  
\$0.10  
\$2.23  
\$0.92  
\$0.94  
\$0.35  
\$0.13  
\$0.08  
\$0.17  
\$0.95  
\$0.03  
\$1.77

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\$95.78      \$0.06

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\$95.72

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\$95.72

\$0.00

\$0.30  
\$0.34

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\$0.64      \$0.00

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\$0.64

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\$0.64

\$0.00

\$203.38

\$15.90

\$206.39

\$207.40

\$26.82

\$29.12

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\$689.01

\$0.00

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\$689.01

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\$689.01

\$0.00

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\$5.56

\$0.08

\$8.14

\$0.30

\$5.05

\$31.00

\$4.97

\$6.22

\$0.08

\$8.14

\$4.97

\$31.00

\$5.56

\$6.99

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\$122.90

\$0.00

\$122.90

\$122.90

\$0.00

\$7.47

\$3.18

\$39.74

\$1.14

\$19.69

\$71.22

\$0.00

\$71.22

\$71.22

\$0.00

\$10.54

\$3.10

\$672.57

\$3.81

\$3.81

\$3.81

\$3.81

\$424.45

\$7.63

\$15.27

\$1.31

\$98.87

\$6.91

\$0.77



\$10.54  
\$672.57  
\$7.63  
\$3.93  
\$10.54  
\$672.57  
\$6.91  
\$0.77  
\$98.87  
\$3.81  
\$3.81  
\$3.81  
\$3.81  
\$4.65  
\$11.53  
\$7.63  
\$3.81  
\$3.81  
\$3.81  
\$3.81  
\$1.35  
\$6.91  
\$0.30  
\$0.77  
\$98.87  
\$10.54  
\$672.57  
\$7.63  
\$3.81  
\$3.81  
\$3.81  
\$3.81  
\$98.87  
\$10.54  
\$1.35  
\$6.91  
\$0.30  
\$0.77  
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\$7.63  
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\$672.57  
\$1.35

\$672.57

\$6.91  
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\$3.81  
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\$3.81  
\$98.87  
\$672.57  
\$10.54  
\$1.35  
\$6.91  
\$0.30  
\$0.77  
\$5.90  
\$7.63

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\$6,753.02      \$672.57

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\$6,080.45

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\$6,080.45

\$0.00

\$98.87  
\$98.87

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\$98.87

\$197.74      \$98.87

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\$98.87

\$98.87

\$0.00

\$6.91

\$0.77

\$1.35

\$0.30

\$1.35

\$0.30

\$1.35

\$0.30

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\$12.63

\$0.00

\$12.63

\$12.63

\$0.00

\$0.17

\$3.27

\$0.22

\$0.73

\$21.62

\$0.05

\$0.01

\$0.01

\$0.32

\$1.54

\$0.03

\$0.05

\$0.03

\$0.02  
\$0.17  
\$6.55  
\$1.54  
\$0.17  
\$0.67  
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\$0.01  
\$0.03  
\$0.07  
\$0.03  
\$0.02  
\$0.01  
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\$0.32  
\$0.18  
\$6.55  
\$56.85  
\$1.54  
\$19.17  
\$0.11  
\$0.56  
\$0.01  
\$0.01  
\$0.32  
\$0.03  
\$0.07  
\$0.03  
\$0.02  
\$0.01  
\$0.01  
\$0.11  
\$0.07  
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\$0.02  
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\$0.03  
\$0.09  
\$0.52  
\$15.61  
\$0.01

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\$0.02  
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\$0.15  
\$1.54  
\$0.02  
\$0.08  
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\$0.03  
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\$0.16  
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\$0.01  
\$0.01  
\$0.02  
\$0.01  
\$0.03  
\$0.04  
\$0.11  
\$0.07  
\$0.08

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\$205.89      \$0.00

\$205.89

\$205.89

\$0.00

\$1.57

\$1.57      \$0.00

\$1.57

\$1.57

\$0.00

\$0.11

\$0.08

\$0.19      \$0.00

\$0.19

\$0.19

\$0.00

\$9.95

\$3.04

\$0.22

\$0.06

\$0.04

\$0.02

\$0.05

\$2.95

\$0.02

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\$0.19  
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\$0.25  
\$0.98  
\$0.03  
\$0.07

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\$72.81      \$0.00

\$72.81

\$72.81

\$0.00

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\$11.13

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\$0.09  
\$0.55

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\$927.62      \$0.00

\$927.62



\$927.62

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\$0.13

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\$17.58

\$0.00

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\$1.10  
\$55.49  
\$19.08  
\$5.73

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\$193.13      \$0.00

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\$193.13

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\$193.13

\$0.00

\$13.00

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\$0.09  
\$4.57  
\$9.21  
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\$0.08  
\$8.53  
\$0.09  
\$0.09  
\$0.09

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\$25.84      \$13.00

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\$12.84

\$12.84

\$0.00

\$183.68

\$183.68      \$0.00

\$183.68

\$183.68

\$0.00

\$97.46

\$198.00

\$295.46      \$0.00

\$295.46

\$295.46

\$0.00

\$40.41

\$40.41      \$0.00

\$40.41

\$40.41

\$0.00

\$145.22

\$145.22      \$0.00

\$145.22

\$145.22

\$0.00

\$1.33

\$1.33      \$0.00

\$1.33

\$1.33

\$0.00

\$2.72

\$1.65

\$0.56

\$36.06

\$1.74	
	\$1.74
\$1.74	
\$69.42	
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\$0.55	
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\$17.45	
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\$2.23	
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\$132.38

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\$16.29

\$0.00

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\$2.17

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\$110.99

\$73.54

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\$1.08  
\$5.82  
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\$0.90  
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\$322.84  
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\$183.75

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\$425.88

\$3,955.87

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\$80.09

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\$5.89

\$2.23

\$2.70

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\$69.92  
\$5.08  
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\$1.39  
\$1.51

\$54.12  
\$0.01  
\$2.12  
\$5.34  
\$3.60  
\$54.06  
\$176.07  
\$1.03  
\$1,785.93  
\$0.40  
\$69.92  
\$5.08  
\$13.39  
\$1.39  
\$1.51

\$3.60  
\$54.06  
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\$1.03  
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\$0.40  
\$69.92  
\$5.08  
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\$1.07

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\$23,559.34

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\$722.33

\$722.33

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\$701.45

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\$568.27

\$568.27

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\$856.54

\$856.54

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\$1,424.81

\$1,424.81

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\$322.12      \$322.12

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\$162.89      \$162.89

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\$125.21      \$51.75

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\$81.94

\$5,662.36

\$3.10

\$90.44

\$13,154.73

\$3.10

\$3.10

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	\$6.20
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\$1.55	
\$3.10	
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\$36,903.24

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	\$3.83
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	\$352.95
\$201.69	
	\$201.69

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\$74.66

\$128.55

\$8.30

\$15.36

\$2.19

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\$8.30

\$3.44

\$8.30

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\$8.30  
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\$5.60  
\$5.64  
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\$121.88  
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\$8.30  
\$15.36  
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\$128.55  
\$8.30  
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\$3.69  
\$2.19  
\$5.26  
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\$8.30  
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\$2.19

	\$5.26
	\$121.88
	\$74.66
	\$118.23
	\$8.30
	\$15.36
	\$3.69
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\$79,163.96	\$0.00

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\$8.08  
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\$0.00

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\$0.00      \$1,107.31

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(\$1,107.31)

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(\$1,107.31)

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\$12.78

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\$0.00      \$12.78



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(\$12.78)

\$0.00

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\$32.30      \$0.00

\$32.30

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\$0.60

\$0.60      \$0.00

\$0.60

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\$171.29

\$59.64

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\$0.50  
\$0.28  
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\$9.30  
\$2.76

\$2.86  
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\$4.36  
\$1.72  
\$5.29  
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\$885.64      \$59.64

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\$826.00  

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\$826.00

\$0.00

\$1.78  
\$0.33  

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\$2.11      \$0.00

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\$2.11  

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\$2.11

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\$353.69  
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\$358.92  
\$360.66  
\$163.80  
\$177.84  

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\$1,442.56      \$0.00

\$1,442.56

## Fund

Code	Short Description
01	General Fund
<b>Location</b>	
Code	Short Description
00	No Value
10	Jackson County
20	Josephine County
30	Klamath County
70	<b>INACTIVE</b> Health Care Program
<b>Category</b>	
Code	Short Description
00	No Value
10	<b>INACTIVE</b> Health Care Program
20	<b>INACTIVE</b> Youth Integrated Program
30	<b>INACTIVE</b> Forestry Youth Program
40	Medford Yth Co-op Program (MYC)-oycc csc, msd, ccf
50	<b>INACTIVE</b> Summer Youth Program
60	<b>INACTIVE</b> Power Up
<b>Object Number</b>	
Code	Short Description
0000	No Value
1021	Rapid Response-Initial Response
1022	Rapid Response-Technology Supplies
1023	Rapid Response-Additional Assistance
2100	OCC-CORE
2101	OCC-Safety Set
2102	OCC-DHS CCP
2103	OCC-DHS LEHRC
2104	OCC-QRIS
3100	TPP Teen Parent Program
3200	TPP Re-engagement
3201	JOBS-Incentives
3300	FS&C-Parent Ed. Training Reimbursement
4100	OYCC CSC Jackson County
4110	OYCC CSC Josephine County
4120	OYCC SCC Jackson County
4121	OYCC SCC Josephine County
4130	OYCC Jx. Co. Marine Board Grant
4131	OYCC Jo. Co. Marine Board Grant
4140	OYCC BLM Grant
4200	<b>INACTIVE</b> OYEI Jx. Co. Summer
4210	<b>INACTIVE</b> OYEI Jo. Co. Summer
4300	<b>INACTIVE</b> SFI/USFS
4311	YBAC-College Dreams
4400	<b>INACTIVE</b> Title II USFS
4411	<b>INACTIVE</b> BLM-Bureau of Land Management
4420	Title II Jackson County BLM
4430	Title II Josephine County BLM
9991	RWP Rogue Workforce Partnership 102/103 50% 50%
9992	IT Holding
9993	Front Desk Holding
9994	Resource Room Holding
9995	Youth Split Holding
9996	CCRN Holding
9997	Facilities Holding
9998	MYC Distribution

## Funding Source

Code	Description
000	Admin
100	<b>INACTIVE</b> State Energy Sector Partnership (SESP)
101	<b>INACTIVE</b> Employer Workforce Training Fund (EWTF)
102	WIA Adult
103	WIA DLW Dislocated Worker
104	WIA Administration
105	<b>INACTIVE</b> ARRA NEG National Emergency Grant - Community
106	National Emergency Grant – OJT/NEG
107	<b>INACTIVE</b> RWP Local State Activities Fund - Local Board Support
108	Statewide Activities Incentive - High Concentration Youth Funds
109	WIA I/S In-School Youth
110	WIA O/S Out-of-School Youth
111	NCRC National Career Readiness Certificate
112	Back To Work Oregon
113	Additional Assistance Project
115	Rapid Response
200	OFSET - Department of Human Services
201	JOBS - Department of Human Services - JOBS Opportunity & Basic Skills
202	FS&C - Department of Human Services - Family Support and Connections
204	JOBS Plus
300	<b>INACTIVE</b> WSI - HOPE Health Occupations Pathway to Employment
301	<b>INACTIVE</b> YouthBuild - Department of Labor
302	Medford School District
303	OYCC Oregon Youth Conservation Corps
305	<b>INACTIVE</b> ODOT Oregon Department of Transportation
306	RVCOG Rogue Valley Council of Governments
307	<b>INACTIVE</b> Siskiyou Field Institute (SFI)
308	BLM Bureau of Land Management
309	USFS United States Forest Service
310	Jx Co CCF Commission on Children and Families
311	YouthBuild USA - AmeriCorps
312	<b>INACTIVE</b> OYEI Oregon Youth Employment Initiative Summer
316	Cow Creek Umpqua Indian Foundation
317	Oregon Parks & Recreation Dept.
318	<b>INACTIVE</b> Youthbuild USA Mini Grant
321	Upper Rogue Watershed
322	Applegate Partnership & Watershed Council
323	MDRC
324	Seven Basins Watershed
325	Illinois Valley Soil & Water
503	Child Care Division
505	WOU PICCE Teaching Research Institute
507	OCDD ICCP Oregon Council on Developmental Disabilities
600	PowerUp
901	Leightman Maxey
902	<b>INACTIVE</b> Meyer Memorial Foundation
903	Non-Federal
906	OCF Oregon Community Foundation
907	Gordon Elwood Foundation
908	LHC Latina Health Coalition for TPP
909	Carpenter Foundation
910	Fee For Service
911	NEEF National Environmental Educational Foundation
997	Undesignated/Unrestricted
999	Tempory Holding Account

**Fund**

**Funding Source**

**Code      Short Description**

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**Code    Description**

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**Fund**

**Funding Source**

**Code      Short Description**

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**Code    Description**

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Account Code		1st Level	2nd Level Category
Code	Description	Category	(P&L)
10004	Cash In Bank - General Account	Asset	
10005	Cash In Bank - Payroll Account	Asset	
10006	Cash In Bank - Non Federal	Asset	
10007	Cash In Bank - Vacation Account	Asset	
10008	Cash In Bank - Paypal Account	Asset	
10009	Cash In Bank - Endowment	Asset	
10010	Petty Cash	Asset	
10011	Cash Transfers	Asset	
10012	Cash In Bank - JOBS	Asset	
10013	Cash In Bank - Health Reimbursement	Asset	
10033	Cash In Bank - Sick Leave	Asset	
10034	Cash In Bank - RVECN	Asset	
11000	Investments	Asset	
12000	Accounts Receivable	Asset	
13002	Prepaid Rent	Asset	
13003	Prepaid Insurance	Asset	
13005	Prepaid Bus Tokens	Asset	
13006	Prepaid Gas Cards	Asset	
13008	Prepaid Miscellaneous	Asset	
14002	Leasehold Improvements	Asset	
14005	Leasehold Improvements Contra	Asset	
15001	Equipment	Asset	
15505	Equipment Contra	Asset	
16000	Vehicles	Asset	
16005	Vehicles Contra	Asset	
17000	Furniture and Fixtures	Asset	
17005	Furniture and Fixtures Contra	Asset	
20002	<b>INACTIVE</b> Accrued Accounts Payable	Liability	
20003	Accrued AP	Liability	
21000	Grant Awards	Liability	
22001	Accrued Payroll	Liability	
22002	Accrued Payroll - Federal Taxes W/H	Liability	
22003	Accrued Payroll - Social Security	Liability	
22004	Accrued Payroll - Medicare	Liability	
22005	Accrued Payroll - State Taxes	Liability	
22006	Accrued Payroll - WBF	Liability	
22007	Accrued Payroll - SAIF	Liability	
22008	Accrued Payroll - SUTA	Liability	
22009	Accrued Payroll - Retirement 401A/457	Liability	
22010	Accrued Payroll - PERS	Liability	
22011	Accrued Payroll - Vision Insurance	Liability	
22012	Accrued Payroll - Health Insurance	Liability	
22013	Accrued Payroll - HRA Fee & Deductible	Liability	
22014	Accrued Payroll - Company Paid Life & Disability Insurance	Liability	
22016	Accrued Payroll - Medical Reimbursement Plan (FSA)	Liability	
22018	Accrued Payroll - AFLAC Premiums	Liability	
22019	Accrued Payroll - Garnishments	Liability	
22020	Accrued Payroll - United Way Contributions	Liability	
22028	Accrued Payroll - HSA Contribution	Liability	
22030	Accrued Payroll - Dental Insurance - Willamette Dental	Liability	
22031	Accrued Payroll - Dental Insurance - SunLife	Liability	
22032	Accrued Payroll - Voluntary Life	Liability	
23000	Clearing/Contingency Accounts	Liability	
23002	Clearing Contracts	Liability	
23003	Contingent Liabilities	Liability	
23004	Career Center Room Deposits	Liability	
24001	Accrued PTO	Liability	
24002	Accrued PTO Contra	Liability	
25000	Due To's	Liability	
25001	Due to Endowment	Liability	
25002	Due to RWP	Liability	

Account Code		1st Level	2nd Level Category
Code	Description	Category	(P&L)
26000	Deferred Revenue	Liability	
26999	Total Deferred Revenue	Liability	
27000	Credit Cards	Liability	
27001	Line of Credit	Liability	
27002	Current Portion of LTD	Liability	
27003	Other Current Liabilities	Liability	
28000	Long Term Debt	Liability	
28001	Current Port of LTD Contra	Liability	
29000	Fund Balance	Fund Balance	
29001	Fund Balance - TJC	Fund Balance	
30001	Rent Revenue	Revenue	Rent Revenue
30002	<b>INACTIVE</b> Employment Department Lease - Grants Pass	Revenue	Rent Revenue
30003	<b>INACTIVE</b> DHS Sublease - Market Street	Revenue	Rent Revenue
30004	<b>INACTIVE</b> WSI Sublease - Main Street	Revenue	Rent Revenue
30006	<b>INACTIVE</b> Career Center Room Rental	Revenue	Rent Revenue
30007	<b>INACTIVE</b> SOREDI Sublease - Main Street	Revenue	Rent Revenue
30008	<b>INACTIVE</b> Parking Lot - Market Street	Revenue	Rent Revenue
30009	<b>INACTIVE</b> DHS Lease - 1519 NE F Street	Revenue	Rent Revenue
30010	<b>INACTIVE</b> Governor's Regional Solutions Sublease	Revenue	Rent Revenue
30100	Grant Revenue	Revenue	Grant Revenue
31000	Program Income	Revenue	Program Income
31010	Fee For Service	Revenue	Program Income
31020	Tuition	Revenue	Program Income
31030	Product Sales	Revenue	Program Income
31040	Program Reimbursement		
31104	Tuition - Recognizing & Reporting Child Abuse/Neglect (RRCAN)	Revenue	Program Income
31105	Fee for Service - Food Handler's License	Revenue	Program Income
31505	Other Program Income	Revenue	Program Income
32006	Other Miscellaneous Revenue	Revenue	Other Income
33001	Interest/Dividend Income - Non Federal	Revenue	Other Income
40001	Organizational Expenses	Expense	Operating Expenses
40002	Indirect Expense Allocation	Expense	Allocation - Contra
40003	Administration Staffing Allocation	Expense	Allocation - Contra
40006	Outreach	Expense	Operating Expenses
40007	Office Expenses (Supplies)	Expense	Operating Expenses
40008	Licenses, Fees, and Taxes	Expense	Operating Expenses
40009	Insurance	Expense	Operating Expenses
40010	Postage and Shipping	Expense	Operating Expenses
40011	Bank Service Charges	Expense	Operating Expenses
40012	Professional Fees	Expense	Operating Expenses
40013	Audit Fees	Expense	Operating Expenses
40014	Dues and Subscriptions	Expense	Operating Expenses
40015	Rent	Expense	Facilities Expenses
40016	Utilities	Expense	Facilities Expenses
40017	Repairs and Maintenance (Facilities, Equip)	Expense	Facilities Expenses
40018	Phone and Data	Expense	Facilities Expenses
40019	Non Capitalized Furnishings and Equipment	Expense	Operating Expenses
40020	Software and Support	Expense	Operating Expenses
40021	<b>INACTIVE</b> Auto Repairs and Maintenance	Expense	Vehicle Expenses
40022	Vehicle Expenses	Expense	Vehicle Expenses
40023	Mileage	Expense	Vehicle Expenses
40024	Bad Debt Expense	Expense	Operating Expenses
40025	Payment Processing Fees	Expense	Operating Expenses
50001	Staff Wages - Direct	Expense	Direct Staff
50002	Staff Taxes	Expense	Staff Benefits
50006	Staff Fringe - PERS	Expense	Staff Benefits
50007	Staff Fringe - Other Benefits	Expense	Staff Benefits
50008	Staff Fringe - Retirement	Expense	Staff Benefits
50009	Staff Fringe - PTO	Expense	Staff Benefits
50011	Staff Training	Expense	Staff Benefits
50012	Staff Training - Travel, Meals, Lodging	Expense	Staff Benefits
50013	Staff Fringe - Insurance	Expense	Staff Benefits

Account Code

Code	Description	1st Level Category	2nd Level Category (P&L)
51001	Staff Wages -Direct Spread	Expense	Direct Spread Staff
52000	Staff Travel, Meals, Lodging	Expense	Staff Benefits
52001	Other Staff Expenses	Expense	Other Staff Expense
52002	Board Expenses	Expense	Direct Staff
53000	Benefits Allocation	Expense	Allocation - Contra
60001	Client Wages	Expense	Client Expenses
60002	Client Taxes	Expense	Client Expenses
60003	Client Support Services	Expense	Client Expenses
60004	Client Training	Expense	Client Expenses
60005	Client Training - On the Job	Expense	Client Expenses
60007	Client Stipends	Expense	Client Expenses
60010	Client Employment Bonus	Expense	Client Expenses
60012	Client Intensive - Occupational Skills	Expense	Client Expenses
60013	Client Non Registered Core Services	Expense	Client Expenses
60015	Client Scholarships	Expense	Client Expenses
60016	Client Incentive	Expense	Client Expenses
60017	Other Client Expenses	Expense	Client Expenses
60018	Client Travel, Meals, Lodging	Expense	Client Expenses
60019	Client Wages - Intensive	Expense	Client Expenses
60020	Client Taxes - Intensive	Expense	Client Expenses
60021	Client Support Services - Intensive <b>DUPLICATE?</b>	Expense	Client Expenses
60022	Client Training - Intensive <b>DUPLICATE?</b>	Expense	Client Expenses
70001	Newsletters	Expense	Contract Expenses
70003	Direct Program Supplies	Expense	Contract Expenses
70004	Contracted Services	Expense	Contract Expenses
70007	Other Direct Program Expenses	Expense	Contract Expenses
70008	Classroom Supplies	Expense	Contract Expenses
70009	Workshop Costs	Expense	Contract Expenses
70011	Educational Materials	Expense	Contract Expenses
90001	Interest and Late Fees	Expense	Other Expenses
90004	Other Expense	Expense	Other Expenses
90005	Penalty	Expense	Other Expenses
90007	Gain/Loss on Disposal	Expense	Other Expenses
90008	Fair Value Adjustment	Expense	Other Expenses
90009	Depreciation Expense	Expense	Other Expenses

Fund	
Code	Short Description
01	General Fund
<b>Location</b>	
Code	Short Description
00	No Value
10	Jackson County
20	Josephine County
30	Klamath County
<b>Category</b>	
Code	Short Description
00	No Value
40	Medford Yth Co-op Program (MYC)-oycc csc, msd, ccf
<b>Object Number</b>	
Code	Short Description
0000	No Value
1021	Rapid Response-Initial Response
1022	Rapid Response-Technology Supplies
1023	Rapid Response-Additional Assistance
2100	OCC-CORE
2101	OCC-Safety Set
2102	OCC-DHS CCP
2103	OCC-DHS LEHRC
2104	OCC-QRIS
3100	TPP Teen Parent Program
3200	TPP Re-engagement
3201	JOBS-Incentives
3300	FS&C-Parent Ed. Training Reimbursement
4100	OYCC CSC Jackson County
4110	OYCC CSC Josephine County
4120	OYCC SCC Jackson County
4121	OYCC SCC Josephine County
4130	OYCC Jx. Co. Marine Board Grant
4131	OYCC Jo. Co. Marine Board Grant
4140	OYCC BLM Grant
4311	YBAC-College Dreams
4420	Title II Jackson County BLM
4430	Title II Josephine County BLM
9991	RWP Rogue Workforce Partnership 102/103 50% 50%
9992	IT Holding
9993	Front Desk Holding
9994	Resource Room Holding
9995	Youth Split Holding
9996	CCRN Holding
9997	Facilities Holding
9998	MYC Distribution

Funding Source	
Code	Description
000	Admin
102	WIA Adult
103	WIA DLW Dislocated Worker
104	WIA Administration
106	National Emergency Grant – OJT/NEG
108	Statewide Activities Incentive - High Concentration Youth Funds
109	WIA I/S In-School Youth
110	WIA O/S Out-of-School Youth
111	NCRC National Career Readiness Certificate
112	Back To Work Oregon
113	Additional Assistance Project
115	Rapid Response
200	OFSET - Department of Human Services
201	JOBS - DHS - JOBS Opportunity & Basic Skills
202	FS&C - DHS - Family Support and Connections
204	JOBS Plus
302	Medford School District
303	OYCC Oregon Youth Conservation Corps
306	RVCOG Rogue Valley Council of Governments
308	BLM Bureau of Land Management
309	USFS United States Forest Service
310	Jx Co CCF Commission on Children and Families
311	YouthBuild USA - AmeriCorps
316	Cow Creek Umpqua Indian Foundation
317	Oregon Parks & Recreation Dept.
321	Upper Rogue Watershed
322	Applegate Partnership & Watershed Council
323	MDRC
324	Seven Basins Watershed
325	Illinois Valley Soil & Water
503	Child Care Division
505	WOU PICCE Teaching Research Institute
507	OCDD ICCP Oregon Council on Developmental Disabilities
600	PowerUp
901	Leightman Maxey
903	Non-Federal
906	OCF Oregon Community Foundation
907	Gordon Elwood Foundation
908	LHC Latina Health Coalition for TPP
909	Carpenter Foundation
910	Fee For Service
911	NEEF National Environmental Educational Foundation
997	Undesignated/Unrestricted
999	Temporary Holding Account

Revised 09/20/13





Account Code		1st Level	2nd Level Category
Code	Description	Category	(P&L)
10004	Cash In Bank - General Account	Asset	
10005	Cash In Bank - Payroll Account	Asset	
10006	Cash In Bank - Non Federal	Asset	
10007	Cash In Bank - Vacation Account	Asset	
10008	Cash In Bank - Paypal Account	Asset	
10009	Cash In Bank - Endowment	Asset	
10010	Petty Cash	Asset	
10011	Cash Transfers	Asset	
10012	Cash In Bank - JOBS	Asset	
10013	Cash In Bank - Health Reimbursement	Asset	
10033	Cash In Bank - Sick Leave	Asset	
10034	Cash In Bank - RVECN	Asset	
11000	Investments	Asset	
12000	Accounts Receivable	Asset	
13002	Prepaid Rent	Asset	
13003	Prepaid Insurance	Asset	
13005	Prepaid Bus Tokens	Asset	
13006	Prepaid Gas Cards	Asset	
13008	Prepaid Miscellaneous	Asset	
14002	Leasehold Improvements	Asset	
14005	Leasehold Improvements Contra	Asset	
15001	Equipment	Asset	
15505	Equipment Contra	Asset	
16000	Vehicles	Asset	
16005	Vehicles Contra	Asset	
17000	Furniture and Fixtures	Asset	
17005	Furniture and Fixtures Contra	Asset	
20002	Accrued Accounts Payable	Liability	
20003	Accrued AP	Liability	
21000	Grant Awards	Liability	
22001	Accrued Payroll	Liability	
22002	Accrued Payroll - Federal Taxes W/H	Liability	
22003	Accrued Payroll - Social Security	Liability	
22004	Accrued Payroll - Medicare	Liability	
22005	Accrued Payroll - State Taxes	Liability	
22006	Accrued Payroll - WBF	Liability	
22007	Accrued Payroll - SAIF	Liability	
22008	Accrued Payroll - SUTA	Liability	
22009	Accrued Payroll - Retirement 401A/457	Liability	
22010	Accrued Payroll - PERS	Liability	
22011	Accrued Payroll - Vision Insurance	Liability	
22012	Accrued Payroll - Health Insurance	Liability	
22013	Accrued Payroll - HRA Fee & Deductible	Liability	
22014	Accrued Payroll - Company Paid Life & Disability Insurance	Liability	
22016	Accrued Payroll - Medical Reimbursement Plan (FSA)	Liability	
22018	Accrued Payroll - AFLAC Premiums	Liability	
22019	Accrued Payroll - Garnishments	Liability	
22020	Accrued Payroll - United Way Contributions	Liability	
22028	Accrued Payroll - HSA Contribution	Liability	
22030	Accrued Payroll - Dental Insurance - Willamette Dental	Liability	
22031	Accrued Payroll - Dental Insurance - SunLife	Liability	
22032	Accrued Payroll - Voluntary Life	Liability	
23000	Clearing/Contingency Accounts	Liability	
23002	Clearing Contracts	Liability	
23003	Contingent Liabilities	Liability	
23004	Career Center Room Deposits	Liability	
24001	Accrued PTO	Liability	
24002	Accrued PTO Contra	Liability	



25000	Due To's	Liability	
25001	Due to Endowment	Liability	
25002	Due to RWP	Liability	
26000	Deferred Revenue	Liability	
26999	Total Deferred Revenue	Liability	
27000	Credit Cards	Liability	
27001	Line of Credit	Liability	
27002	Current Portion of LTD	Liability	
27003	Other Current Liabilities	Liability	
28000	Long Term Debt	Liability	
28001	Current Port of LTD Contra	Liability	
29000	Fund Balance	Fund Balance	
29001	Fund Balance - TJC	Fund Balance	
30001	Rent Revenue	Revenue	Rent Revenue
30100	Grant Revenue	Revenue	Grant Revenue
31000	Program Income	Revenue	Program Income
31010	Fee For Service	Revenue	Program Income
31020	Tuition	Revenue	Program Income
31030	Product Sales	Revenue	Program Income
31040	Program Reimbursement		
31104	Tuition - Recognizing & Reporting Child Abuse/Neglect (RRCAN)	Revenue	Program Income
31105	Fee for Service - Food Handler's License	Revenue	Program Income
31505	Other Program Income	Revenue	Program Income
32006	Other Miscellaneous Revenue	Revenue	Other Income
33001	Interest/Dividend Income - Non Federal	Revenue	Other Income
40001	Organizational Expenses	Expense	Operating Expenses
40002	Indirect Expense Allocation	Expense	Allocation - Contra
40003	Administration Staffing Allocation	Expense	Allocation - Contra
40006	Outreach	Expense	Operating Expenses
40007	Office Expenses (Supplies)	Expense	Operating Expenses
40008	Licenses, Fees, and Taxes	Expense	Operating Expenses
40009	Insurance	Expense	Operating Expenses
40010	Postage and Shipping	Expense	Operating Expenses
40011	Bank Service Charges	Expense	Operating Expenses
40012	Professional Fees	Expense	Operating Expenses
40013	Audit Fees	Expense	Operating Expenses
40014	Dues and Subscriptions	Expense	Operating Expenses
40015	Rent	Expense	Facilities Expenses
40016	Utilities	Expense	Facilities Expenses
40017	Repairs and Maintenance (Facilities, Equip)	Expense	Facilities Expenses
40018	Phone and Data	Expense	Facilities Expenses
40019	Non Capitalized Furnishings and Equipment	Expense	Operating Expenses
40020	Software and Support	Expense	Operating Expenses
40022	Vehicle Expenses	Expense	Vehicle Expenses
40023	Mileage	Expense	Vehicle Expenses
40024	Bad Debt Expense	Expense	Operating Expenses
40025	Payment Processing Fees	Expense	Operating Expenses
50001	Staff Wages - Direct	Expense	Direct Staff
50002	Staff Taxes	Expense	Staff Benefits
50006	Staff Fringe - PERS	Expense	Staff Benefits
50007	Staff Fringe - Other Benefits	Expense	Staff Benefits
50008	Staff Fringe - Retirement	Expense	Staff Benefits
50009	Staff Fringe - PTO	Expense	Staff Benefits
50011	Staff Training	Expense	Staff Benefits
50012	Staff Training - Travel, Meals, Lodging	Expense	Staff Benefits
50013	Staff Fringe - Insurance	Expense	Staff Benefits
51001	Staff Wages -Direct Spread	Expense	Direct Spread Staff
52000	Staff Travel, Meals, Lodging	Expense	Staff Benefits
52001	Other Staff Expenses	Expense	Other Staff Expense
52002	Board Expenses	Expense	Direct Staff
53000	Benefits Allocation	Expense	Allocation - Contra
60001	Client Wages	Expense	Client Expenses

60002	Client Taxes	Expense	Client Expenses
60003	Client Support Services	Expense	Client Expenses
60004	Client Training	Expense	Client Expenses
60005	Client Training - On the Job	Expense	Client Expenses
60007	Client Stipends	Expense	Client Expenses
60010	Client Employment Bonus	Expense	Client Expenses
60012	Client Intensive - Occupational Skills	Expense	Client Expenses
60013	Client Non Registered Core Services	Expense	Client Expenses
60015	Client Scholarships	Expense	Client Expenses
60016	Client Incentive	Expense	Client Expenses
60017	Other Client Expenses	Expense	Client Expenses
60018	Client Travel, Meals, Lodging	Expense	Client Expenses
60019	Client Wages - Intensive	Expense	Client Expenses
60020	Client Taxes - Intensive	Expense	Client Expenses
60021	Client Support Services - Intensive	Expense	Client Expenses
60022	Client Training - Intensive	Expense	Client Expenses
70001	Newsletters	Expense	Contract Expenses
70003	Direct Program Supplies	Expense	Contract Expenses
70004	Contracted Services	Expense	Contract Expenses
70007	Other Direct Program Expenses	Expense	Contract Expenses
70008	Classroom Supplies	Expense	Contract Expenses
70009	Workshop Costs	Expense	Contract Expenses
70011	Educational Materials	Expense	Contract Expenses
90001	Interest and Late Fees	Expense	Other Expenses
90004	Other Expense	Expense	Other Expenses
90005	Penalty	Expense	Other Expenses
90007	Gain/Loss on Disposal	Expense	Other Expenses
90008	Fair Value Adjustment	Expense	Other Expenses
90009	Depreciation Expense	Expense	Other Expenses

**Fund**

**Funding Source**

Code	Short Description
01	General Fund
<b>Location</b>	
Code	Short Description
00	No Value
10	Jackson County
20	Josephine County
30	Klamath County
<b>Category</b>	
Code	Short Description
00	No Value
40	Mdf Yth Co-op Pgm (MYC)-oycc csc, msd, ccf
<b>Project Number</b>	
Code	Short Description
0000	No Value
1021	Rapid Response-Initial Response
1022	Rapid Response-Technology Supplies
1023	Rapaid Response-Additional Assistance
1050	WIA/JOBS Co-Enrolled
2100	OCC-CORE
2101	OCC-Safety Set
2102	OCC-DHS CCP
2103	OCC-DHS LEHRC
2104	OCC-QRIS
3100	TPP Teen Parent Program
3200	TPP Re-engagement
3201	JOBS-Incentives
3300	FS&C-Parent Ed. Training Reimbursement
4100	OYCC CSC Jackson County
4110	OYCC CSC Josephine County
4120	OYCC SCC Jackson County
4121	OYCC SCC Josephine County
4130	OYCC Jx. Co. Marine Board Grant
4131	OYCC Jo. Co. Marine Board Grant
4140	OYCC BLM Grant
4311	YBAC-College Dreams
4420	Title II Jackson County BLM
4430	Title II Josephine County BLM
4600	RVSS (Rogue Valley Sewer Services)
9991	RWP Rogue Workforce Pshp 102/103 50% 50%
9992	IT Holding
9993	Front Desk Holding
9994	Resource Room Holding
9995	Youth Split Holding
9996	CCRN Holding
9997	Facilities Holding
9998	MYC Distribution

Code	Description
000	Admin
102	WIA Adult
103	WIA DLW Dislocated Worker
104	WIA Administration
108	Statewide Activities Incentive - High Concentration Youth Funds
109	WIA I/S In-School Youth
110	WIA O/S Out-of-School Youth
111	NCRC National Career Readiness Certificate
112	Back To Work Oregon
113	Additional Assistance Project
115	Rapid Response
120	NEG - DLWT
200	OFSET - Department of Human Services
201	JOBS - DHS - JOBS Opportunity & Basic Skills
202	FS&C - DHS - Family Support and Connections
204	JOBS Plus
302	Medford School District
303	OYCC Oregon Youth Conservation Corps
306	RVCOG Rogue Valley Council of Governments
308	BLM Bureau of Land Management
309	USFS United States Forest Service
310	Jx Co CCF Commission on Children and Families
311	YouthBuild USA - AmeriCorps
316	Cow Creek Umpqua Indian Foundation
317	Oregon Parks & Recreation Dept.
321	Upper Rogue Watershed
322	Applegate Partnership & Watershed Council
323	MDCR
324	Seven Basins Watershed
325	Illinois Valley Soil & Water
503	Child Care Division
505	WOU PICCE Teaching Research Institute
507	OCDD ICCP Oregon Council on Developmental Disabilities
600	PowerUp
901	Leightman Maxey
903	Non-Federal
906	OCF Oregon Community Foundation
907	Gordon Elwood Foundation
908	LHC Latina Health Coalition for TPP
909	Carpenter Foundation
910	Fee For Service
911	NEEF National Environmental Educational Foundation
* 912	VA SORCC
* 913	CWRC Certified Work Ready Community
997	Undesignated/Unrestricted
999	Temporary Holding Account

Revised 10/15/13

\* = New since last revision





Account Code		1st Level	2nd Level Category
Code	Description	Category	(P&L)
10004	Cash In Bank - General Account	Asset	
10005	Cash In Bank - Payroll Account	Asset	
10006	Cash In Bank - Non Federal	Asset	
10007	Cash In Bank - Vacation Account	Asset	
10008	Cash In Bank - Paypal Account	Asset	
10009	Cash In Bank - Endowment	Asset	
10010	Petty Cash	Asset	
10011	Cash Transfers	Asset	
10012	Cash In Bank - JOBS	Asset	
10013	Cash In Bank - Health Reimbursement	Asset	
10033	Cash In Bank - Sick Leave	Asset	
10034	Cash In Bank - RVECN	Asset	
11000	Investments	Asset	
12000	Accounts Receivable	Asset	
13002	Prepaid Rent	Asset	
13003	Prepaid Insurance	Asset	
13005	Prepaid Bus Tokens	Asset	
13006	Prepaid Gas Cards	Asset	
13008	Prepaid Miscellaneous	Asset	
14002	Leasehold Improvements	Asset	
14005	Leasehold Improvements Contra	Asset	
15001	Equipment	Asset	
15505	Equipment Contra	Asset	
16000	Vehicles	Asset	
16005	Vehicles Contra	Asset	
17000	Furniture and Fixtures	Asset	
17005	Furniture and Fixtures Contra	Asset	
20003	Accrued AP	Liability	
21000	Grant Awards	Liability	
22001	Accrued Payroll	Liability	
22002	Accrued Payroll - Federal Taxes W/H	Liability	
22003	Accrued Payroll - Social Security	Liability	
22004	Accrued Payroll - Medicare	Liability	
22005	Accrued Payroll - State Taxes	Liability	
22006	Accrued Payroll - WBF	Liability	
22007	Accrued Payroll - SAIF	Liability	
22008	Accrued Payroll - SUTA	Liability	
22009	Accrued Payroll - Retirement 401A/457	Liability	
22010	Accrued Payroll - PERS	Liability	
22011	Accrued Payroll - Vision Insurance	Liability	
22012	Accrued Payroll - Health Insurance	Liability	
22013	Accrued Payroll - HRA Fee & Deductible	Liability	
22014	Accrued Payroll - Company Paid Life & Disability Insurance	Liability	
22016	Accrued Payroll - Medical Reimbursement Plan (FSA)	Liability	
22018	Accrued Payroll - AFLAC Premiums	Liability	
22019	Accrued Payroll - Garnishments	Liability	
22020	Accrued Payroll - United Way Contributions	Liability	
22028	Accrued Payroll - HSA Contribution	Liability	
22030	Accrued Payroll - Dental Insurance - Willamette Dental	Liability	
22031	Accrued Payroll - Dental Insurance - SunLife	Liability	
22032	Accrued Payroll - Voluntary Life	Liability	
23000	Clearing/Contingency Accounts	Liability	
23002	Clearing Contracts	Liability	
23003	Contingent Liabilities	Liability	
23004	Career Center Room Deposits	Liability	

24001	Accrued PTO	Liability	
24002	Accrued PTO Contra	Liability	
25000	Due To's	Liability	
25001	Due to Endowment	Liability	
25002	Due to RWP	Liability	
26000	Deferred Revenue	Liability	
26999	Total Deferred Revenue	Liability	
27000	Credit Cards	Liability	
27001	Line of Credit	Liability	
27002	Current Portion of LTD	Liability	
27003	Other Current Liabilities	Liability	
28000	Long Term Debt	Liability	
28001	Current Port of LTD Contra	Liability	
29000	Fund Balance	Fund Balance	
29001	Fund Balance - TJC	Fund Balance	
30001	Rent Revenue	Revenue	Rent Revenue
30100	Grant Revenue	Revenue	Grant Revenue
31000	Program Income	Revenue	Program Income
31010	Fee For Service	Revenue	Program Income
31020	Tuition	Revenue	Program Income
31030	Product Sales	Revenue	Program Income
31040	Program Reimbursement		
31104	Tuition - Recognizing & Reporting Child Abuse/Neglect (RRCAN)	Revenue	Program Income
31105	Fee for Service - Food Handler's License	Revenue	Program Income
31505	Other Program Income	Revenue	Program Income
32006	Other Miscellaneous Revenue	Revenue	Other Income
33001	Interest/Dividend Income - Non Federal	Revenue	Other Income
40001	Organizational Expenses	Expense	Operating Expenses
40002	Indirect Expense Allocation	Expense	Allocation - Contra
40003	Administration Staffing Allocation	Expense	Allocation - Contra
40006	Outreach	Expense	Operating Expenses
40007	Office Expenses (Supplies)	Expense	Operating Expenses
40008	Licenses, Fees, and Taxes	Expense	Operating Expenses
40009	Insurance	Expense	Operating Expenses
40010	Postage and Shipping	Expense	Operating Expenses
40011	Bank Service Charges	Expense	Operating Expenses
40012	Professional Fees	Expense	Operating Expenses
40013	Audit Fees	Expense	Operating Expenses
40014	Dues and Subscriptions	Expense	Operating Expenses
40015	Rent	Expense	Facilities Expenses
40016	Utilities	Expense	Facilities Expenses
40017	Repairs and Maintenance (Facilities, Equip)	Expense	Facilities Expenses
40018	Phone and Data	Expense	Facilities Expenses
40019	Non Capitalized Furnishings and Equipment	Expense	Operating Expenses
40020	Software and Support	Expense	Operating Expenses
40022	Vehicle Expenses	Expense	Vehicle Expenses
40023	Mileage	Expense	Vehicle Expenses
40024	Bad Debt Expense	Expense	Operating Expenses
40025	Payment Processing Fees	Expense	Operating Expenses
50001	Staff Wages - Direct	Expense	Direct Staff
50002	Staff Taxes	Expense	Staff Benefits
50006	Staff Fringe - PERS	Expense	Staff Benefits
50007	Staff Fringe - Other Benefits	Expense	Staff Benefits
50008	Staff Fringe - Retirement	Expense	Staff Benefits
50009	Staff Fringe - PTO	Expense	Staff Benefits
50011	Staff Training	Expense	Staff Benefits
50012	Staff Training - Travel, Meals, Lodging	Expense	Staff Benefits
50013	Staff Fringe - Insurance	Expense	Staff Benefits
51001	Staff Wages -Direct Spread	Expense	Direct Spread Staff
52000	Staff Travel, Meals, Lodging	Expense	Staff Benefits
52001	Other Staff Expenses	Expense	Other Staff Expense

52002	Board Expenses	Expense	Direct Staff
53000	Benefits Allocation	Expense	Allocation - Contra
60001	Client Wages	Expense	Client Expenses
60002	Client Taxes	Expense	Client Expenses
60003	Client Support Services	Expense	Client Expenses
60004	Client Training	Expense	Client Expenses
60005	Client Training - On the Job	Expense	Client Expenses
60007	Client Stipends	Expense	Client Expenses
60010	Client Employment Bonus	Expense	Client Expenses
60012	Client Intensive - Occupational Skills	Expense	Client Expenses
60013	Client Non Registered Core Services	Expense	Client Expenses
60015	Client Scholarships	Expense	Client Expenses
60016	Client Incentive	Expense	Client Expenses
60017	Other Client Expenses	Expense	Client Expenses
60018	Client Travel, Meals, Lodging	Expense	Client Expenses
60019	Client Wages - Intensive	Expense	Client Expenses
60020	Client Taxes - Intensive	Expense	Client Expenses
60021	Client Support Services - Intensive	Expense	Client Expenses
60022	Client Training - Intensive	Expense	Client Expenses
70001	Newsletters	Expense	Contract Expenses
70003	Direct Program Supplies	Expense	Contract Expenses
70004	Contracted Services	Expense	Contract Expenses
70007	Other Direct Program Expenses	Expense	Contract Expenses
70008	Classroom Supplies	Expense	Contract Expenses
70009	Workshop Costs	Expense	Contract Expenses
70011	Educational Materials	Expense	Contract Expenses
90001	Interest and Late Fees	Expense	Other Expenses
90004	Other Expense	Expense	Other Expenses
90005	Penalty	Expense	Other Expenses
90007	Gain/Loss on Disposal	Expense	Other Expenses
90008	Fair Value Adjustment	Expense	Other Expenses
90009	Depreciation Expense	Expense	Other Expenses









Code	Description	Account Code	1st Level Category	2nd Level Category (P&L)
10004	Cash In Bank - General Account		Asset	
10005	Cash In Bank - Payroll Account		Asset	
10006	Cash In Bank - Payroll Account		Asset	
10009	Cash In Bank - Endowment		Asset	
10010	Petty Cash		Asset	
10011	Cash Transfers		Asset	
10040	PayPal Holding Account		Asset	
10042	Gift Local Gov Investment Pool		Asset	
11000	Investments		Asset	
12000	Accounts Receivable		Asset	
13002	Prepaid Rent		Asset	
13003	Prepaid Insurance		Asset	
13005	Prepaid Bus Tokens		Asset	
13006	Prepaid Gas Cards		Asset	
13008	Prepaid Miscellaneous		Asset	
14002	Leasehold Improvements		Asset	
14005	Leasehold Improvements Contra		Asset	
15001	Equipment		Asset	
15005	Equipment Contra		Asset	
16000	Vehicles		Asset	
16005	Vehicles Contra		Asset	
17000	Furniture and Fixtures		Asset	
17005	Furniture and Fixtures Contra		Asset	
20003	Accrued AP		Liability	
21000	Grant Awards		Liability	
22001	Accrued Payroll		Liability	
22002	Accrued Payroll - Federal Taxes W/H		Liability	
22003	Accrued Payroll - Social Security		Liability	
22004	Accrued Payroll - Medicare		Liability	
22005	Accrued Payroll - State Taxes		Liability	
22006	Accrued Payroll - WIF		Liability	
22007	Accrued Payroll - SAIF		Liability	
22008	Accrued Payroll - SUTA		Liability	
22009	Accrued Payroll - Retirement 401A/457		Liability	
22010	Accrued Payroll - PERS		Liability	
22011	Accrued Payroll - Vision Insurance		Liability	
22012	Accrued Payroll - Health Insurance		Liability	
22013	Accrued Payroll - HRA Fee & Deductible		Liability	
22014	Accrued Payroll - Company Paid Life & Disability Insurance		Liability	
22016	Accrued Payroll - Medical Reimbursement Plan (FSA)		Liability	
22018	Accrued Payroll - AFLAC Premiums		Liability	
22019	Accrued Payroll - Garnishments		Liability	
22020	Accrued Payroll - Unfunded Way Contributions		Liability	
22021	Accrued Payroll - HSA Contribution		Liability	
22020	Accrued Payroll - Dental Insurance - Willamette Dental		Liability	
22015	Accrued Payroll - Dental Insurance - SunLife		Liability	
22012	Accrued Payroll - Voluntary Life		Liability	
23000	Clearing/Contingency Accounts		Liability	
23002	Clearing Contracts		Liability	
23003	Contingent Liabilities		Liability	
23004	Career Center Room Deposits		Liability	
24001	Accrued PTO		Liability	
24002	Accrued PTO Contra		Liability	
25000	Due To's		Liability	
25001	Due To Endowment		Liability	
25002	Due to RWP		Liability	
26000	Deferred Revenue		Liability	
26999	Total Deferred Revenue		Liability	
27000	Credit Cards		Liability	
27001	Line of Credit		Liability	
27002	Current Portion of LTD		Liability	
27003	Other Current Liabilities		Liability	
28000	Long Term Debt		Liability	
28001	Current Port of LTD Contra		Liability	
29000	Fund Balance		Fund Balance	
29001	Fund Balance - TIC		Fund Balance	
30001	Rent Revenue		Revenue	Rent Revenue
30002	Employment Department Lease - Grants Pass		Revenue	
31010	Grant Revenue		Revenue	Grant Revenue
31001	Program Income		Revenue	Program Income
31010	Fee For Service		Revenue	Program Income
31020	Tuition		Revenue	Program Income
31030	Product Sales		Revenue	Program Income
31040	Program Reimbursement		Revenue	Program Income
31104	Tuition - Recognize & Reporting Child Abuse/Neglect (RCRAN)		Revenue	Program Income
31105	Fee for Service - Food Handler's License		Revenue	Program Income
31505	Other Program Income		Revenue	Program Income
31600	Administrative Offset		Revenue	Other Income
32000	Other Miscellaneous Revenue		Revenue	Other Income
33001	Interest/Dividend Income - Non Federal		Revenue	Other Income
40001	Organizational Expenses		Expense	Operating Expenses
40002	Indirect Expense Allocation		Expense	Allocation - Contra
40003	Administration Staffing Allocation		Expense	Allocation - Contra
40006	Outreach		Expense	Operating Expenses
40007	Office Expenses (Supplies)		Expense	Operating Expenses
40008	Licenses, Fees, and Taxes		Expense	Operating Expenses
40009	Insurance		Expense	Operating Expenses
40010	Postage and Shipping		Expense	Operating Expenses
40011	Bank Service Charges		Expense	Operating Expenses
40012	Professional Fees		Expense	Operating Expenses
40013	Audit Fees		Expense	Operating Expenses
40014	Dues and Subscriptions		Expense	Operating Expenses
40015	Rent		Expense	Facilities Expenses
40016	Utilities		Expense	Facilities Expenses
40017	Repairs and Maintenance (Facilities, Equip)		Expense	Facilities Expenses
40018	Phone and Data		Expense	Facilities Expenses
40019	Non Capitalized Furnishings and Equipment		Expense	Operating Expenses
40020	Software and Support		Expense	Operating Expenses
40022	Vehicle Expenses		Expense	Vehicle Expenses
40023	Mileage		Expense	Vehicle Expenses
40024	Bad Debt Expense		Expense	Operating Expenses
40025	Payment Processing Fees		Expense	Operating Expenses
40028	Janitorial Services		Expense	Operating Expenses
50001	Staff Wages - Direct		Expense	Direct Staff
50002	Staff Taxes		Expense	Staff Benefits
50006	Staff Fringe - PERS		Expense	Staff Benefits
50007	Staff Fringe - Other Benefits		Expense	Staff Benefits
50008	Staff Fringe - Retirement		Expense	Staff Benefits
50009	Staff Fringe - PTO		Expense	Staff Benefits
50011	Staff Training		Expense	Staff Benefits
50012	Staff Training - Travel, Meals, Lodging		Expense	Staff Benefits
50013	Staff Fringe - Insurance		Expense	Staff Benefits
51001	Staff Wages - Direct Spread		Expense	Direct Spread Staff
52000	Staff Travel, Meals, Lodging		Expense	Staff Benefits
52001	Other Staff Expenses		Expense	Other Staff Expense
52002	Board Expenses		Expense	Direct Staff
53000	Benefits Allocation		Expense	Allocation - Contra
60001	Client Wages		Expense	Client Expenses
60002	Client Taxes		Expense	Client Expenses
60003	Client Support Services		Expense	Client Expenses
60004	Client Training		Expense	Client Expenses
60005	Client Training - On the Job		Expense	Client Expenses
60007	Client Stipends		Expense	Client Expenses
60010	Client Employment Bonus		Expense	Client Expenses
60012	Client Intensive - Occupational Skills		Expense	Client Expenses
60013	Client Non-Required Core Services		Expense	Client Expenses
60015	Client Scholarships		Expense	Client Expenses
60016	Client Incentive		Expense	Client Expenses
60017	Other Client Expenses		Expense	Client Expenses
60018	Client Travel, Meals, Lodging		Expense	Client Expenses
60019	Client Wages - Intensive		Expense	Client Expenses
60020	Client Taxes - Intensive		Expense	Client Expenses
60021	Client Support Services - Intensive		Expense	Client Expenses
60022	Client Training - Intensive		Expense	Client Expenses
70001	Newsletters		Expense	Contract Expenses
70003	Direct Program Supplies		Expense	Contract Expenses
70004	Contracted Services		Expense	Contract Expenses
70007	Other Direct Program Expenses		Expense	Contract Expenses
70008	Classroom Supplies		Expense	Contract Expenses
70009	Workshop Costs		Expense	Contract Expenses
70011	Educational Materials		Expense	Contract Expenses
90001	Interest and Late Fees		Expense	Other Expenses
90004	Other Expense		Expense	Other Expenses
90005	Penalty		Expense	Other Expenses
90007	Gain/Loss on Disposal		Expense	Other Expenses
90008	Fair Value Adjustment		Expense	Other Expenses
90009	Depreciation Expense		Expense	Other Expenses

Code	Description	Account Code	1st Level Category	2nd Level Category (P&L)
10004	Cash In Bank - General Account		Asset	
10005	Cash In Bank - Payroll Account		Asset	
10006	Cash In Bank - Payroll Account		Asset	
10009	Cash In Bank - Endowment		Asset	
10010	Petty Cash		Asset	
10011	Cash Transfers		Asset	
10040	PayPal Holding Account		Asset	
10042	Gift Local Gov Investment Pool		Asset	
11000	Investments		Asset	
12000	Accounts Receivable		Asset	
13002	Prepaid Rent		Asset	
13003	Prepaid Insurance		Asset	
13005	Prepaid Bus Tokens		Asset	
13006	Prepaid Gas Cards		Asset	
13008	Prepaid Miscellaneous		Asset	
14002	Leasehold Improvements		Asset	
14005	Leasehold Improvements Contra		Asset	
15001	Equipment		Asset	
15005	Equipment Contra		Asset	
16000	Vehicles		Asset	
16005	Vehicles Contra		Asset	
17000	Furniture and Fixtures		Asset	
17005	Furniture and Fixtures Contra		Asset	
20003	Accrued AP		Liability	
21000	Grant Awards		Liability	
22001	Accrued Payroll		Liability	
22002	Accrued Payroll - Federal Taxes W/H		Liability	
22003	Accrued Payroll - Social Security		Liability	
22004	Accrued Payroll - Medicare		Liability	
22005	Accrued Payroll - State Taxes		Liability	
22006	Accrued Payroll - WIF		Liability	
22007	Accrued Payroll - SAIF		Liability	
22008	Accrued Payroll - SUTA		Liability	
22009	Accrued Payroll - Retirement 401A/457		Liability	
22010	Accrued Payroll - PERS		Liability	
22011	Accrued Payroll - Vision Insurance		Liability	
22012	Accrued Payroll - Health Insurance		Liability	
22013	Accrued Payroll - HRA Fee & Deductible		Liability	
22014	Accrued Payroll - Company Paid Life & Disability Insurance		Liability	
22016	Accrued Payroll - Medical Reimbursement Plan (FSA)		Liability	
22018	Accrued Payroll - AFLAC Premiums		Liability	
22019	Accrued Payroll - Garnishments		Liability	
22020	Accrued Payroll - Unfunded Way Contributions		Liability	
22021	Accrued Payroll - HSA Contribution		Liability	
22020	Accrued Payroll - Dental Insurance - Willamette Dental		Liability	
22015	Accrued Payroll - Dental Insurance - SunLife		Liability	
22012	Accrued Payroll - Voluntary Life		Liability	
23000	Clearing/Contingency Accounts		Liability	
23002	Clearing Contracts		Liability	
23003	Contingent Liabilities		Liability	
23004	Career Center Room Deposits		Liability	
24001	Accrued PTO		Liability	
24002	Accrued PTO Contra		Liability	
25000	Due To's		Liability	
25001	Due To Endowment		Liability	
25002	Due to RWP		Liability	
26000	Deferred Revenue		Liability	
26999	Total Deferred Revenue		Liability	
27000	Credit Cards		Liability	
27001	Line of Credit		Liability	
27002	Current Portion of LTD		Liability	
27003	Other Current Liabilities		Liability	
28000	Long Term Debt		Liability	
28001	Current Port of LTD Contra		Liability	
29000	Fund Balance		Fund Balance	
29001	Fund Balance - TIC		Fund Balance	
30001	Rent Revenue		Revenue	Rent Revenue
30002	Employment Department Lease - Grants Pass		Revenue	
31010	Grant Revenue		Revenue	Grant Revenue
31001	Program Income		Revenue	Program Income
31010	Fee For Service		Revenue	Program Income
31020	Tuition		Revenue	Program Income
31030	Product Sales		Revenue	Program Income
31040	Program Reimbursement		Revenue	Program Income
31104	Tuition - Recognize & Reporting Child Abuse/Neglect (RCRAN)		Revenue	Program Income
31105	Fee for Service - Food Handler's License		Revenue	Program Income
31505	Other Program Income		Revenue	Program Income
31600	Administrative Offset		Revenue	Other Income
32000	Other Miscellaneous Revenue		Revenue	Other Income
33001	Interest/Dividend Income - Non Federal		Revenue	Other Income
40001	Organizational Expenses		Expense	Operating Expenses
40002	Indirect Expense Allocation		Expense	Allocation - Contra
40003	Administration Staffing Allocation		Expense	Allocation - Contra
40006	Outreach		Expense	Operating Expenses
40007	Office Expenses (Supplies)		Expense	Operating Expenses
40008	Licenses, Fees, and Taxes		Expense	Operating Expenses
40009	Insurance		Expense	Operating Expenses
40010	Postage and Shipping		Expense	Operating Expenses
40011	Bank Service Charges		Expense	Operating Expenses
40012	Professional Fees		Expense	Operating Expenses
40013	Audit Fees		Expense	Operating Expenses
40014	Dues and Subscriptions		Expense	Operating Expenses
40015	Rent		Expense	Facilities Expenses
40016	Utilities		Expense	Facilities Expenses
40017	Repairs and Maintenance (Facilities, Equip)		Expense	Facilities Expenses
40018	Phone and Data		Expense	Facilities Expenses
40019	Non Capitalized Furnishings and Equipment		Expense	Operating Expenses
40020	Software and Support		Expense	Operating Expenses
40022	Vehicle Expenses		Expense	Vehicle Expenses
40023	Mileage		Expense	Vehicle Expenses
40024	Bad Debt Expense		Expense	Operating Expenses
40025	Payment Processing Fees		Expense	Operating Expenses
40028	Janitorial Services		Expense	Operating Expenses
50001	Staff Wages - Direct		Expense	Direct Staff
50002	Staff Taxes		Expense	Staff Benefits
50006	Staff Fringe - PERS		Expense	Staff Benefits
50007	Staff Fringe - Other Benefits		Expense	Staff Benefits
50008	Staff Fringe - Retirement		Expense	Staff Benefits
50009	Staff Fringe - PTO		Expense	Staff Benefits
50011	Staff Training		Expense	Staff Benefits
50012	Staff Training - Travel, Meals, Lodging		Expense	Staff Benefits
50013	Staff Fringe - Insurance		Expense	Staff Benefits
51001	Staff Wages - Direct Spread		Expense	Direct Spread Staff
52000	Staff Travel, Meals, Lodging		Expense	Staff Benefits
52001	Other Staff Expenses		Expense	Other Staff Expense
52002	Board Expenses		Expense	Direct Staff
53000	Benefits Allocation		Expense	Allocation - Contra
60001	Client Wages		Expense	Client Expenses
60002	Client Taxes		Expense	Client Expenses
60003	Client Support Services		Expense	Client Expenses
60004	Client Training		Expense	Client Expenses
60005	Client Training - On the Job		Expense	Client Expenses
60007	Client Stipends		Expense	Client Expenses
60010	Client Employment Bonus		Expense	Client Expenses
60012	Client Intensive - Occupational Skills		Expense	Client Expenses
60013	Client Non-Required Core Services		Expense	Client Expenses
60015	Client Scholarships		Expense	Client Expenses
60016	Client Incentive		Expense	Client Expenses
60017	Other Client Expenses		Expense	Client Expenses
60018	Client Travel, Meals, Lodging		Expense	Client Expenses
60019	Client Wages - Intensive		Expense	Client Expenses
60020	Client Taxes - Intensive		Expense	Client Expenses
60021	Client Support Services - Intensive		Expense	Client Expenses
60022	Client Training - Intensive		Expense	Client Expenses
70001	Newsletters		Expense	Contract Expenses
70003	Direct Program Supplies		Expense	Contract Expenses
70004	Contracted Services		Expense	Contract Expenses
70007	Other Direct Program Expenses		Expense	Contract Expenses
70008	Classroom Supplies		Expense	Contract Expenses
70009	Workshop Costs		Expense	Contract Expenses
70011	Educational Materials		Expense	Contract Expenses
90001	Interest and Late Fees		Expense	Other Expenses
90004	Other Expense		Expense	Other Expenses
90005	Penalty		Expense	Other Expenses
90007	Gain/Loss on Disposal		Expense	Other Expenses
90008	Fair Value Adjustment		Expense	Other Expenses
90009	Depreciation Expense		Expense	Other Expenses

		Account Code		
Code	Description		1st Level Category	2nd Level Category (P&L)
10004	Cash In Bank - General Account		Asset	
10005	Cash In Bank - Payroll Account		Asset	
10008	Cash In Bank - Paypal Account		Asset	
10009	Cash In Bank - Endowment		Asset	
10010	Petty Cash		Asset	
10011	Cash Transfers		Asset	
10040	PayPal Holding Account		Asset	
10042	LGIP Local Gov Investment Pool		Asset	
11000	Investments		Asset	
12000	Accounts Receivable		Asset	
12500	Due From Endowment Fund		Asset	
13002	Prepaid Rent		Asset	
13003	Prepaid Insurance		Asset	
13005	Prepaid Bus Tokens		Asset	
13006	Prepaid Gas Cards		Asset	
13008	Prepaid Miscellaneous		Asset	
14002	Leasehold Improvements		Asset	
14005	Leasehold Improvements Contra		Asset	
15001	Equipment		Asset	
15505	Equipment Contra		Asset	
16000	Vehicles		Asset	
16005	Vehicles Contra		Asset	
17000	Furniture and Fixtures		Asset	
17005	Furniture and Fixtures Contra		Asset	
20003	Accrued AP		Liability	
21000	Grant Awards		Liability	
22001	Accrued Payroll		Liability	
22002	Accrued Payroll - Federal Taxes W/H		Liability	
22003	Accrued Payroll - Social Security		Liability	
22004	Accrued Payroll - Medicare		Liability	
22005	Accrued Payroll - State Taxes		Liability	
22006	Accrued Payroll - WBF		Liability	
22007	Accrued Payroll - SAIF		Liability	
22008	Accrued Payroll - SUTA		Liability	
22009	Accrued Payroll - Retirement 401A/457		Liability	
22010	Accrued Payroll - PERS		Liability	
22011	Accrued Payroll - Vision Insurance		Liability	
22012	Accrued Payroll - Health Insurance		Liability	
22013	Accrued Payroll - HRA Fee & Deductible		Liability	
22014	Accrued Payroll - Company Paid Life & Disability Insurance		Liability	
22016	Accrued Payroll - Medical Reimbursement Plan (FSA)		Liability	
22018	Accrued Payroll - AFLAC Premiums		Liability	
22019	Accrued Payroll - Garnishments		Liability	
22020	Accrued Payroll - United Way Contributions		Liability	
22028	Accrued Payroll - HSA Contribution		Liability	
22030	Accrued Payroll - Dental Insurance - Willamette Dental		Liability	

22031	Accrued Payroll - Dental Insurance - SunLife	Liability	
22032	Accrued Payroll - Voluntary Life	Liability	
23000	Clearing/Contingency Accounts	Liability	
23002	Clearing Contracts	Liability	
23003	Contingent Liabilities	Liability	
23004	Career Center Room Deposits	Liability	
24001	Accrued PTO	Liability	
24002	Accrued PTO Contra	Liability	
25000	Due To's	Liability	
25001	Due to Endowment	Liability	
25002	Due to RWP	Liability	
26000	Deferred Revenue	Liability	
26999	Total Deferred Revenue	Liability	
27000	Credit Cards	Liability	
27001	Line of Credit	Liability	
27002	Current Portion of LTD	Liability	
27003	Other Current Liabilities	Liability	
28000	Long Term Debt	Liability	
28001	Current Port of LTD Contra	Liability	
29000	Fund Balance	Fund Balance	
29001	Fund Balance - TJC	Fund Balance	
30001	Rent Revenue	Revenue	Rent Revenue
30002	Employment Department Lease - Grants Pass		
30100	Grant Revenue	Revenue	Grant Revenue
31000	Program Income	Revenue	Program Income
31010	Fee For Service	Revenue	Program Income
31020	Tuition	Revenue	Program Income
31030	Product Sales	Revenue	Program Income
31040	Program Reimbursement		
31104	Tuition - Recognizing & Reporting Child Abuse/Neglect (RRCAN)	Revenue	Program Income
31105	Fee for Service - Food Handler's License	Revenue	Program Income
31505	Other Program Income	Revenue	Program Income
* 31600	Administrative Offset	Revenue	Other Income
32006	Other Miscellaneous Revenue	Revenue	Other Income
33001	Interest/Dividend Income - Non Federal	Revenue	Other Income
40001	Organizational Expenses	Expense	Operating Expenses
40002	Indirect Expense Allocation	Expense	Allocation - Contra
40003	Administration Staffing Allocation	Expense	Allocation - Contra
40006	Outreach	Expense	Operating Expenses
40007	Office Expenses (Supplies)	Expense	Operating Expenses
40008	Licenses, Fees, and Taxes	Expense	Operating Expenses
40009	Insurance	Expense	Operating Expenses
40010	Postage and Shipping	Expense	Operating Expenses
40011	Bank Service Charges	Expense	Operating Expenses
40012	Professional Fees	Expense	Operating Expenses
40013	Audit Fees	Expense	Operating Expenses
40014	Dues and Subscriptions	Expense	Operating Expenses
40015	Rent	Expense	Facilities Expenses

40016	Utilities	Expense	Facilities Expenses
40017	Repairs and Maintenance (Facilities, Equip)	Expense	Facilities Expenses
40018	Phone and Data	Expense	Facilities Expenses
40019	Non Capitalized Furnishings and Equipment	Expense	Operating Expenses
40020	Software and Support	Expense	Operating Expenses
40022	Vehicle Expenses	Expense	Vehicle Expenses
40023	Mileage	Expense	Vehicle Expenses
40024	Bad Debt Expense	Expense	Operating Expenses
40025	Payment Processing Fees	Expense	Operating Expenses
40028	Janitorial Services	Expense	Operating Expenses
50001	Staff Wages - Direct	Expense	Direct Staff
50002	Staff Taxes	Expense	Staff Benefits
50006	Staff Fringe - PERS	Expense	Staff Benefits
50007	Staff Fringe - Other Benefits	Expense	Staff Benefits
50008	Staff Fringe - Retirement	Expense	Staff Benefits
50009	Staff Fringe - PTO	Expense	Staff Benefits
50011	Staff Training	Expense	Staff Benefits
50012	Staff Training - Travel, Meals, Lodging	Expense	Staff Benefits
50013	Staff Fringe - Insurance	Expense	Staff Benefits
51001	Staff Wages -Direct Spread	Expense	Direct Spread Staff
52000	Staff Travel, Meals, Lodging	Expense	Staff Benefits
52001	Other Staff Expenses	Expense	Other Staff Expense
52002	Board Expenses	Expense	Direct Staff
53000	Benefits Allocation	Expense	Allocation - Contra
60001	Client Wages	Expense	Client Expenses
60002	Client Taxes	Expense	Client Expenses
60003	Client Support Services	Expense	Client Expenses
60004	Client Training	Expense	Client Expenses
60005	Client Training - On the Job	Expense	Client Expenses
60007	Client Stipends	Expense	Client Expenses
60010	Client Employment Bonus	Expense	Client Expenses
60012	Client Intensive - Occupational Skills	Expense	Client Expenses
60013	Client Non Registered Core Services	Expense	Client Expenses
60015	Client Scholarships	Expense	Client Expenses
60016	Client Incentive	Expense	Client Expenses
60017	Other Client Expenses	Expense	Client Expenses
60018	Client Travel, Meals, Lodging	Expense	Client Expenses
60019	Client Wages - Intensive	Expense	Client Expenses
60020	Client Taxes - Intensive	Expense	Client Expenses
60021	Client Support Services - Intensive	Expense	Client Expenses
60022	Client Training - Intensive	Expense	Client Expenses
70001	Newsletters	Expense	Contract Expenses
70003	Direct Program Supplies	Expense	Contract Expenses
70004	Contracted Services	Expense	Contract Expenses
70007	Other Direct Program Expenses	Expense	Contract Expenses
70008	Classroom Supplies	Expense	Contract Expenses
70009	Workshop Costs	Expense	Contract Expenses
70011	Educational Materials	Expense	Contract Expenses



90001	Interest and Late Fees	Expense	Other Expenses
90004	Other Expense	Expense	Other Expenses
90005	Penalty	Expense	Other Expenses
90007	Gain/Loss on Disposal	Expense	Other Expenses
90008	Fair Value Adjustment	Expense	Other Expenses
90009	Depreciation Expense	Expense	Other Expenses

**Account Code**

<b>Code</b>	<b>Description</b>	<b>Category</b>	<b>2nd Level Category (P&amp;L)</b>
10004	Cash In Bank - General Account	Asset	
10005	Cash In Bank - Payroll Account	Asset	
10008	Cash In Bank - Paypal Account	Asset	
10009	Cash In Bank - Endowment	Asset	
10010	Petty Cash	Asset	
10011	Cash Transfers	Asset	
10040	PayPal Holding Account	Asset	
10042	LGIP Local Gov Investment Pool	Asset	
11000	Investments	Asset	
12000	Accounts Receivable	Asset	
12500	Due From Endowment Fund	Asset	
13002	Prepaid Rent	Asset	
13003	Prepaid Insurance	Asset	
13005	Prepaid Bus Tokens	Asset	
13006	Prepaid Gas Cards	Asset	
13008	Prepaid Miscellaneous	Asset	
14002	Leasehold Improvements	Asset	
14005	Leasehold Improvements Contra	Asset	
15001	Equipment	Asset	
15505	Equipment Contra	Asset	
16000	Vehicles	Asset	
16005	Vehicles Contra	Asset	
17000	Furniture and Fixtures	Asset	
17005	Furniture and Fixtures Contra	Asset	
20003	Accrued AP	Liability	
21000	Grant Awards	Liability	
22001	Accrued Payroll	Liability	
22002	Accrued Payroll - Federal Taxes W/H	Liability	
22003	Accrued Payroll - Social Security	Liability	
22004	Accrued Payroll - Medicare	Liability	
22005	Accrued Payroll - State Taxes	Liability	
22006	Accrued Payroll - WBF	Liability	
22007	Accrued Payroll - SAIF	Liability	
22008	Accrued Payroll - SUTA	Liability	
22009	Accrued Payroll - Retirement 401A/457	Liability	
22010	Accrued Payroll - PERS	Liability	
22011	Accrued Payroll - Vision Insurance	Liability	
22012	Accrued Payroll - Health Insurance	Liability	
22013	Accrued Payroll - HRA Fee & Deductible	Liability	
22014	Accrued Payroll - Company Paid Life & Disability Insurance	Liability	
22016	Accrued Payroll - Medical Reimbursement Plan (FSA)	Liability	
22018	Accrued Payroll - AFLAC Premiums	Liability	
22019	Accrued Payroll - Garnishments	Liability	
22020	Accrued Payroll - United Way Contributions	Liability	
22028	Accrued Payroll - HSA Contribution	Liability	
22030	Accrued Payroll - Dental Insurance - Willamette Dental	Liability	
22031	Accrued Payroll - Dental Insurance - SunLife	Liability	

	22032	Accrued Payroll - Voluntary Life	Liability	
*	22033	Accrued Payroll - Advances	Liability	
	23000	Clearing/Contingency Accounts	Liability	
	23002	Clearing Contracts	Liability	
	23003	Contingent Liabilities	Liability	
	23004	Career Center Room Deposits	Liability	
	24001	Accrued PTO	Liability	
	24002	Accrued PTO Contra	Liability	
	25000	Due To's	Liability	
	25001	Due to Endowment	Liability	
	25002	Due to RWP	Liability	
	26000	Deferred Revenue	Liability	
	26999	Total Deferred Revenue	Liability	
	27000	Credit Cards	Liability	
	27001	Line of Credit	Liability	
	27002	Current Portion of LTD	Liability	
	27003	Other Current Liabilities	Liability	
	28000	Long Term Debt	Liability	
	28001	Current Port of LTD Contra	Liability	
	29000	Fund Balance	Fund Balance	
	29001	Fund Balance - TJC	Fund Balance	
	30001	Rent Revenue	Revenue	Rent Revenue
	30002	Employment Department Lease - Grants Pass	Revenue	Rent Revenue
	30100	Grant Revenue	Revenue	Grant Revenue
	31000	Program Income	Revenue	Program Income
	31010	Fee For Service	Revenue	Program Income
	31020	Tuition	Revenue	Program Income
	31030	Product Sales	Revenue	Program Income
	31040	Program Reimbursement	Revenue	Program Income
	31104	Tuition - Recognizing & Reporting Child Abuse/Neglect (RRCAN)	Revenue	Program Income
	31105	Fee for Service - Food Handler's License	Revenue	Program Income
*	31505	Other Program Income	Revenue	Program Income
	31600	Administrative Offset	Revenue	Other Income
	32006	Other Miscellaneous Revenue	Revenue	Other Income
*	33001	Interest/Dividend Income	Revenue	Other Income
	40001	Organizational Expenses	Expense	Operating Expenses
*	40003	Administration Expense	Expense	Allocation - Contra
*	40004	Overhead	Expense	Allocation - Contra
	40005	Expense True Up Adjustment		
	40006	Outreach	Expense	Operating Expenses
	40007	Office Expenses (Supplies)	Expense	Operating Expenses
	40008	Licenses, Fees, and Taxes	Expense	Operating Expenses
	40009	Insurance	Expense	Operating Expenses
	40010	Postage and Shipping	Expense	Operating Expenses
	40011	Bank Service Charges	Expense	Operating Expenses
	40012	Professional Fees	Expense	Operating Expenses
	40013	Audit Fees	Expense	Operating Expenses
	40014	Dues and Subscriptions	Expense	Operating Expenses

40015	Rent	Expense	Facilities Expenses
40016	Utilities	Expense	Facilities Expenses
40017	Repairs and Maintenance (Facilities, Equip)	Expense	Facilities Expenses
40018	Phone and Data	Expense	Facilities Expenses
*	40019 Non Capitalized Furnishings, Equip, Computers	Expense	Operating Expenses
40020	Software and Support	Expense	Operating Expenses
40022	Vehicle Expenses	Expense	Vehicle Expenses
40023	Mileage	Expense	Vehicle Expenses
40024	Bad Debt Expense	Expense	Operating Expenses
40025	Payment Processing Fees	Expense	Operating Expenses
40028	Janitorial Services	Expense	Operating Expenses
50001	Staff Wages - Direct	Expense	Direct Staff
50002	Staff Taxes	Expense	Staff Benefits
50006	Staff Fringe - PERS	Expense	Staff Benefits
50007	Staff Fringe - Other Benefits	Expense	Staff Benefits
50008	Staff Fringe - Retirement	Expense	Staff Benefits
50009	Staff Fringe - PTO	Expense	Staff Benefits
50011	Staff Training	Expense	Staff Benefits
50012	Staff Training - Travel, Meals, Lodging	Expense	Staff Benefits
50013	Staff Fringe - Insurance	Expense	Staff Benefits
51001	Staff Wages -Direct Spread	Expense	Direct Spread Staff
52000	Staff Travel, Meals, Lodging	Expense	Staff Benefits
52001	Other Staff Expenses	Expense	Other Staff Expense
52002	Board Expenses	Expense	Direct Staff
53000	Benefits Allocation	Expense	Allocation - Contra
60001	Client Wages	Expense	Client Expenses
60002	Client Taxes	Expense	Client Expenses
60003	Client Support Services	Expense	Client Expenses
60004	Client Training	Expense	Client Expenses
60005	Client Training - On the Job	Expense	Client Expenses
60007	Client Stipends	Expense	Client Expenses
60010	Client Employment Bonus	Expense	Client Expenses
60012	Client Intensive - Occupational Skills	Expense	Client Expenses
60013	Client Non Registered Core Services	Expense	Client Expenses
60015	Client Scholarships	Expense	Client Expenses
60016	Client Incentive	Expense	Client Expenses
60017	Other Client Expenses	Expense	Client Expenses
60018	Client Travel, Meals, Lodging	Expense	Client Expenses
60019	Client Wages - Intensive	Expense	Client Expenses
60020	Client Taxes - Intensive	Expense	Client Expenses
60021	Client Support Services - Intensive	Expense	Client Expenses
60022	Client Training - Intensive	Expense	Client Expenses
70001	Newsletters	Expense	Contract Expenses
70003	Direct Program Supplies	Expense	Contract Expenses
70004	Contracted Services	Expense	Contract Expenses
70007	Other Direct Program Expenses	Expense	Contract Expenses
70008	Classroom Supplies	Expense	Contract Expenses
70009	Workshop Costs	Expense	Contract Expenses

70011	Educational Materials	Expense	Contract Expenses
90001	Interest and Late Fees	Expense	Other Expenses
90004	Other Expense	Expense	Other Expenses
90005	Penalty	Expense	Other Expenses
90007	Gain/Loss on Disposal	Expense	Other Expenses
90008	Fair Value Adjustment	Expense	Other Expenses
90009	Depreciation Expense	Expense	Other Expenses

Removed:

40002 Indirect Expense Allocation

Added:

40004 Overhead

40005 Expense True Up Adjustment

Fund	
Code	Short Description
01	General Fund

Location	
Code	Short Description
00	No Value
10	Jackson County - Use for Adult Expenditures Only
20	Josephine County - Use for Adult Expenditures Only

**Do not use location codes on 10000, 20000 and 30000 accts.**

**Funding Source (sorted by code)**

Need Loc?	Code	Description	
	000	Admin	
L	102	WIA Adult	
L	103	WIA DLW Dislocated Worker	
	104	WIA Administration	
	108	Statewide Activities Incentive - High Concentration Youth Funds	
	109	WIA ISY In-School Youth	
	110	WIA OSY Out-of-School Youth	
L	112	Back To Work Oregon	
	115	Rapid Response - Requires Project Code 1023	
L	120	NEG - DLWT	
L	200	OFSET - Department of Human Services	
L	201	JOBS - DHS - JOBS Opportunity & Basic Skills	
	202	FS&C - DHS - Family Support and Connections	
	302	MSD Medford School District	
	303	OYCC Oregon Yth Conserv Corps - Requires 41** (compare to 340)	
	306	RVCOG Rogue Valley Council of Governments	
	308	BLM Bureau of Land Management	
	309	USFS United States Forest Service	
	310	Jx Co CCF Commission on Children and Families	
	311	YouthBuild USA - AmeriCorps	
	317	Oregon Parks & Recreation Dept.	
	321	Upper Rogue Watershed	
	322	Applegate Partnership & Watershed Council	
	324	Seven Basins Watershed	
	325	Illinois Valley Soil & Water	
*	326	SUTA (Siskiyou Upland Trails Association)	
*	330	Three Rivers School District (Josh PR split 50/50 to 330/340)	
L	340	OYCC CSC	
	503	CCRN CCD Child Care Division	
	507	OCDD ICCP Oregon Council on Developmental Disabilities	
	600	PowerUp	
	903	Non-Federal	
	906	OCF Oregon Community Foundation	
	907	Gordon Elwood Foundation	
	908	LHC Latina Health Coalition for TPP	
	909	Carpenter Foundation	
	910	Fee For Service	
	911	NEEF National Environmental Educational Foundation	
	912	VA SORCC	
L	913	CWRC Certified Work Ready Community	
	915	Sector Strategies	
*	L	916	RCC Path Program
*		917	SOESD Southern Oregon Education Service District
*		918	Anna May Foundation
		997	Undesignated/Unrestricted
		999	Tempory Holding Account

Note: "L" indicates that location code is required with the funding source.

**Notes:** Proj 1023 always goes with FS 115.  
 Proj 210X always goes with FS 503.  
 Proj 3100 and 320X always go with FS 201.  
 Proj 4120, 21, 30, 31 and 40 always go with FS 303, 109 or 110.  
 Proj 4420 and 4430 always go with FS 308, 109 or 110.  
 Proj 4440 and 4445 always go with FS 309, 109 or 110.  
 Proj 4600 and 4700 always go with FS 109 or 110.

**Category**

Code	Short Description
00	No Value
40	Medford Yth Coop (MYC) Jackson oycc csc, msd, ccf
50	Summer Youth Program
70	Health Care Program

**Project Number**

Code	Short Description	
0000	No Value	
1023	Rapid Response Additional Assistance	
1050	WIA/JOBS Co-Enrolled (no time charges)	
2100	OCC-CORE (Office of Child Care - OR Dept of Educ)	
2101	OCC-Safety Set	
2102	OCC-DHS CCP	
2103	OCC-DHS FFN (also LEHRC)	
2105	QRIS Increased Participation	
2106	OCC Build Capacity	
3100	TPP Teen Parent Program	
3201	JOBS - Incentives	
3202	JOBS Re-engagement	
3203	JOBS Teen Parent Enhanced Services	
4120	OYCC SCC Jackson County	
4121	OYCC SCC Josephine County	
4130	OYCC Marine Board Jackson County	
4131	OYCC Marine Board Josephine County	
4140	OYCC BLM Grant (Oregon Youth Conservation Corps)	
4420	Title II BLM Jackson County	
4430	Title II BLM Josephine County	
4440	USFS JxCo	
4445	USFS JoCo	
4600	RVSS (Rogue Valley Sewer Services)	
4620	OSU Extension	
4700	NEEF Match - Do not use with 911	
*	7777	Direct Administration Costs
9901	Facility - Bartlett (Timesheet code only)	
9902	Facility - E. Main (Timesheet code only)	
9903	Facility - GPO (Timesheet code only)	
9904	Facility - Oakdale (Timesheet code only)	
*	9991	RWP Rogue Workfrc Pship - split to 102/103 50% ea
	9992	IT Spread (Timesheets Only)
	9993	Front Desk/Resource Room Spread (Timesheets Only)
	9994	Resource Room Spread (Timesheets Only)
	9996	CCRN Spread (Time Sheets Only)

Fund	
Code	Short Description
01	General Fund

Location	
Code	Short Description
00	No Value
10	Jackson County
20	Josephine County

**Do not use location codes on 10000, 20000 and 30000 accts.**

Funding Source (sorted by description)	
Need Loc?	Code Description
	000 Admin
*	918 Anna May Foundation
	322 Applegate Partnership & Watershed Council
L	112 Back To Work Oregon
	308 BLM Bureau of Land Management
	909 Carpenter Foundation
	503 CCRN CCD Child Care Division
L	913 CWRC Certified Work Ready Community
	910 Fee For Service
	202 FS&C - DHS - Family Support and Connections
	907 Gordon Elwood Foundation
	325 Illinois Valley Soil & Water
L	201 JOBS - DHS - JOBS Opportunity & Basic Skills
	310 Jx Co CCF Commission on Children and Families
	908 LHC Latina Health Coalition for TPP
*	302 MSD Medford School District
	911 NEEF National Environmental Educational Foundation
L	120 NEG - DLWT
	903 Non-Federal
	507 OCDD ICCP Oregon Council on Developmental Disabilities
	906 OCF Oregon Community Foundation
L	200 OFSET - Department of Human Services
	317 Oregon Parks & Recreation Dept.
L	340 OYCC CSC
	303 OYCC Oregon Yth Conserv Corps - Requires 41** (compare to 340)
	600 PowerUp
	115 Rapid Response - Requires Project Code 1023
L	916 RCC Path Program
	306 RVCOG Rogue Valley Council of Governments
	915 Sector Strategies
	324 Seven Basins Watershed
	108 Statewide Activities Incentive - High Concentration Youth Funds
*	326 SUTA (Siskiyou Upland Trails Association)
	999 Temporary Holding Account
	330 Three Rivers School District (Josh PR split 50/50 to 330/340)
	997 Undesignated/Unrestricted
	321 Upper Rogue Watershed
	309 USFS United States Forest Service
	912 VA SORCC
	104 WIA Administration
L	102 WIA Adult
L	103 WIA DLW Dislocated Worker
	109 WIA ISY In-School Youth
	110 WIA OSY Out-of-School Youth
	311 YouthBuild USA - AmeriCorps

Category	
Code	Short Description
00	No Value
40	Medford Yth Coop (MYC) Jackson oycc csc, msd, ccf
50	Summer Youth Program
70	Health Care Program

Project Number	
Code	Short Description
0000	No Value
1023	Rapid Response Additional Assistance
1050	WIA/JOBS Co-Enrolled

2100	OCC-CORE (Office of Child Care - OR Dept of Educ)
2101	OCC-Safety Set
2102	OCC-DHS CCP
2103	OCC-DHS FFN (also LEHRC)
2105	OCC-QRIS Increased Participation
2106	OCC Build Capacity

3100	TPP Teen Parent Program
3201	JOBS - Incentives
3202	JOBS Re-engagement
3203	JOBS Teen Parent Enhanced Services

4120	OYCC SCC Jackson County
4121	OYCC SCC Josephine County
4130	OYCC Marine Board Jackson County
4131	OYCC Marine Board Josephine County
4140	OYCC BLM Grant

4420	Title II BLM Jackson County
4430	Title II BLM Josephine County

4440	USFS JxCo
4445	USFS JoCo

4600	RVSS (Rogue Valley Sewer Services)
4620	OSU Extension
4700	NEEF Match
7777	Direct Administration Costs

9901	Facility - Bartlett (Timesheet code only)
9902	Facility - E. Main (Timesheet code only)
9903	Facility - GPO (Timesheet code only)
9904	Facility - Oakdale (Timesheet code only)

9991	RWP Rogue Workfrc Pship - split to 102/103 50% ea
9992	IT Spread (Timesheets Only)
9993	Front Desk/Resource Room Spread (Timesheets Only)
9994	Resource Room Spread (Timesheets Only)
9996	CCRN Spread (Time Sheets Only)

**Notes:** Proj 1023 always goes with FS 115.  
 Proj 210X always goes with FS 503.  
 Proj 3100 and 320X always go with FS 201.  
 Proj 4120, 21, 30, 31 and 40 always go with FS 303, 109 or 110.  
 Proj 4420 and 4430 always go with FS 308, 109 or 110.  
 Proj 4440 and 4445 always go with FS 309, 109 or 110.  
 Proj 4600 and 4700 always go with FS 109 or 110.

## Account Codes

Code	Description	Category	2nd Level Category (P&L)
10004	Cash In Bank - General Account	Asset	
10005	Cash In Bank - Payroll Account	Asset	
10008	Cash In Bank - Paypal Account	Asset	
10009	Cash In Bank - Endowment	Asset	
10010	Petty Cash	Asset	
10040	PayPal Holding Account	Asset	
11000	Investments	Asset	
12000	Accounts Receivable	Asset	
*	12100 Payroll Advances Receivable	Asset	
*	12500 Due From Endowment Fund	Asset	
13002	Prepaid Rent	Asset	
13003	Prepaid Insurance	Asset	
13005	Prepaid Bus Tokens	Asset	
13006	Prepaid Gas Cards	Asset	
13008	Prepaid Miscellaneous	Asset	
14002	Leasehold Improvements	Asset	
14005	Leasehold Improvements Contra	Asset	
15001	Equipment	Asset	
15505	Equipment Contra	Asset	
16000	Vehicles	Asset	
16005	Vehicles Contra	Asset	
17000	Furniture and Fixtures	Asset	
17005	Furniture and Fixtures Contra	Asset	
20003	Accrued AP	Liability	
21000	Grant Awards	Liability	
22001	Accrued Payroll	Liability	
22002	Accrued Payroll - Federal Taxes W/H	Liability	
22003	Accrued Payroll - Social Security	Liability	
22004	Accrued Payroll - Medicare	Liability	
22005	Accrued Payroll - State Taxes	Liability	
22006	Accrued Payroll - WBF	Liability	
22007	Accrued Payroll - SAIF	Liability	
22008	Accrued Payroll - SUTA	Liability	
22009	Accrued Payroll - Retirement 401A/457	Liability	
22010	Accrued Payroll - PERS	Liability	
22011	Accrued Payroll - Vision Insurance	Liability	
22012	Accrued Payroll - Health Insurance	Liability	
22013	Accrued Payroll - HRA Fee & Deductible	Liability	
22014	Accrued Payroll - Company Paid Life & Disability Insurance	Liability	
22016	Accrued Payroll - Medical Reimbursement Plan (FSA)	Liability	
22018	Accrued Payroll - AFLAC Premiums	Liability	
22019	Accrued Payroll - Garnishments	Liability	
22020	Accrued Payroll - United Way Contributions	Liability	
22028	Accrued Payroll - HSA Contribution	Liability	
22030	Accrued Payroll - Dental Insurance - Willamette Dental	Liability	
22031	Accrued Payroll - Dental Insurance - SunLife	Liability	
22032	Accrued Payroll - Voluntary Life	Liability	
23000	Clearing/Contingency Accounts	Liability	
23002	Clearing Contracts	Liability	
23003	Contingent Liabilities	Liability	
23004	Career Center Room Deposits	Liability	
24001	Accrued PTO	Liability	



## Account Codes

Code	Description	Category	2nd Level Category (P&L)
24002	Accrued PTO Contra	Liability	
25000	Due To's	Liability	
25001	Due to Endowment	Liability	
25002	Due to RWP	Liability	
26000	Deferred Revenue	Liability	
26999	Total Deferred Revenue	Liability	
27000	Credit Cards	Liability	
27001	Line of Credit	Liability	
27002	Current Portion of LTD	Liability	
27003	Other Current Liabilities	Liability	
28000	Long Term Debt	Liability	
28001	Current Port of LTD Contra	Liability	
29000	Fund Balance	Fund Balance	
29001	Fund Balance - TJC	Fund Balance	
30001	Rent Revenue	Revenue	Rent Revenue
30100	Grant Revenue	Revenue	Grant Revenue
31000	Program Income	Revenue	Program Income
31010	Fee For Service	Revenue	Program Income
31020	Tuition	Revenue	Program Income
31030	Product Sales	Revenue	Program Income
31040	Program Reimbursement	Revenue	Program Income
31104	Tuition - Recognizing & Reporting Child Abuse/Neglect (RRCAN)	Revenue	Program Income
31105	Fee for Service - Food Handler's License	Revenue	Program Income
31505	Other Program Income	Revenue	Program Income
31600	Administrative Offset	Revenue	Other Income
32006	Other Miscellaneous Revenue	Revenue	Other Income
*	33001 Interest/Dividend Income	Revenue	Other Income
40001	Organizational Expenses	Expense	Operating Expenses
40003	Administration Expense	Expense	Allocation - Contra
40006	Outreach	Expense	Operating Expenses
*	40007 Office Expenses/Supplies (Non-IT purch under \$300 per item)	Expense	Operating Expenses
40008	Licenses, Fees, and Taxes	Expense	Operating Expenses
40009	Insurance	Expense	Operating Expenses
40010	Postage and Shipping	Expense	Operating Expenses
40011	Bank Service Charges	Expense	Operating Expenses
40012	Professional Fees	Expense	Operating Expenses
40013	Audit Fees	Expense	Operating Expenses
*	40014 Dues, Subscriptions and Memberships	Expense	Operating Expenses
40015	Rent	Expense	Facilities Expenses
40016	Utilities	Expense	Facilities Expenses
40017	Repairs and Maintenance (Facilities, Equip)	Expense	Facilities Expenses
40018	Phone and Data	Expense	Facilities Expenses
*	40019 Expensed Furn, Equip, Computers (\$300 or more cost per item)	Expense	Operating Expenses
*	40020 IT Expense (Includes SW/HW under \$300 cost per item)	Expense	Operating Expenses
40022	Vehicle Expenses	Expense	Vehicle Expenses
40023	Mileage	Expense	Vehicle Expenses
40024	Bad Debt Expense	Expense	Operating Expenses
40025	Payment Processing Fees	Expense	Operating Expenses
*	40028 Janitorial Services and Supplies	Expense	Operating Expenses
*	50001 Staff Wages	Expense	Direct Staff
*	50002 Staff Taxes	Expense	Staff Benefits

## Account Codes

Code	Description	Category	2nd Level Category (P&L)
50006	Staff Fringe - PERS	Expense	Staff Benefits
50007	Staff Fringe - Other Benefits	Expense	Staff Benefits
50009	Staff Fringe - PTO	Expense	Staff Benefits
50011	Staff Training	Expense	Staff Benefits
50013	Staff Fringe - Insurance	Expense	Staff Benefits
* 50014	Staff Fringe - SAIF	Expense	Staff Benefits
52000	Staff Travel, Meals, Lodging	Expense	Staff Benefits
52001	Other Staff Expenses	Expense	Other Staff Expense
52002	Board Expenses	Expense	Direct Staff
53000	Benefits Allocation	Expense	Allocation - Contra
60001	Client Wages	Expense	Client Expenses
60002	Client Taxes	Expense	Client Expenses
60003	Client Support Services	Expense	Client Expenses
60004	Client Training	Expense	Client Expenses
60005	Client Training - On the Job	Expense	Client Expenses
60007	Client Stipends	Expense	Client Expenses
60010	Client Employment Bonus	Expense	Client Expenses
60012	Client Intensive - Occupational Skills	Expense	Client Expenses
60013	Client Non Registered Core Services	Expense	Client Expenses
60014	Client - SAIF	Expense	Client Expenses
60015	Client Scholarships	Expense	Client Expenses
60016	Client Incentive	Expense	Client Expenses
60017	Other Client Expenses	Expense	Client Expenses
60018	Client Travel, Meals, Lodging	Expense	Client Expenses
60019	Client Wages - Intensive	Expense	Client Expenses
60020	Client Taxes - Intensive	Expense	Client Expenses
60021	Client Support Services - Intensive	Expense	Client Expenses
60022	Client Training - Intensive	Expense	Client Expenses
70001	Newsletters	Expense	Contract Expenses
70003	Direct Program Supplies	Expense	Contract Expenses
70004	Contracted Services	Expense	Contract Expenses
70007	Other Direct Program Expenses	Expense	Contract Expenses
70008	Classroom Supplies	Expense	Contract Expenses
70009	Workshop Costs	Expense	Contract Expenses
70011	Educational Materials	Expense	Contract Expenses
90001	Interest and Late Fees	Expense	Other Expenses
90004	Other Expense	Expense	Other Expenses
90005	Penalty	Expense	Other Expenses
90007	Gain/Loss on Disposal	Expense	Other Expenses
90008	Fair Value Adjustment	Expense	Other Expenses
90009	Depreciation Expense	Expense	Other Expenses

Fund	
Code	Short Description
01	General Fund

Location	
Code	Short Description
00	No Value
10	Jackson County - Use for Adult Expenditures Only
20	Josephine County - Use for Adult Expenditures Only

**Funding Source (sorted by code)**

**Note: Do not use location codes on accounts 10000, 20000 and 30000.**

Need Loc?	Code	Description
	000	Admin
	102	WIA Adult (no location needed with RWP 9991)
L	103	WIA DLW Dislocated Worker (no location needed with RWP 9991)
	104	WIA Administration
	108	Statewide Activities Incentive - High Concentration Youth Funds
	109	WIA ISY In-School Youth
	110	WIA OSY Out-of-School Youth
L	112	Back To Work Oregon
	115	Rapid Response - Requires Project Code 1023
*	L	121 NEG - JD (Job Driven)
	L	120 NEG - DLWT
	L	200 OFSET - Department of Human Services
	L	201 JOBS - DHS - JOBS Opportunity & Basic Skills
	202	FS&C - DHS - Family Support and Connections
*	211	JOBS Incentive
*	L	221 JOBS Direct Admin
	302	MSD Medford School District
	303	OYCC Oregon Yth Conserv Corps - Requires 41** (compare to 340)
	306	RVCOG Rogue Valley Council of Governments
	308	BLM Bureau of Land Management
	309	USFS United States Forest Service
	310	Jx Co CCF Commission on Children and Families
	311	YouthBuild USA - AmeriCorps
	317	Oregon Parks & Recreation Dept.
	321	Upper Rogue Watershed
	322	Applegate Partnership & Watershed Council
	324	Seven Basins Watershed
	325	Illinois Valley Soil & Water
	326	SUTA (Siskiyou Upland Trails Association)
	330	Three Rivers School District (Josh PR split 50/50 to 330/340)
*		333 OSU Extension
	L	340 OYCC CSC
*		350 HECC
		503 CCRN CCD Child Care Division
*		508 Jackson Elementary
		507 OCDD ICCP Oregon Council on Developmental Disabilities
		600 PowerUp
		903 Non-Federal
		906 OCF Oregon Community Foundation
		907 Gordon Elwood Foundation
		908 LHC Latina Health Coalition for TPP
		909 Carpenter Foundation
		910 Fee For Service
		911 NEEF National Environmental Educational Foundation
		912 VA SORCC
	L	913 CWRC Certified Work Ready Community
		915 Sector Strategies
	L	916 RCC Path Program
		917 SOESD Southern Oregon Education Service District
		918 Anna May Foundation
		997 Undesignated/Unrestricted
		999 Temporary Holding Account

Note: "L" indicates that location code is required with the funding source.

**Category**

Code	Short Description
00	No Value
40	Medford Yth Coop (MYC) Jackson oycc csc, msd, ccf
50	Summer Youth Program
70	Health Care Program

**Project Number**

Code	Short Description
0000	No Value
1023	Rapid Response Additional Assistance
1050	WIA/JOBS Co-Enrolled (no time charges)

2100	OCC-CORE (Office of Child Care - OR Dept of Educ)
2101	OCC-Safety Set
2102	OCC-DHS CCP
2103	OCC-DHS FFN (also LEHRC)
2105	QRIS Increased Participation
2106	OCC Build Capacity

3100	TPP Teen Parent Program
3201	JOBS - Incentives
3202	JOBS Re-engagement
3203	JOBS Teen Parent Enhanced Services
3300	FS&C Parent Education Training
4120	OYCC SCC Jackson County
4121	OYCC SCC Josephine County
4130	OYCC Marine Board Jackson County
4131	OYCC Marine Board Josephine County
4140	OYCC BLM Grant (Oregon Youth Conservation Corps)

4420	Title II BLM Jackson County
4430	Title II BLM Josephine County

4440	USFS JxCo
4445	USFS JoCo

4600	RVSS (Rogue Valley Sewer Services)
4620	OSU Extension
4700	NEEF Match - Do not use with 911

7777 Direct Administration Costs	
*	8102 Admin - Adult (GL Acct for WIA Draws and C/R) - use with 104
*	8103 Admin -DLW (GL Acct for WIA Draws and C/R) - Use with 104
*	8109 Admin - Youth (GL Acct for WIA Draws and C/R) - Use with 104
*	8115 Admin - Rapid Resp (GL Acct for WIA Draws and C/R) - Use w/115
*	8120 Admin - NEG/DLWT (GL Acct for WIA Draws and C/R) - Use w/120

8800	WIOA Transition
9901	Facility - Bartlett (Timesheet code only)
9902	Facility - E. Main (Timesheet code only)
9903	Facility - GPO (Timesheet code only)
9904	Facility - Oakdale (Timesheet code only)
9991	RWP Rogue Workfrc Pship - split to 102/103 50% ea

9992	IT Spread (Timesheet code only)
9993	Front Desk/Resource Room Spread (Timesheet code only)
9994	Resource Room Spread (Timesheet code only)
9996	CCRN Spread (Time Sheet code only)

Revised 11/24/14

\* = New or changed since last revision

## Alphabetic Directory

### Funding Sources

### Projects

Code	Description	Code	Short Description
000	Admin	8102	Admin - Adult (GL Acct for WIA Draws and C/R) - use with 104
918	Anna May Foundation	8120	Admin - NEG/DLWT (GL Acct for WIA Draws and C/R) - Use w/120
322	Applegate Partnership & Watershed Council	8115	Admin - Rapid Resp (GL Acct for WIA Draws and C/R) - Use w/115
112	Back To Work Oregon	8109	Admin - Youth (GL Acct for WIA Draws and C/R) - Use with 104
308	BLM Bureau of Land Management	8103	Admin -DLW (GL Acct for WIA Draws and C/R) - Use with 104
909	Carpenter Foundation	9996	CCRN Spread (Time Sheet code only)
503	CCRN CCD Child Care Division	7777	Direct Administration Costs
913	CWRC Certified Work Ready Community	9901	Facility - Bartlett (Timesheet code only)
910	Fee For Service	9902	Facility - E. Main (Timesheet code only)
202	FS&C - DHS - Family Support and Connections	9903	Facility - GPO (Timesheet code only)
907	Gordon Elwood Foundation	9904	Facility - Oakdale (Timesheet code only)
350	HECC	9993	Front Desk/Resource Room Spread (Timesheet code only)
325	Illinois Valley Soil & Water	3300	FS&C Parent Education Training
508	Jackson Elementary	9992	IT Spread (Timesheet code only)
201	JOBS - DHS - JOBS Opportunity & Basic Skills	3201	JOBS - Incentives
221	JOBS Direct Admin	3202	JOBS Re-engagement
211	JOBS Incentive	3203	JOBS Teen Parent Enhanced Services
310	Jx Co CCF Commission on Children and Families	4700	NEEF Match - Do not use with 911
908	LHC Latina Health Coalition for TPP	0000	No Value
302	MSD Medford School District	2106	OCC Build Capacity
911	NEEF National Environmental Educational Foundation	2100	OCC-CORE (Office of Child Care - OR Dept of Educ)
120	NEG - DLWT	2102	OCC-DHS CCP
121	NEG - JD (Job Driven)	2103	OCC-DHS FFN (also LEHRC)
903	Non-Federal	2101	OCC-Safety Set
507	OCDD ICCP Oregon Council on Developmental Disabilities	4620	OSU Extension
906	OCF Oregon Community Foundation	4140	OYCC BLM Grant (Oregon Youth Conservation Corps)
200	OFSET - Department of Human Services	4130	OYCC Marine Board Jackson County
317	Oregon Parks & Recreation Dept.	4131	OYCC Marine Board Josephine County
333	OSU Extension	4120	OYCC SCC Jackson County
340	OYCC CSC	4121	OYCC SCC Josephine County
303	OYCC Oregon Yth Conserv Corps - Requires 41** (compare to 340)	2105	QRIS Increased Participation
600	PowerUp	1023	Rapid Response Additional Assistance
115	Rapid Response - Requires Project Code 1023	9994	Resource Room Spread (Timesheet code only)
916	RCC Path Program	4600	RVSS (Rogue Valley Sewer Services)
306	RVCOG Rogue Valley Council of Governments	9991	RWP Rogue Workfrc Pship - split to 102/103 50% ea
915	Sector Strategies	4420	Title II BLM Jackson County
324	Seven Basins Watershed	4430	Title II BLM Josephine County
917	SOESD Southern Oregon Education Service District	3100	TPP Teen Parent Program
108	Statewide Activities Incentive - High Concentration Youth Funds	4445	USFS JoCo
326	SUTA (Siskiyou Upland Trails Association)	4440	USFS JxCo
999	Temporary Holding Account	1050	WIA/JOBS Co-Enrolled (no time charges)
330	Three Rivers School District (Josh PR split 50/50 to 330/340)	8800	WIOA Transition
997	Undesignated/Unrestricted		
321	Upper Rogue Watershed		
309	USFS United States Forest Service		
912	VA SORCC		
104	WIA Administration		
102	WIA Adult (no location needed with RWP 9991)		
103	WIA DLW Dislocated Worker (no location needed with RWP 9991)		
109	WIA ISY In-School Youth		
110	WIA OSY Out-of-School Youth		
311	YouthBuild USA - AmeriCorps		

**Usage Notes:**

Proj 1023 always goes with FS 115 and Proj 210X always with FS 503.	Proj 8102, 8103 and 8109 always go with FS 104.
Proj 3100 and 320X always go with FS 201.	Proj 8115 always goes with FS 115.
Proj 4120, 21, 30, 31 and 40 always go with FS 303, 109 or 110.	Proj 8120 always goes with FS 120.
Proj 4420 and 4430 always go with FS 308, 109 or 110.	
Proj 4440 and 4445 always go with FS 309, 109 or 110.	
Proj 4600 and 4700 always go with FS 109 or 110.	
Proj 4620 always goes with FS 303 or 340	

## Account Codes

Code	Description	1st Level Category	2nd Level Category (P&L)
10004	Cash In Bank - General Account	Asset	
10005	Cash In Bank - Payroll Account	Asset	
10008	Cash In Bank - Paypal Account	Asset	
10009	Cash In Bank - Endowment	Asset	
10010	Petty Cash	Asset	
10040	PayPal Holding Account	Asset	
11000	Investments	Asset	
12000	Accounts Receivable	Asset	
12100	Payroll Advances Receivable	Asset	
*	12501 Due From Endowment Fund	Asset	
*	12502 Due from RWP	Asset	
*	12503 Due from General Fund	Asset	
13002	Prepaid Rent	Asset	
13003	Prepaid Insurance	Asset	
13005	Prepaid Bus Tokens	Asset	
13006	Prepaid Gas Cards	Asset	
13008	Prepaid Miscellaneous	Asset	
14002	Leasehold Improvements	Asset	
14005	Leasehold Improvements Contra	Asset	
15001	Equipment	Asset	
15505	Equipment Contra	Asset	
16000	Vehicles	Asset	
16005	Vehicles Contra	Asset	
17000	Furniture and Fixtures	Asset	
17005	Furniture and Fixtures Contra	Asset	
20003	Accrued AP	Liability	
*	20005 Year End Encumbrances	Liability	
21000	Grant Awards	Liability	
22001	Accrued Payroll	Liability	
22002	Accrued Payroll - Federal Taxes W/H	Liability	
22003	Accrued Payroll - Social Security	Liability	
22004	Accrued Payroll - Medicare	Liability	
22005	Accrued Payroll - State Taxes	Liability	
22006	Accrued Payroll - WBF	Liability	
22007	Accrued Payroll - SAIF	Liability	
22008	Accrued Payroll - SUTA	Liability	
22009	Accrued Payroll - Retirement 401A/457	Liability	
22010	Accrued Payroll - PERS	Liability	
22011	Accrued Payroll - Vision Insurance	Liability	
22012	Accrued Payroll - Health Insurance	Liability	
22013	Accrued Payroll - HRA Fee & Deductible	Liability	
22014	Accrued Payroll - Company Paid Life & Disability Insurance	Liability	
22016	Accrued Payroll - Medical Reimbursement Plan (FSA)	Liability	
22018	Accrued Payroll - AFLAC Premiums	Liability	
22019	Accrued Payroll - Garnishments	Liability	
22020	Accrued Payroll - United Way Contributions	Liability	
22028	Accrued Payroll - HSA Contribution	Liability	
22030	Accrued Payroll - Dental Insurance - Willamette Dental	Liability	
22031	Accrued Payroll - Dental Insurance - SunLife	Liability	
22032	Accrued Payroll - Voluntary Life	Liability	
23000	Clearing/Contingency Accounts	Liability	
23002	Clearing Contracts	Liability	

## Account Codes

Code	Description	1st Level Category	2nd Level Category (P&L)
23003	Contingent Liabilities	Liability	
23004	Career Center Room Deposits	Liability	
24001	Accrued PTO	Liability	
24002	Accrued PTO Contra	Liability	
25001	Due to Endowment	Liability	
25002	Due to RWP	Liability	
*	25003	Due to General Fund	
26000	Deferred Revenue	Liability	
26999	Total Deferred Revenue	Liability	
27000	Credit Cards	Liability	
27001	Line of Credit	Liability	
27002	Current Portion of LTD	Liability	
27003	Other Current Liabilities	Liability	
28000	Long Term Debt	Liability	
28001	Current Port of LTD Contra	Liability	
29000	Fund Balance	Fund Balance	
29001	Fund Balance - TJC	Fund Balance	
30001	Rent Revenue	Revenue	Rent Revenue
30100	Grant Revenue	Revenue	Grant Revenue
31000	Program Income	Revenue	Program Income
31010	Fee For Service	Revenue	Program Income
31020	Tuition	Revenue	Program Income
31030	Product Sales	Revenue	Program Income
31040	Program Reimbursement	Revenue	Program Income
31104	Tuition - Recognizing & Reporting Child Abuse/Neglect (RRCAN)	Revenue	Program Income
31105	Fee for Service - Food Handler's License	Revenue	Program Income
31505	Other Program Income	Revenue	Program Income
31600	Administrative Offset	Revenue	Other Income
32006	Other Miscellaneous Revenue	Revenue	Other Income
33001	Interest/Dividend Income	Revenue	Other Income
40001	Organizational Expenses	Expense	Operating Expenses
40003	Administration Expense	Expense	Allocation - Contra
40006	Outreach	Expense	Operating Expenses
40007	Office Expenses/Supplies (Non-IT purch under \$300 per item)	Expense	Operating Expenses
40008	Licenses, Fees, and Taxes	Expense	Operating Expenses
40009	Insurance	Expense	Operating Expenses
40010	Postage and Shipping	Expense	Operating Expenses
40011	Bank Service Charges	Expense	Operating Expenses
40012	Professional Fees	Expense	Operating Expenses
40013	Audit Fees	Expense	Operating Expenses
40014	Dues, Subscriptions and Memberships	Expense	Operating Expenses
40015	Rent	Expense	Facilities Expenses
40016	Utilities	Expense	Facilities Expenses
40017	Repairs and Maintenance (Facilities, Equip)	Expense	Facilities Expenses
40018	Phone and Data	Expense	Facilities Expenses
40019	Expensed Furn, Equip, Computers (\$300 or more cost per item)	Expense	Operating Expenses
40020	IT Expense (Includes SW/HW under \$300 cost per item)	Expense	Operating Expenses
40022	Vehicle Expenses	Expense	Vehicle Expenses
40023	Mileage	Expense	Vehicle Expenses
40024	Bad Debt Expense	Expense	Operating Expenses
40025	Payment Processing Fees	Expense	Operating Expenses
40028	Janitorial Services and Supplies	Expense	Operating Expenses

## Account Codes

Code	Description	1st Level Category	2nd Level Category (P&L)
*	40030 Direct Admin Expenses	Expense	Admin Expenses
*	40031 Direct Admin Contra	Expense	Allocation - Contra
	50001 Staff Wages	Expense	Direct Staff
	50002 Staff Taxes	Expense	Staff Benefits
	50006 Staff Fringe - PERS	Expense	Staff Benefits
	50007 Staff Fringe - Other Benefits	Expense	Staff Benefits
**	50009 Staff Fringe - PTO Cash Out	Expense	Staff Benefits
	50011 Staff Training	Expense	Staff Benefits
	50013 Staff Fringe - Insurance	Expense	Staff Benefits
	50014 Staff Fringe - SAIF	Expense	Staff Benefits
**	52000 Staff Travel & Training	Expense	Staff Benefits
	52001 Other Staff Expenses	Expense	Other Staff Expense
	52002 Board Expenses	Expense	Direct Staff
	53000 Benefits Allocation	Expense	Allocation - Contra
	60001 Client Wages	Expense	Client Expenses
	60002 Client Taxes	Expense	Client Expenses
	60003 Client Support Services	Expense	Client Expenses
	60004 Client Training	Expense	Client Expenses
	60005 Client Training - On the Job	Expense	Client Expenses
	60007 Client Stipends	Expense	Client Expenses
	60010 Client Employment Bonus	Expense	Client Expenses
	60012 Client Intensive - Occupational Skills	Expense	Client Expenses
	60013 Client Non Registered Core Services	Expense	Client Expenses
	60014 Client - SAIF	Expense	Client Expenses
	60015 Client Scholarships	Expense	Client Expenses
	60016 Client Incentive	Expense	Client Expenses
	60017 Other Client Expenses	Expense	Client Expenses
	60018 Client Travel, Meals, Lodging	Expense	Client Expenses
	60019 Client Wages - Intensive	Expense	Client Expenses
	60020 Client Taxes - Intensive	Expense	Client Expenses
	60021 Client Support Services - Intensive	Expense	Client Expenses
	60022 Client Training - Intensive	Expense	Client Expenses
	70001 Newsletters	Expense	Contract Expenses
	70003 Direct Program Supplies	Expense	Contract Expenses
	70004 Contracted Services	Expense	Contract Expenses
	70007 Other Direct Program Expenses	Expense	Contract Expenses
	70008 Classroom Supplies	Expense	Contract Expenses
	70009 Workshop Costs	Expense	Contract Expenses
	70011 Educational Materials	Expense	Contract Expenses
	90001 Interest and Late Fees	Expense	Other Expenses
	90004 Other Expense	Expense	Other Expenses
	90005 Penalty	Expense	Other Expenses
	90007 Gain/Loss on Disposal	Expense	Other Expenses
	90008 Fair Value Adjustment	Expense	Other Expenses
	90009 Depreciation Expense	Expense	Other Expenses

<b>Renamed: (**)</b>	
50009	Staff Fringe - PTO Cash Out
52000	Staff Travel & Training
<b>Removed:</b>	
12500	Due from Endowment Fund

## Account Codes

<b>Code</b>	<b>Description</b>	<b>1st Level Category</b>	<b>2nd Level Category (P&amp;L)</b>
25000	Due to's		
<b>Added: (*)</b>			
12501	Due from Endowment Fund		
12502	Due from RWP		
12503	Due from General Fund		
25003	Due to General Fund		
40030	Direct Admin Expense		
40031	Direct Admin Contra		



		Fund
Code	Short Description	
01	General Fund	
<b>Funding Source (sorted by code)</b>		
Need Loc?	Code	Description
	000	Admin
L	102	WIA Adult (no location needed with RWP 9991)
L	103	WIA DLW Dislocated Worker (no location needed with RWP 9991)
	104	WIA Administration
	108	Statewide Activities Incentive - High Concentration Youth Funds
	109	WIA ISY In-School Youth
	110	WIA OSY Out-of-School Youth
L	112	Back To Work Oregon
	115	Rapid Response - Requires Project Code 1023
L	121	NEG - JD (Job Driven)
L	120	NEG - DLWT
L	200	OFSET - Department of Human Services
L	201	JOBS - DHS - JOBS Opportunity & Basic Skills
	202	FS&C - DHS - Family Support and Connections
	211	JOBS Incentive
L	221	JOBS Direct Admin
	302	MSD Medford School District
	303	OYCC Oregon Yth Conserv Corps - Requires 41** (compare to 340)
	306	RVCOG Rogue Valley Council of Governments
	308	BLM Bureau of Land Management
	309	USFS United States Forest Service
	310	Jx Co CCF Commission on Children and Families
	311	YouthBuild USA - AmeriCorps
	317	Oregon Parks & Recreation Dept.
	321	Upper Rogue Watershed
	322	Applegate Partnership & Watershed Council
	324	Seven Basins Watershed
	325	Illinois Valley Soil & Water
	326	SUTA (Siskiyou Upland Trails Association)
	330	Three Rivers School District (Josh PR split 50/50 to 330/340)
	333	OSU Extension
L	340	OYCC CSC
	350	HECC
	503	CCRN CCD Child Care Division
	508	Jackson Elementary
	507	OCDD ICCP Oregon Council on Developmental Disabilities
	600	PowerUp
	903	Non-Federal
	906	OCF Oregon Community Foundation
	907	Gordon Elwood Foundation
	908	LHC Latina Health Coalition for TPP
	909	Carpenter Foundation
	910	Fee For Service
	911	NEEF National Environmental Educational Foundation
	912	VA SORCC
L	913	CWRC Certified Work Ready Community
	915	Sector Strategies
L	916	RCC Path Program
	917	SOESD Southern Oregon Education Service District
	918	Anna May Foundation
	997	Undesignated/Unrestricted
	999	Temporary Holding Account

Note: "L" indicates that location code is required with the funding source.

		Location
Code	Short Description	
00	No Value	
10	Jackson County - Use for Adult Expenditures Only	
20	Josephine County - Use for Adult Expenditures Only	

Note: Do not use location codes on accounts 10000, 20000 and 30000.

		Category
Code	Short Description	
00	No Value	
40	Medford Yth Coop (MYC) Jackson oycc csc, msd, ccf	
50	Summer Youth Program	
70	Health Care Program	

		Project Number
Code	Short Description	
0000	No Value	
1023	Rapid Response Additional Assistance	
1050	WIA/JOBS Co-Enrolled (no time charges)	

2100	OCC-CORE (Office of Child Care - OR Dept of Educ)
2101	OCC-Safety Set
2102	OCC-DHS CCP
2103	OCC-DHS FFN (also LEHRC)
2105	QRIS Increased Participation
2106	OCC Build Capacity

3100	TPP Teen Parent Program
3201	JOBS - Incentives
3202	JOBS Re-engagement
3203	JOBS Teen Parent Enhanced Services
* 3300	FS&C Parent Education Training
4120	OYCC SCC Jackson County
4121	OYCC SCC Josephine County
4130	OYCC Marine Board Jackson County
4131	OYCC Marine Board Josephine County
4140	OYCC BLM Grant (Oregon Youth Conservation Corps)

4420	Title II BLM Jackson County
4430	Title II BLM Josephine County

4440	USFS JxCo
4445	USFS JoCo

4600	RVSS (Rogue Valley Sewer Services)
4620	OSU Extension
4700	NEEF Match - Do not use with 911

* 5000	Fee for Service
7777	Direct Administration Costs
8102	Admin - Adult (GL Acct for WIA Draws & C/R) - Use w/ 104
8103	Admin -DLW (GL Acct for WIA Draws & C/R) - Use w/ 104
8109	Admin - Youth I/S (GL Acct for WIA Draws & C/R) - Use w/ 104
* 8110	Admin - Youth O/S (GL Acct for WIA Draws & C/R) - Use w/ 104
8115	Admin - Rapid Resp (GL Acct for WIA Draws & C/R) - Use w/115
8120	Admin - NEG/DLWT (GL Acct for WIA Draws & C/R) - Use w/120

8800	WIOA Transition
9901	Facility - Bartlett (Timesheet code only)
9902	Facility - E. Main (Timesheet code only)
9903	Facility - GPO (Timesheet code only)
9904	Facility - Oakdale (Timesheet code only)
9991	RWP Rogue Workfrnc Pship - split to 102/103 50% ea
9992	IT Spread (Timesheet code only)
9993	Front Desk/Resource Room Spread (Timesheet code only)
9994	Resource Room Spread (Timesheet code only)
9996	CCRN Spread (Time Sheet code only)

Revised 1/27/15

\* = New or changed since last revision

## Account Codes

Code	Description	1st Level Category
10004	Cash In Bank - General Account	Asset
10005	Cash In Bank - Payroll Account	Asset
10008	Cash In Bank - Paypal Account	Asset
10009	Cash In Bank - Endowment	Asset
10010	Petty Cash	Asset
10040	PayPal Holding Account	Asset
11000	Investments	Asset
12000	Accounts Receivable	Asset
12100	Payroll Advances Receivable	Asset
12501	Due From Endowment Fund	Asset
12502	Due from RWP	Asset
12503	Due from General Fund	Asset
13002	Prepaid Rent	Asset
13003	Prepaid Insurance	Asset
13005	Prepaid Bus Tokens	Asset
13006	Prepaid Gas Cards	Asset
13008	Prepaid Miscellaneous	Asset
14002	Leasehold Improvements	Asset
14005	Leasehold Improvements Contra	Asset
15001	Equipment	Asset
15505	Equipment Contra	Asset
16000	Vehicles	Asset
16005	Vehicles Contra	Asset
17000	Furniture and Fixtures	Asset
17005	Furniture and Fixtures Contra	Asset
20003	Accrued AP	Liability
20005	Year End Encumbrances	Liability
21000	Grant Awards	Liability
22001	Accrued Payroll	Liability
22002	Accrued Payroll - Federal Taxes W/H	Liability
22003	Accrued Payroll - Social Security	Liability
22004	Accrued Payroll - Medicare	Liability
22005	Accrued Payroll - State Taxes	Liability
22006	Accrued Payroll - WBF	Liability
22007	Accrued Payroll - SAIF	Liability
22008	Accrued Payroll - SUTA	Liability
22009	Accrued Payroll - Retirement 401A/457	Liability
22010	Accrued Payroll - PERS	Liability
22011	Accrued Payroll - Vision Insurance	Liability
22012	Accrued Payroll - Health Insurance	Liability
22013	Accrued Payroll - HRA Fee & Deductible	Liability
22014	Accrued Payroll - Company Paid Life & Disability Insurance	Liability

22016	Accrued Payroll - Medical Reimbursement Plan (FSA)	Liability
22018	Accrued Payroll - AFLAC Premiums	Liability
22019	Accrued Payroll - Garnishments	Liability
22020	Accrued Payroll - United Way Contributions	Liability
22028	Accrued Payroll - HSA Contribution	Liability
*	22029 Accrued Payroll - Dental Insurance - Moda Dental	Liability
	22030 Accrued Payroll - Dental Insurance - Willamette Dental	Liability
	22031 Accrued Payroll - Dental Insurance - SunLife	Liability
	22032 Accrued Payroll - Voluntary Life	Liability
23000	Clearing/Contingency Accounts	Liability
23002	Clearing Contracts	Liability
23003	Contingent Liabilities	Liability
23004	Career Center Room Deposits	Liability
24001	Accrued PTO	Liability
24002	Accrued PTO Contra	Liability
25001	Due to Endowment	Liability
25002	Due to RWP	Liability
25003	Due to General Fund	
26000	Deferred Revenue	Liability
26999	Total Deferred Revenue	Liability
27000	Credit Cards	Liability
27001	Line of Credit	Liability
27002	Current Portion of LTD	Liability
27003	Other Current Liabilities	Liability
28000	Long Term Debt	Liability
28001	Current Port of LTD Contra	Liability
29000	Fund Balance	Fund Balance
29001	Fund Balance - TJC	Fund Balance
30001	Rent Revenue	Revenue
30100	Grant Revenue	Revenue
31000	Program Income	Revenue
31010	Fee For Service	Revenue
31020	Tuition	Revenue
31030	Product Sales	Revenue
31040	Program Reimbursement	Revenue
31104	Tuition - Recognizing & Reporting Child Abuse/Neglect (RRCAN)	Revenue
31105	Fee for Service - Food Handler's License	Revenue
31505	Other Program Income	Revenue
31600	Administrative Offset	Revenue
32006	Other Miscellaneous Revenue	Revenue
33001	Interest/Dividend Income	Revenue
40001	Organizational Expenses	Expense
40003	Administration Expense	Expense
40006	Outreach	Expense

40007	Office Expenses/Supplies (Non-IT purch under \$300 per item)	Expense
40008	Licenses, Fees, and Taxes	Expense
40009	Insurance	Expense
40010	Postage and Shipping	Expense
40011	Bank Service Charges	Expense
40012	Professional Fees	Expense
40013	Audit Fees	Expense
40014	Dues, Subscriptions and Memberships	Expense
40015	Rent	Expense
40016	Utilities	Expense
40017	Repairs and Maintenance (Facilities, Equip)	Expense
40018	Phone and Data	Expense
40019	Expensed Furn, Equip, Computers (\$300 or more cost per item)	Expense
40020	IT Expense (Includes SW/HW under \$300 cost per item)	Expense
40022	Vehicle Expenses	Expense
40023	Mileage	Expense
40024	Bad Debt Expense	Expense
40025	Payment Processing Fees	Expense
40028	Janitorial Services and Supplies	Expense
40030	Direct Admin Expenses	Expense
40031	Direct Admin Contra	Expense
50001	Staff Wages	Expense
50002	Staff Taxes	Expense
50006	Staff Fringe - PERS	Expense
50007	Staff Fringe - Other Benefits	Expense
50009	Staff Fringe - PTO Cash Out	Expense
50011	Staff Training	Expense
50013	Staff Fringe - Insurance	Expense
50014	Staff Fringe - SAIF	Expense
52000	Staff Travel & Training	Expense
52001	Other Staff Expenses	Expense
52002	Board Expenses	Expense
53000	Benefits Allocation	Expense
60001	Client Wages	Expense
60002	Client Taxes	Expense
60003	Client Support Services	Expense
60004	Client Training	Expense
60005	Client Training - On the Job	Expense
60007	Client Stipends	Expense
60010	Client Employment Bonus	Expense
60012	Client Intensive - Occupational Skills	Expense
60013	Client Non Registered Core Services	Expense
60014	Client - SAIF	Expense
60015	Client Scholarships	Expense
60016	Client Incentive	Expense

60017	Other Client Expenses	Expense
60018	Client Travel, Meals, Lodging	Expense
60019	Client Wages - Intensive	Expense
60020	Client Taxes - Intensive	Expense
60021	Client Support Services - Intensive	Expense
60022	Client Training - Intensive	Expense
70001	Newsletters	Expense
70003	Direct Program Supplies	Expense
70004	Contracted Services	Expense
70007	Other Direct Program Expenses	Expense
70008	Classroom Supplies	Expense
70009	Workshop Costs	Expense
70011	Educational Materials	Expense
90001	Interest and Late Fees	Expense
90004	Other Expense	Expense
90005	Penalty	Expense
90007	Gain/Loss on Disposal	Expense
90008	Fair Value Adjustment	Expense
90009	Depreciation Expense	Expense

<p>Added: (*)</p>
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<p>22029    Accrued Payroll - Dental Insurance - Moda Dental</p>
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Revised 1/27/15

**2nd Level Category**  
**(P&L)**

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Rent Revenue  
Grant Revenue  
Program Income  
Program Income  
Program Income  
Program Income  
Program Income  
Program Income  
Program Income  
Program Income  
Program Income  
Other Income  
Other Income  
Other Income

Operating Expenses  
Allocation - Contra  
Operating Expenses





Client Expenses  
Client Expenses  
Client Expenses  
Client Expenses  
Client Expenses  
Client Expenses

Contract Expenses  
Contract Expenses  
Contract Expenses  
Contract Expenses  
Contract Expenses  
Contract Expenses  
Contract Expenses

Other Expenses  
Other Expenses  
Other Expenses  
Other Expenses  
Other Expenses  
Other Expenses

**Worksystems, Inc.**

Youth

# Data Entry Manual



Version 1: Effective 2012-11-01

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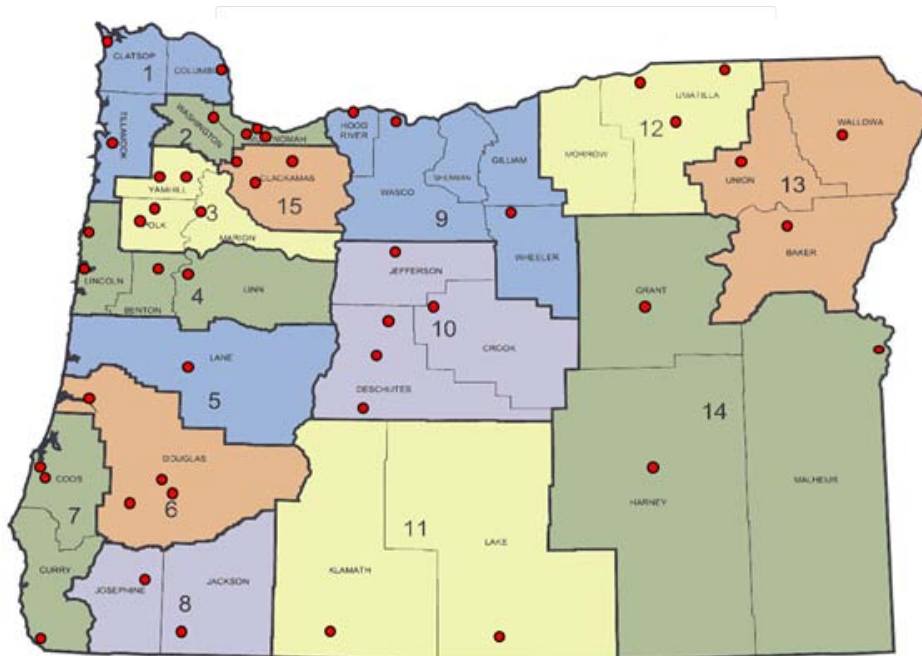
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# About I-Trac

I-Trac is a comprehensive management information system for workforce development programs and is managed by Worksystems, Inc., the Local Workforce Investment Board (LWIB) for the city of Portland, Multnomah and Washington Counties. The I-Trac database is currently tracking customers attached to a variety of grants, including Workforce Investment Act (WIA) for Adults, Dislocated Workers (DW) and Youth for all Local Workforce Investment Boards in Oregon.

Currently in the state of Oregon, an integrated effort has been launched where customers complete an online registration (usually taking place in a WorkSource Oregon center) and customers are screened for eligibility for several grants at one time, including: Trade Act, Migrant Farm Worker, Wagner-Peyser, WIA Adult and WIA DW. This online customer registration data is managed by the State of Oregon; however, eligibility for WIA Adult and DW will import into the I-Trac database for service tracking management in the regions it serves.

**Map of Oregon WorkSource Centers by Region**



**Local Workforce Investment Board by Region List:**

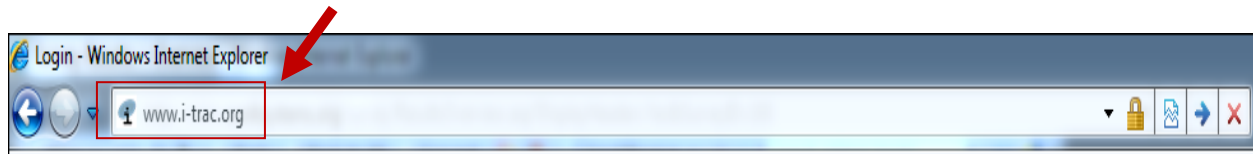
- Region 2: Worksystems, Inc. (WSI)
- Region 3: Job Growers
- Region 4: Community Services Consortium (CSC)
- Region 5: Lane Workforce Partnership (LWP)
- Region 8: The Job Council (TJC)
- Region 15: Workforce Investment Council of Clackamas Count (WICCO)
- Regions 1, 6, 7, 9, 10, 11, 12, 13, 14: The Oregon Consortium – Oregon Workforce Alliance (TOC/OWA)

# Navigating I-Trac

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Access I-Trac by going to the following web address using **Internet Explorer** version 6.0 or higher:

[www.i-trac.org](http://www.i-trac.org)



## Login


The I-Trac Login screen requires entry of a username and password to be able to proceed with the data entry / data management process.


1. Enter your User Name and Password.
2. Click the **Login** button.

The I-Trac login screen features the I-Trac logo at the top center, with the text "Information Management System" below it. On the left side, there is a circular icon containing a padlock. To the right of the icon, the word "Login" is displayed in a large, bold, blue font. Below "Login", there are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Underneath the password field are two blue buttons: "Login" and "Update Profile". At the bottom center of the page, there is a link that says "Forgot Username or Password?".

## Update Profile

To modify a password, update security question and answer, or access the user agreement, click [Update Profile](#) instead of logging in. The password must be at least eight characters and contain at least two numbers. I-Trac will require staff to update passwords every 180 days.





### R2Youth's Profile

If your name or email are incorrect, please contact [support@i-trac.org](mailto:support@i-trac.org).

**Name:** Training, R2Youth

**Email Address:** [support@i-trac.org](mailto:support@i-trac.org)

---

**Update Password**  
Passwords must be at least 8 characters and contain at least 2 numbers.

**New Password:**

**Confirm Password:**


**Update Security Question**  
User profile must have a security question and answer. Users may modify the question or answer at any time.

**Security Question:**

**Answer:**

**User Agreement**  
[Click here](#) to view the user agreement. \*

\* You need Adobe Reader to view this file. [Click the icon below to get the free Reader.](#)



## Forgot Username or Password

If staff forgets their username or password, I-Trac offers a link from the login page to retrieve and reset these elements. Staff must enter their employer email address that is on file to be able to execute this request.



## Authentication & Staff Permissions

All staff must authenticate (login) to use the I-Trac database. Staff permissions are very complex managed by I-Trac System Administrators and LWIB Managers. Overall, I-Trac assigns staff access levels to the funds and sites they need access to for customer data tracking only; therefore, staff only have access to enrollment data that they have a need to access for completing their job functions. The following provides a general description of these access levels:

- **Read Only** - designed for staff that do not have data entry responsibilities but may have a need to view data for informational or verification purposes.
- **Data Entry** - designed for staff responsible for data entry for all customers at a specific site. Data Entry accounts allow the authorized user to attach/assign staff other than themselves to data records. Delete and edit rights are limited.
- **Admin** - Admin accounts have the highest level of staff authorization. Administrative rights allow the user to correct data previously entered and protected against update. This level of access is issued to an advanced user responsible for validating and correcting data entered by other users whose data access is limited. Most data can be edited or deleted by an admin user.

## I-Trac Home Page

This initial screen is what is referred to as the I-Trac Home page. This serves as gateway to:

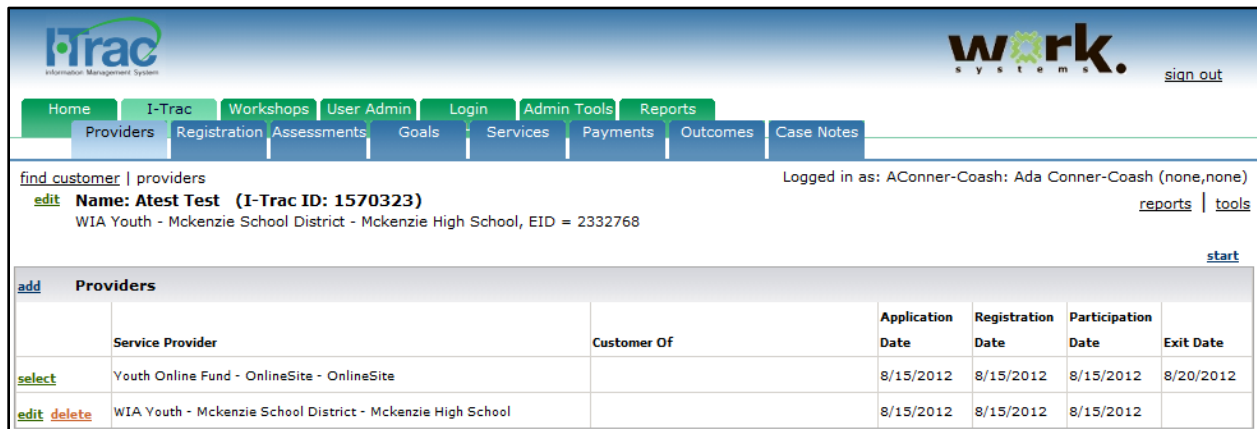
- Data Entry
- Reports
- Help, Support and Feedback
- Messages and Updates



The screenshot shows the I-Trac Home Page interface. At the top left is the I-Trac logo, and at the top right is the work systems logo with a "sign out" link. Below the logos are three navigation tabs: "Home", "I-Trac", and "Reports". The main content area features a large "Welcome to I-Trac" heading, followed by the subtitle "A Comprehensive Management Information System for Workforce Development Programs". Below this, there are three bullet points: "Use I-Trac's tabs to navigate through and use the system.", "Configure your browser for www.i-trac.org to allow pop-ups.", and "If you require I-Trac technical support please email [support@i-trac.org](mailto:support@i-trac.org)". A section titled "WorkSource Center Users" contains two bullet points: "Click [here](#) to access the login for WOMIS in a new window." and "To access technical support for WOMIS, please call the Help Desk in Salem at 503-947-1633.". At the bottom, it displays "Your IP address is: 173.164.96.1" and "I-Trac is a service of Worksystems, Inc. ©2006 and must be viewed with Internet Explorer version 6.0 or higher."

## I-Trac Data Entry Interface

To go to the data entry screens, from the Home page click the green I-Trac tab.



The data entry interface (above) consists of a header and tabs. The header section provides the following information:

1. Customer name
2. Customer ID number (system generated)
3. The active/selected Service Provider
4. User identification
5. User authorization level

The header section also contains the following static hyperlinks:

- a. [Find customers](#): returns customer to search screen
- b. [Sign out](#): sign out of current I-Trac session
- c. [Edit customer](#): edit Last Name, First Name, MI, DOB, SSN, Gender
- d. [Reports](#): link to customer reports and enrollment documents
- e. [Tools](#): link to tools like email support, print page, and universal account management

This interface has tabs (also called screens) that are presented procedurally as would an enrollment process flow. The screens have a consistent look and feel throughout; however, specific content may vary between funds.

## Data Controls

These are sections within a screen that serve as the user’s access to add and/or edit data. This is accomplished by selecting [add](#) or [edit](#). Once you have a data control open you can [save](#) the data to the database or [cancel](#). Not all fields in a data control are editable. The fields not editable are either accessible elsewhere because they are data elements shared with other programs (Name, SSN, DOB, and Gender) or program rules dictate whether data can be modified.

Email Address				
Email Address				
Customer Registration Details				
<a href="#">add</a>	Consent to Release SSN	SSN Documentation	DOB Documentation	Highest Grade Completed
<a href="#">edit</a>	Legal to Work	Legal to Work Documentation	Selective Service	SSR Documentation
Ethnicity and Race				
<a href="#">edit</a>	Ethnicity and Race			
Veteran Status				
<a href="#">edit</a>	Veteran Status			
	Documentation			

## Control Buttons and Entry

Control buttons are used to initiate an action. The buttons available in I-Trac are: [select](#), [add](#), [edit](#), [save](#), [cancel](#) and [delete](#).

- [select](#): activates the program data for selection or edit.
- [select](#): chooses a selection from a list for data field to be populated. Used in lookups of find fields.
- [add](#): used to add a new data row within a control.
- [edit](#): used in a data control where all data is required or to modify a row of information within a control.
- [save](#) or [cancel](#): you must save or cancel any new data.
- [delete](#): will delete the row of data within a control.
- [find](#): requires you to find or [search](#) for an item in a list.
- Yellow-shaded fields: are the minimum required fields necessary to be completed to initially save the data.
- Dates: can be entered mmddyyyy or click on calendar to select date
- **Error Messages**: indicates there is something wrong with the data you are trying to enter. Read message and try to trouble shoot based on the message feedback.

## Types of Data Entry

### Text Box

Displays text entered that can be edited by users when data control is activated.

<b>Email Address</b>	
<a href="#">save</a> <a href="#">cancel</a>	<input type="text"/>

### Drop Down Box

Also called a Combo Box, displays a list of pre-defined selectable items.

<b>Service</b>
--Select One--
<ul style="list-style-type: none"> <li>--Select One--</li> <li>Adult Mentoring</li> <li>Alternative School Enrollment</li> <li>Career Assessment</li> <li>Career Guidance and Counseling</li> <li>Career Plan Development</li> <li>College Admissions-Academic Advisor</li> <li>College Entrance Exam</li> <li>College Tour</li> <li>Community and Service Learning 8 hrs</li> <li>Computer Literacy Course</li> <li>CRLE-Company Tour</li> <li>CRLE-Guest Speaker</li> <li>CRLE-Informational Interview</li> <li>CRLE-Internship</li> <li>CRLE-Job Shadow</li> <li>CRLE-Mock Interview</li> <li>ESL Instruction</li> <li>FAFSA</li> <li>Financial Literacy Course</li> <li>GED Instruction</li> <li>High School Diploma Instruction</li> <li>Leadership Development</li> <li>Orientation</li> <li>Pre-Apprenticeship</li> <li>Project Based Learning</li> <li>Scholarship-Grant Application</li> <li>Tutoring</li> <li>Work Readiness Gain</li> <li>Work Readiness Training</li> </ul>

### Check Box

Allows for multiple selections within the control and displays as a list upon save. Selected items will be displayed as a list upon save.

Ethnicity and Race	
	<b>Ethnicity and Race</b>
<a href="#">save</a> <a href="#">cancel</a>	<input checked="" type="checkbox"/> Hispanic or Latino
	<input type="checkbox"/> African American
	<input type="checkbox"/> American Indian or Alaskan Native
	<input checked="" type="checkbox"/> Asian
	<input type="checkbox"/> Caucasian
	<input type="checkbox"/> Hawaiian/Pacific Islander

<a href="#">edit</a>	<b>Ethnicity and Race</b>
	<b>Ethnicity and Race</b>
	Hispanic or Latino,Asian

### Lookup Box

Operates like a text box, except the text entered will serve as a keyword search criteria, then the user will click the **find** button right next to this box, after which a Lookup window will be displayed containing search results based on the keyword(s) entered in the lookup box. Once an item is selected from the Lookup window, the selected item will populate the Lookup box.

The screenshot shows a form titled "Employment" with several fields: Start Date, End Date, Employer, Industry (NAICS), and Position (ONET). The Employer field contains the text "Wendy" and has a "find" button to its right. A red box highlights the Employer field and the "find" button.

Type in your search criteria and click **find**

A close-up of the Employer lookup box. The text "Wendy" is entered into the text box, and a "find" button is located to the right. A red arrow points to the "find" button.

Select from the list, alter search criteria, or add search results to the list if you cannot find what you are looking for. If you **add (Detail)**, it will be added exactly as it is displayed in the Search Criteria box and will be permanently added to the list. Care should be taken that proper spelling and capitalization is used.

The screenshot shows a window titled "Lookup - Employer". It has a "Search Criteria" section with a text box containing "Wendy" and buttons for "search" and "add (Detail)". Below is a table of search results:

select	edit	Employer
select	edit	Wendy
select	edit	Wendy Silkwood
select	edit	Wendy's
select	edit	Wendy's International, Inc.
select	edit	Wendy's Old Fashioned Hamburgers
select	edit	Wendys
select	edit	Wendys Hamburger
select	edit	Wendys Int'l.
select	edit	Wind and Metal
select	edit	Wind River Tribal College

A red arrow points to the "select" button in the row for "Wendy's International, Inc."

A close-up of the Employer lookup box. The text "Wendy's International, Inc." is entered into the text box, and a "find" button is located to the right. A red arrow points to the "find" button.

# Customers in I-Trac

I-Trac customers may be participating in multiple programs that are tracking different information in I-Trac. It is preferred that a customer have **one** customer record in I-Trac, which may have **multiple** enrollments into separate funds/programs. Therefore, new customers to your program may not actually be new customers to I-Trac. Before entering a new customer, always execute a search for that customer to see if they exist. If they do exist, users will simply add the specific program to their record. If they do not exist, users will add the customer to the database and then add the specific program to their record.

## Find a Customer

From the I-Trac Home tab, click the **I-Trac** tab or link. This action will open a new window called *Find a Customer*.

The screenshot shows the 'Find a Customer' search interface. At the top, there are navigation tabs: Home, I-Trac, Workshops, User Admin, and Reports. Below the tabs, there is a search bar with the text 'find customer' and a 'start' link. The search criteria are as follows:

Last Name:	First Name:	Last 4 SSN:	I-Trac CustomerID:	WS JobSeekerID:	CustomerOf
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Medhaug, Jennifer

There are 'OR' labels between the SSN, CustomerID, and JobSeekerID fields. A 'search' button is on the left, and a 'start' link is on the right. The user is logged in as 'jmedhaug: Jennifer Medhaug'.

This window is also accessible from within the data entry window by clicking the **Find Customer** link.

The screenshot shows the 'Providers' tab in the I-Trac system. A red arrow points to the 'Find Customer' link. Below the link, the search results are displayed:

**Name: YouthJM Test**  
**Customer ID: 18**

## Search Criteria

This is the data entered to indicate the record(s) to be retrieved. Data can be searched by:

- Last Name
- First Name
- Last 4 SSN
- I-Trac Customer ID
- WS Job Seeker ID
- Customer Of (the staff person assigned to the customer enrollment from the Providers Tab)

The most efficient means of search for an existing individual customer record is by I-Trac Customer ID. This will always return only one customer record as it is a unique identifier number assigned when the initial customer record was established.

All records matching the search criteria will be retrieved and displayed in a list. Users have the option of selecting from the names displayed in the list. This is the first step in creating a new customer data record provided the criteria entered did not result to an existing record.

**Search: Find Customer by Name**

The list displayed below is the result of using the last name **test** as the search criteria. This search results in a list of all customers in the database with a last name beginning with **test**.

**Find a Customer:**

Last Name:  First Name:  Birth Date:  Last 4 SSN:  OR  OR  Customers Of:  [search](#) [clear](#)

**Search Results / Add Customer:**

<a href="#">add</a>	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers
<a href="#">I-Trac</a>	Test	123	H	11/27/1989	1073	841260		C-TEC Advisor
<a href="#">I-Trac</a>	Test	97205nexusnichols		8/17/1987	REFUSED	622586	1894827	OnlineSite, Outside In
<a href="#">I-Trac</a>	Test	A	B	1/1/1956	REFUSED	127628	1685510	WSPM SE, WSPM SE, Albany
<a href="#">I-Trac</a>	Test	A	Z	4/15/1990	REFUSED	327504	1767581	YESS, WSPM SE, WSPM East
<a href="#">I-Trac</a>	Test	Abode		5/1/1989	REFUSED	506019	1831018	PCC, OnlineSite
<a href="#">I-Trac</a>	Test	Alby		1/1/1970	0001	570670	1867403	OnlineSite
<a href="#">I-Trac</a>	Test	Abode	A	1/1/1980	6666	118889	1831018	WSPM SE, WSPM SE, Albany

**Search: Expand or Narrow results**

The more letters provided in First and Last names, the fewer the number of records that will be returned. Fewer letters will return more records.

Search results that bring back a lot of records will not all be visible. There is a scroll within the search results that will allow you to scroll through the entire list.

The list displayed below is the result of using the last name **test** and first name **z-01** as the search criteria. The system retrieved all records with a last name beginning with **Test** and a first name beginning with **z-01**.

**Find a Customer:**

Last Name:  First Name:  Birth Date:  Last 4 SSN:  OR  OR  Customers Of:  [search](#) [clear](#)

**Search Results / Add Customer:**

<a href="#">add</a>	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers
<a href="#">I-Trac</a>	Test	Z-01		1/1/1978	REFUSED	514614	1835516	WSPM SE

**Search: Find Customer by Customer Of**

The **Customer Of** drop-down allows the user to access all customers that have that staff person’s name established in the ‘Customer Of’ field for the enrollment in the Provider’s control. Staff member names are made available from the list after he or she is assigned at least one customer. This will return all customer’s with that staff member’s name as the Customer Of, including enrollments where the customer has been exited.

The Customer Of name can be changed by any user who has either a Data Entry Account or an Administrative Account for the specified Service Provider.

To get this type of list,

1. Clear or delete the Last Name, First Name, and SSN text boxes
2. Select a specific staff name in the **Customer Of** drop-down list (this is defaulted to the user who is currently logged-in)
3. Click the **search** button

**Search Results: Customer Results/Open Record**

Search results are displayed where pertinent customer information allows you to determine if this is the correct customer. Click the **select** link to open the customer record. In the example below, the customer needed has the last name **Test** and first name of **Test**.

Find a Customer:								
	Last Name:	First Name:	Last 4 SSN:	I-Trac CustomerID:	WS JobSeekerID:	CustomerOf		
<a href="#">search</a> <a href="#">clear</a>	test	test		OR		OR		OR Conner-Coash, Ac ▼
<a href="#">add</a>	Search Results / Add Customer:							
	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers
<a href="#">select</a>	Test	Test		5/6/1980	REFUSED	406321		OnlineSite
<a href="#">select</a>	Test	Test		1/1/1992	REFUSED	1235643		WOAPE
<a href="#">select</a>	Test	Test		1/1/1997	refused	1506494		City of Portland
<a href="#">select</a>	Test	Test		1/1/1970	REFUSED	1537642	2307580	
<a href="#">select</a>	Test	Test	A	6/21/1954	4321	1568466	2317511	
<a href="#">select</a>	Test	Test	T	3/22/1969	REFUSED	126050	1679616	Oregon City
<a href="#">select</a>	Test	Test-000	A	1/1/1977	REFUSED	1535164	2305746	I-Trac Test Site
<a href="#">select</a>	Test	Test0820		1/1/1992	REFUSED	1572460		Eugene School District
<a href="#">select</a>	Test	Test2	M	1/1/1994	REFUSED	1521499		OnlineSite

**Search Results: Brings no results**

The last name **Test** and the first name **CustomerTest** was used to search for the customer data record as shown in the following image. The search could not find a record with the last name **Test** and a first name **TestCustomer** in the database. A new record can be created manually or by using the Online Customer Application (see Page 18).

Find a Customer:								
	Last Name:	First Name:	Last 4 SSN:	I-Trac CustomerID:	WS JobSeekerID:	CustomerOf		
<a href="#">search</a> <a href="#">clear</a>	test	customerTest		OR		OR		OR Train, DataEntry ▼
<a href="#">add</a>	Search Results / Add Customer:							
	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers



## Add Customer Control

Where a customer does not already exist in the database, staff may manually add the customer. This step should only be done if the Online Application (see Online Application section of this manual) will not be used. As pictured above, the [add](#) button will advance entry to an Add Customer control where entry fields are used to create a new customer record.

Staff will need to enter five customer data elements that are required to create a customer record. This is the minimal data required for all I-Trac customer records.

Last Name	Required	Enter the legal last name
First Name	Required	Enter the legal first name
MI	Optional	Enter if applicable
SSN	Required	1) Enter the social security number as xxxxxxxx 2) Enter 'REFUSED' when the customer chooses not to disclose, when the number is not required for the fund or when creating test records.
Date of Birth	Required	1) Enter as mmddyyyy 2) Calendar is optional but not effective for DOB
Gender	Required	Select Male or Female

Once saved, the new customer record has been created and a few things will occur:

- 1) I-Trac will automatically open the customer record and directed to the Providers Tab (displayed below). The Providers Tab is the only tab accessible to the user at this point. Data elements are specific to a Funding Source or Service Provider. A Service Provider must be added for tabs and data elements to become available for data entry. Access is defined by user authorization and input of data required by fund source. See Providers Tab section.
- 2) I-Trac will automatically generate a Customer ID (displayed below)
- 3) The customer will always appear with a record from Search Results when search criteria match those elements for this customer

[find customer](#) | [providers](#) Logged in as: jmedhaug: Jennifer Medhaug [reports](#) | [tools](#)  
[edit](#) **Name: Testyouth123 Test (I-Trac ID: 1577407)** [start](#)

## Edit Customer Control

The Last Name, First Name, MI, DOB, SSN, and Gender data elements are editable by all system users any time prior to registration in an enrollment. This means that upon finalization of registration and after a Registration Date is established in any enrollment, these data elements will become protected against further update. Only users with Admin level permissions are authorized to update/edit data previously protected.

Before the customer information can be edited, the customer must have an enrollment added to the record and this enrollment must be selected for view.

[find customer](#) | [providers](#) Logged in as: jmedhaug: Jennifer Medhaug [reports](#) | [tools](#)  
[edit](#) **Name: Testyouth123 Test (I-Trac ID: 1577407)** [start](#)

add	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
<a href="#">select</a>	Test WIA Youth R5 - I-Trac Test Site - I-Trac Test Site		8/23/2012	8/23/2012	8/23/2012	

To edit customer information, follow these steps:

[find customer](#) | [providers](#) Logged in as: jmedhaug: Jennifer Medhaug [reports](#) | [tools](#)  
[edit](#) **Name: Testyouth123 Test (I-Trac ID: 1577407)** [start](#)

[find customer](#) | [providers](#) | [edit customer](#)

Edit Customer						
	Last Name	First Name	M.I.	SSN	DOB	Gender
<a href="#">save</a> <a href="#">cancel</a>	Test	CustomerTest	<input type="checkbox"/>	*****	1/1/1992	Female

# Providers Tab

---

Service Providers are the agencies that have contractual agreements to provide Employment and Training Services.

After a new customer has been added OR once an existing customer is selected from the search results window, the system will transition into the main data entry screens with the Providers Tab as the only tab accessible to the user at this point. The Providers tab is accessible by ALL users; however, rights will restrict the enrollments or Service Providers that can be selected and then accessed for data tracking.

New Customers: After a service provider has been added and saved the Registration tab will also be an option for access and all the other remaining blue data entry tabs will become visible.

Existing Customers: Once a user selects a provider enrollment, all the other remaining tabs will become visible.

## Providers Control

The Providers Control tracks all enrollments for this customer and is where enrollments are initially set. The Service Provider is identified by the concatenation of **[Fund Name – Site Name / Provider Name]**. Each Service Provider entered is considered a separate enrollment. Enrollments may be from different funds or where a customer is enrolled in a fund at different enrollment periods with different dates.

### Fields Definitions

Service Provider: These are the service providers the user is authorized to view and/or input data for. Rules can also determine whether you will see a particular service provider. For example, where the registration requires a customer to be a particular age and the customer does not meet that criteria, staff will be unable to see the Service Provider add. Other times, one enrollment may be dependent on another enrollment. If the other enrollment does not exist, there may be issues when trying to add or save the Service Provider.

Customer of: The Customer of list remains blank until the service provider attachment has been saved. At this point the list is populated with staff names for the Service Provider attached. This field is optional.

Application Date: This is the date of application and should match the applicant's (or parent's – depending on the age of the applicant) signature date on the paper application.

Registration, Participation, Exit, and Last Service Dates will display as they become applicable. These dates are not editable from this entry tab and control. These dates are dependent on data entry in other tabs

- Registration Date: Populated from the Registration Tab once the record has been reviewed. Program rules will apply to this date where Registration must occur within XX days of the Application Date. Rules are dependent on the fund.
- Participation Date: Also referred as the enrollment date. This is populated as of the first date of program service. The first service entered will set this date. Program rules will apply to this date where the first service entered must have a date within XX days of Registration Date. Rules are dependent on the fund.
- Exit Date: Date is populated from the Program Status control on the Outcomes tab. This date can be set to be automated based on fund rules.

- Last Service Dates: Looks to the last qualifying date of program service. These dates are derived from the following:
  - Service start date
  - Service end date
  - Case note tied directly to a service


### Adding a New Enrollment

Staff can manually add any new enrollments when the Online Application was not the source of data collection. (See Online Application section of this manual for more information)

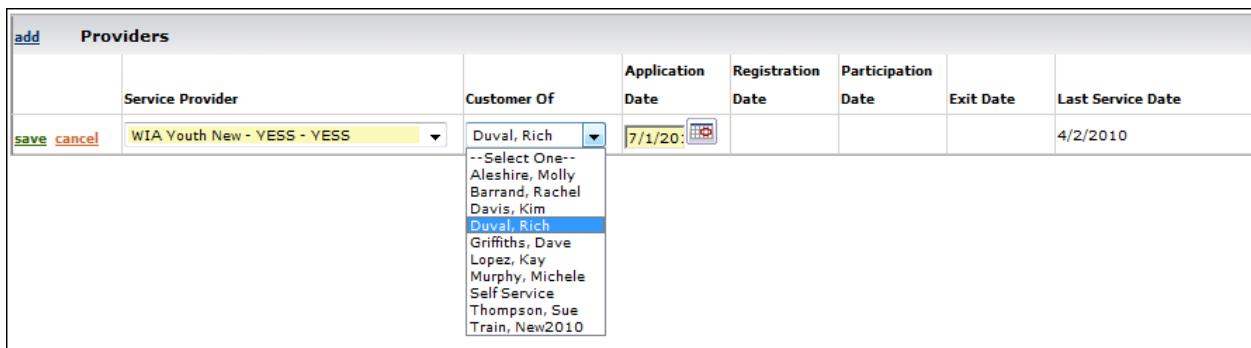
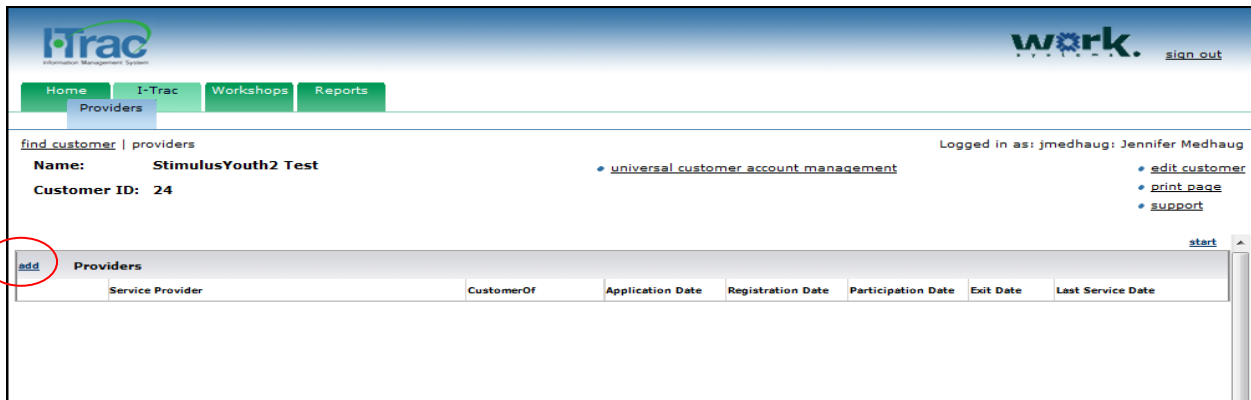
Enrollments are attached by Fund and Service Provider. Staff can only select Service Providers that they have permissions/user rights to access.

To add the enrollment to the customer,

1. Click on the [add](#) button
2. Make a selection from the Service Provider drop-down list
3. Make a selection from the Customer Of drop-down list
4. Enter the appropriate date in the Application Date field
5. Click the [save](#) button.

 **RULES:** staff will only be able to add the enrollment if rules permit:

1. DOB entered for the customer indicates customer age is within age range for the fund.
2. The customer does not have an existing 'open' enrollment in the same fund.
3. The application date is within 180 days of today.



### Selecting Existing Enrollments

Staff permissions indicate whether they will be able to access an enrollment. When the provider enrollment selection is activated (by clicking **select**), the system opens the data entry screens as blue tabs at the top of the page and also displays informative data for that provider enrollment. The information is displayed in the header which is visible on all screens. The information included is:

- 1) Program / Fund Name
- 2) Site / Provider Name
- 3) Staff assigned to this provider enrollment
- 4) Enrollment ID (EID) Number (system generated)

		add Providers						
		Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date	Last Service Date
Staff cannot access		WIA Youth - Albany - Linn		3/2/2009	3/2/2009			
		ARRA Summer Youth - C-TEC Youth Services - C-TEC Youth Services		3/2/2009		7/2/2009		
		EOI Youth - IRCO - Youth Transitions	Cutler, Howard	5/1/2010	5/6/2010	5/6/2010		3/30/2010
Staff can access		WIA WS Adult - OnlineSite - CI Online		1/13/2010				
		WIA Youth - Outside In - Outside In	Brown, Cynthia	3/2/2009	3/2/2009	4/1/2009		
		Summer Works - POIC - POIC		3/2/2009	3/2/2009	8/9/2010		5/4/2010
		Summer Works - Tualatin Youth - HSD OHDC		3/2/2009	3/2/2009	9/23/2009		
		STEM Youth - Washington County - PCC Cap Center		3/2/2009	3/2/2009	2/10/2010		

find\_customer | providers

Name: CustomerTest Test      universal customer account management

Customer ID: 810026

Logged in as: Train2010: New2010 Train

add Providers

Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date	Last Service Date
WIA Youth New - YESS - YESS	Duval, Rich	7/1/2010				4/2/2010

Home I-Trac Reports Providers Registration Assessments Services Payments Outcomes Prosperity Budget Case Notes

find\_customer | providers

Name: CustomerTest Test      universal customer account management

Customer ID: 810026      universal services application form

WIA Youth New - YESS - YESS , Customer Of Rich Duval, EID = 1174898      eligibility determination and review form

program participation notes

Logged in as: Train2010: New2010 Train (2,2)

add Providers

Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date	Last Service Date
WIA Youth New - YESS - YESS	Duval, Rich	7/1/2010				4/2/2010

### Edit Service Provider

The [edit](#) button will allow users to edit the Service Provider, Customer Of and the Application Date fields. The Application Date and Service Provider become locked upon enrollment registration and will only be editable to an Admin user. Note: you must first [select](#) the enrollment to edit the enrollment. Staff permissions must be greater than read only to be able to edit data.

<a href="#">add</a>	Providers						
	Service Provider	CustomerOf	Application Date	Registration Date	Participation Date	Exit Date	Last Service Date
	Test - Green Careers Initiative - *Test Site 2 - *Test Provider 10		5/15/2010				
	Test - WSI Summer Works - *Test Site 3 - *Test Provider 23						
<a href="#">select</a>	WIA Adult - Bridge Counseling Associates - Bridge Counseling Associates		1/1/2010				
<a href="#">edit</a>	Stimulus Youth - Help of Southern Nevada - Help of Southern Nevada	Flores, Nacol	1/1/2010				

Once changes have been made, click [save](#).

# Online Application

The online application is regionally available and is an online data collection tool that allows customers (or staff on behalf of customers) to submit pertinent information related to customer registration electronically. Data entered into the online application will be stored in a customer enrollment in the I-Trac which is reviewed and modified if necessary for registration completion.

## Youth Services Application

Thank you for your interest in education, training and employment services. Completing this online application is the first step in the application process for this program. Youth that are under the age of 18 may submit this online application; however, they will need a parent or guardian's signature approval to complete the application process and participate in the program. Once you have submitted this application, please print the confirmation page and make an appointment with program staff.

Information submitted will be kept confidential and only used by authorized program staff to conduct program eligibility, provide services, and track performance to funders.

**\* indicates required field**

---

**Referred By\*** (Please identify the organization that asked you to complete this application)  
 --Select One--

---

**Last Name\*** 
**First Name\*** 
**MI** 
**Gender\***  Male  Female

**Birth Date\*** (MM/DD/YYYY)  /  / 19 
**Age**

---

**SSN Disclosure:** This is a federally funded program and your SSN is used for performance tracking purposes. Providing your SSN is confidential. Please read our [SSN Disclosure Statement](#).

**Social Security Number** (No dashes)   
**Confirm Social Security Number**

**SSN Disclosure Statement and Consent to Release SSN\*** (Check one of the following)
   
 I have read the SSN Disclosure Statement and give my consent to use my SSN
   
 I have read the SSN Disclosure Statement and do not give my consent to use my SSN

## Access

The URL to access the on-line application will be created by I-Trac System Administrators and is unique to each region/local area. This URL will be managed locally. Each region/local area may choose whether it is posted on a website, available on staff computers, or emailed to participants.

## Online Application Data Elements

The following data elements are collected in the Online Application. Where funds require additional information, the data will be collected by staff on the Registration Tab of the enrollment.

- Referred By (Program Referral)

- Last Name
- First Name
- DOB
- SSN (optional – if left Blank, customer is refusing to disclose)
- SSN Disclosure Statement has been read checkbox
- Gender
- Email
- Home Address
- Mailing Address
- Primary Phone
- Ethnicity/Race
- Primary Language
- Legal to Work
- Veteran Status
- Education Status
- Highest Grade Completed
- Current/Last High School Attended
- Employment Characteristics (may check 'none apply')
- Family Size
- Family Income
- Employment Status
- Employment Information (required when customer Employment Status = Employed)

## Cancel Application

The application will not be saved if the customer leaves the URL in the middle of data entry, or if the customer clicks Cancel button.

## Submit Application

Customer must click Submit button at the bottom of the page for data to be saved.

## Missing/Invalid Information

The customer will be unable to submit application until all required information has been entered. If the customer tries to submit while there is still missing information, the page will specify the reasons why the customer cannot submit and will highlight the relevant fields:

**Unable to Submit for the following reasons:**

- Please select Referred By.



**Referred By\*** (Please identify the organization that asked you to complete this application)  
 --Select One--

**Print Confirmation**



Customer will be provided a confirmation number when the application is successfully submitted. This number represents **CustomerID-EnrollmentID**. The customer will be prompted to print confirmation page for their records. This may be helpful for staff when trying to find the customer enrollment in I-Trac and for verification that the application was submitted successfully.

Your application has been submitted successfully.

Your confirmation number is:  
**1529274-2201876**

Please click [here](#) to print the confirmation page.

This is an equal opportunity employer/program.  
 Auxiliary aids and services are available upon request to individuals with disabilities. To place a free relay call in Oregon dial 711.  
 This program is funded in whole or in part with public funds provided by the US Department of Labor.

**Confirmation Page**

<b>Confirmation Number</b>	1529274-2201876
<b>Referred By</b>	Beaverton School District – Merlo High School
<b>Name</b>	onlineYouthB Test
<b>Gender</b>	Male
<b>Social Security Number</b>	
<b>Birth Date</b>	1/1/1992
<b>Email Address</b>	test@test.com
<b>Home Address</b>	123 Portland, OR 97201 (Multnomah County)
<b>Mailing Address</b>	123 Portland, OR 97201 (Multnomah County)
<b>Primary Phone</b>	9999999999
<b>Cell Phone</b>	
<b>Message Phone</b>	
<b>Other Phone</b>	
<b>Alternative Contact Person</b>	home other
<b>Relationship</b>	Other
<b>Phone</b>	9999999999
<b>Ethnicity/Race</b>	Pacific Islander, White
<b>Other Demographics</b>	None Apply
<b>Primary Language</b>	English
<b>Legal to Work in the United States</b>	Yes, I am a US citizen and legal to work in the US
<b>Veteran Status</b>	Yes - 180 Days or Less (Not Dishonorable Discharge)
<b>Education Status</b>	Student - High School or Less
<b>Highest Grade Completed</b>	Certificate of HS Completion
<b>Characteristics</b>	Family receiving Refugee Assistance, Runaway
<b>Family Size</b>	3
<b>Six Months Income</b>	15

## Saved Data

The online application will be saved in I-Trac. I-Trac must determine if the customer already exists in I-Trac or whether the customer is new before it can add the enrollment.

### New/Existing Customer Determination

I-Trac will try to match the customer with existing customer records one of the following ways. If I-Trac cannot match the customer, I-Trac will create a new customer record.

- SSN provided through on-line application = I-Trac Customer SSN, or
- Match Last Name/DOB/Gender = I-Trac Customer Last Name/DOB/Gender

### **WARNING!**

There is still a possibility of duplicate customer records. I-Trac support will try to merge if possible. Send requests to merge to [support@i-trac.org](mailto:support@i-trac.org).

### New Enrollments

I-Trac will automatically add the new enrollment to the customer record, where:

- Service Provider: will be set to generic site called **Youth Online Fund – OnlineSite – Online System**. Later when customer is assigned to a location for application, this site will be edited to be **WIA Youth – ‘Your Service Provider Name’**
- Customer Of: will be left blank, this can be assigned once the online site is specified and a case manager assigned to the customer.
- Application Date: will be set to the Online Application Date which is the date the customer clicked submit. This date will need to be edited when the customer comes in for Eligibility Interview.
- Registration Date: will be blank until the review is complete on the Registration Tab. Customers that do not complete the Eligibility Process will not get a Registration Date.
- Participation Date: also known as the Enrollment Date will be blank until the first service is entered on the Services Tab. Customer that do not complete the Eligibility Process OR never receive services within 45 days will not be enrolled or receive a participation date.
- Exit Date: will be blank until the customer is transitioned from Intensive Services. If the participant is not Registered by completing the Eligibility Process OR is not enrolled, they will be exited ‘Pre-program’.

[find customer](#) | [providers](#)

[edit](#) **Name: Youth Test (I-Trac ID: 1024076)**  
Youth Online Fund - OnlineSite - OnlineSite, EID = 1500843

[add](#) **Providers**

	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
<a href="#">edit</a>	Youth Online Fund - OnlineSite - OnlineSite		4/1/2011			

### Online Application Tab

When selecting the generic service provider **Youth Online Fund – OnlineSite – OnlineSite**, only the Online Application Tab will become available. This tab shows the data that was submitted from the Online Application. This data is read only. This tab is for informational purposes only and data can be modified by Staff on the Registration Tab of the WIA Fund once the Service Provider is updated to the **WIA Youth – ‘Your Service Provider Name’** enrollment. For more information about completing the Registration, see Registration Tab section of this manual.

[find customer](#) | [providers](#) | [online application](#)

[edit](#) **Name: Youth Test (I-Trac ID: 1024076)**  
Youth Online Fund - OnlineSite - OnlineSite, EID = 1500843

**Online Application**  
Information reflected will be updated if data changes are made to data on the Registration Tab

Referred By	
DOB	1/11/1995
Gender	Female
Last 4 SSN	REFUSED
SSN Consent	No
Email	barb@email.com
Primary Phone	503-503-5031
Cell Phone	503-663-6669
Message Phone	503-503-5031
Other Phone	
Home Address	2345 Se Water Ave, Portland, OR 97204
Mailing Address	2345 Se Water Ave, Portland, OR 97204
Ethnicity/Race	White
Primary Language	English
Legal To Work	I am a United States Citizen
Highest Grade Completed	10th Grade Completed
Characteristics	Free and Reduced Lunch, Behind in high school credits
Family Size	5
Six Month Income	17500.00
Veteran	No
Selective Service	Not Required – Female
Employment Status	Not Employed

# Registration Tab

---

A primary set of data elements are required for participant record keeping, contract monitoring and data and performance reporting. Accurate recording of these elements is essential. They are used to monitor progress towards obtaining goals/projections outlined in Demographic Plans and Targeted Population focus. Each control and data element value should correspond with the information in the WIA Youth Registration form.

The data controls on this tab are fund/program specific. Certain data elements require collection of official (acceptable) documents to validate the elements as true.

Registration and Review is required for all customers who wish to access services.

Eligibility includes an examination of the information required to determine if a customer meets the eligibility requirements for specific programs/funds. In addition to the Applicants’ attestation of the accuracy of information contained in the Registration Form, they must also present certain legal documents to verify certain information listed on the application is true, complete and accurate.

I-Trac will go through a process to determine the eligibility status (Registration Results control), which include Eligible, Ineligible, or Pending Missing Information.

- Eligible indicates the eligibility interview is complete; the applicant has presented an acceptable legal document for each eligibility requirement; and the eligibility interviewer has examined such documents and determined them to be valid.
- Ineligible indicates the reasons which make the customer ineligible based on the data entered.
- Pending Missing Information: will indicate the data elements that are missing and required in order to determine eligibility.

## Header

This is a read only control which contains data related to registration elements that are collected in various locations from Providers tab, Registration tab, and Customer Add/Edit controls.

<u>Online Application Date</u>	<u>Application Date</u>	<u>Registration Date</u>	<u>Participation Date</u>	<u>Exit Date</u>	<u>LQ Fund Service Date</u>
8/23/2012	8/23/2012	8/23/2012	8/23/2012		8/23/2012
<u>DOB</u>	<u>Gender</u>	<u>Age at Application</u>	<u>Last 4 SSN</u>	<u>In/Out-of-school status</u>	
1/1/1992	Female	20	REFUSED	OSY	

- Online Application Date: the date the online application was submitted. This date will be blank if the record was not created by the online application process.
- Application Date: copied from the Providers tab and represents the date the customer or parent/guardian if under the age of 18 completed the application process or the date the staff completes the Registration Tab with the customer.
- Registration Date: this will be blank until a review is complete in the Registration Completion control. The Registration Date will always equal the Application Date

- **Participation Date:** the date of the first WIA service.
- **Exit Date:** this date represents the last date of service for the WIA enrollment episode. This date is the LQ Fund Service Date and occurs when there has not been activity for 90 consecutive days.
- **LQ Fund Service Date:** Last Qualifying Fund Service Date. This date is calculated by I-Trac and represents services attached to the WIA enrollment episode, specifically the most recent of the following:
  - Start Date of an in-program service with a status of started
  - End Date of an in-program service with a status of completed or not completed
  - Date of a Case Note where Service Delivered = Yes AND Attachement = 'Service – ' AND the case note date is between the start/end dates of the service.
- **SSN (4):** will show the last four of the customer's SSN. If it was not provided this will say 'Refused'.
- **DOB:** will indicate the customer's birth date
- **Age at Application:** will calculate the customer's age on the Application Date
- **Gender:** will indicate the customer's gender
- **In/Out-of-School:** will show the customer as In-School (ISY) or Out-of-School (OSY). The following is how OSY is calculated. If the customer does not meet one of the following conditions for calculating OSY, then they are ISY.
  - **Option 1:** Education Status = Not Attending School – High School Dropout
  - **Option 2:** Education Status = Not Attending School – Diploma/GED/Equivalent
  - **Option 3:** Education Status = Student in Post High School **AND** Basic Skills Characteristic = Basic Skills Deficient

## Address Control

An 'Address Type' of Home (or Homeless) and Mailing address must be saved before registration can occur. Registration addresses used to determine eligibility will become locked upon registration. Additional addresses can be added any time during enrollment, but the registration address can never be modified after registration.

When selecting Address Type of Homeless, a street address is still required, so where a street address is not applicable, please type "Homeless" as the street address. A zip code will also be required if homeless, so where a zip code is not identifiable, please enter your site zip code.

To save time on data entry, there is an Address Type of 'Home and Mailing'. When this Address Type is selected, the record will create two records upon save—one home record and one mailing record with the same address. Another time-saver is where I-Trac will auto-populate the city, state and county when a zip code is entered.

The Effective Date is the date on which this address was valid. During the registration process, this date should be entered as the date of application. When updating an address, simply add a new address and give the Effective Date as the date of the change.

To enter data: click [add](#), enter data and click [save](#)

**add** Addresses

Date	Address Type	Street Address	Zip Code	City	State	County
07/01/2011	Home and Mail	123 Sample St.	97405	Eugene	OR	Lane

**save** **cancel**

## Phone Control

All phone numbers can be entered as xxxxxxxxxx and when saved the phone number will change to the proper format, xxx.xxx.xxxx. At least one customer phone number must be saved upon registration. This field will not be locked and can be modified after registration.

To enter data: click [add](#), enter data and click [save](#)

**add** Phones

Phone Type	Phone
Primary	9999999999

**save** **cancel**

## Email Control

Only one email can be added at a time. Email must be entered in email format [xxx@xxx.xxx](#). Email is not a registration element and not required to be entered. This field will not be locked and can be modified after registration.

To enter data: click [add](#), enter data and click [save](#)

**add** Email Address

Email Address
test@test.com

**save** **cancel**

## Secondary Contact Information Control

This data set tracks a secondary contact and their relationship to the customer. All phone numbers can be entered as xxxxxxxxxx and when saved the phone number will change to the proper format, xxx.xxx.xxxx. One secondary contact is required to register your customer. One contact will be required for registration. This field will not be locked and can be modified after registration.

To enter data: click [add](#), enter data and click [save](#)

The first screenshot shows a table with the following structure:

Secondary Contact Information					
	Last Name	First Name	Relationship	Phone Type	Phone
<a href="#">add</a>					

The second screenshot shows the form with the following data:

Secondary Contact Information					
	Last Name	First Name	Relationship	Phone Type	Phone
<a href="#">save</a> <a href="#">cancel</a>	Contact	First	Other	Other	9999999999

## Ethnicity and Race Control

Ethnicity and race are collected in the same control. Multiple selections can be made. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

The first screenshot shows a table with the following structure:

Ethnicity and Race	
	Ethnicity and Race
<a href="#">edit</a>	

The second screenshot shows the form with the following data:

Ethnicity and Race	
	Ethnicity and Race
<a href="#">save</a> <a href="#">cancel</a>	<input checked="" type="checkbox"/> Hispanic or Latino <input type="checkbox"/> African American <input checked="" type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Hawaiian/Pacific Islander

## Veterans Status Control

This box may vary slightly between funds depending on the level of detail required. Where the customer is not a veteran, the Veteran Status is 'No' and all other fields may be left blank, including documentation, upon save. Where Veteran Status is 'Yes', all fields must have a selection. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

Veteran Status	
Veteran Status	
Documentation	
Campaign Veteran	
Disabled Veteran	
Recently Separated Veteran	

Veteran Status	
Veteran Status	<input checked="" type="radio"/> No <input type="radio"/> Yes - 180 Days or Less <input type="radio"/> Yes - More than 180 Days <input type="radio"/> Yes - Eligible Spouse
Documentation	--Select One--
Campaign Veteran	<input type="radio"/> No <input type="radio"/> Yes
Disabled Veteran	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Yes - Special Disabled
Recently Separated Veteran	<input type="radio"/> No <input type="radio"/> Yes - Discharged within 4 years

## Customer Registration Details Control

This data control covers the general program eligibility requirements of a particular fund/program (e.g., Legal to work, age, and selective service registration). Other data elements that can be validated may also appear in this control. The Legal to Work Documentation and the SSR Documentation dropdowns are dependent on the selections made in the Legal to Work and Selective Service dropdowns. These are registration elements and will be locked upon registration. Education Status is used in the In/Out-of-School calculation (see Header section above).

To enter data: click [edit](#), enter data and click [save](#)

Customer Registration Details			
Consent to Release SSN	DOB Documentation	Native Language	
		English	
Legal to Work	Legal to Work Documentation	Selective Service	SSR Documentation
Education Status	Highest Grade Completed		

Customer Registration Details			
Consent to Release SSN	DOB Documentation	Native Language	
Yes	Baptismal Record	English	
Legal to Work	Legal to Work Documentation	Selective Service	SSR Documentation
Yes - Citizen	I-9 Acceptable Documents	Registered	Registration Verification
Education Status	Highest Grade Completed		
Student - High School or Les	9th Grade Completed		



## Employment and UI Status Control

Select whether the customer is employed or not employed at the time of application. If Employed, Notice of Lay-off, or Notice of Military Separation is selected, a record in the Employment Information control will be required where there is no end date. If Not Employed or Laid-off is selected, data entry may skip the Employment Information control. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

Employment and UI Status	
<a href="#">edit</a>	
Employment Status	
UI Status	

Employment and UI Status							
<a href="#">save</a> <a href="#">cancel</a>	<table> <tr> <td>Employment Status</td> <td> <input type="radio"/> Employed                 <input checked="" type="radio"/> Not Employed                 <input type="radio"/> Laid Off             </td> <td> <input type="radio"/> Notice of Lay-off                 <input type="radio"/> Notice of Military Separation             </td> </tr> <tr> <td>UI Status</td> <td> <input checked="" type="radio"/> Not a Claimant or Exhaustee                 <input type="radio"/> Claimant Referred by WPRS             </td> <td> <input type="radio"/> Claimant Not Referred by WPRS                 <input type="radio"/> Exhaustee             </td> </tr> </table>	Employment Status	<input type="radio"/> Employed <input checked="" type="radio"/> Not Employed <input type="radio"/> Laid Off	<input type="radio"/> Notice of Lay-off <input type="radio"/> Notice of Military Separation	UI Status	<input checked="" type="radio"/> Not a Claimant or Exhaustee <input type="radio"/> Claimant Referred by WPRS	<input type="radio"/> Claimant Not Referred by WPRS <input type="radio"/> Exhaustee
Employment Status	<input type="radio"/> Employed <input checked="" type="radio"/> Not Employed <input type="radio"/> Laid Off	<input type="radio"/> Notice of Lay-off <input type="radio"/> Notice of Military Separation					
UI Status	<input checked="" type="radio"/> Not a Claimant or Exhaustee <input type="radio"/> Claimant Referred by WPRS	<input type="radio"/> Claimant Not Referred by WPRS <input type="radio"/> Exhaustee					

## Narratives Control

This is regionally available and is a read only control of employment information that is provided by the customer through the Online Customer Application. This data is informational only and does not report employment performance or appear in the Employment Confirmations control.

When there is data in this control, staff must manually copy this information into the Employment Information control for the purpose of performance tracking. The reason this information does not write to the Employment Information control directly is due to the staff requirement to specify the ONET code for the position and NAICS for industry which requires a level of staff interpretation.

Narratives			
Employer	Job Title	Type of Business	Job Period
McDonald's	Cashier	Restaurant	Start Date: 1/1/2009, End Date: 12/31/2009
Job Wage / Hours	Job Benefits	DateSubmitted	
Wage: \$1800 per Month, Hours per Week: 50	Health, Dental, Retirement/Pension Plan, Life Insurance, Disability	5/7/2012	

Field translation to Employment Information control:

Narratives Control	Employment Information Control
<b>Employer</b>	Employer
<b>Job Title</b>	Position (ONET)
<b>Type of Business</b>	Industry (NAICS)
<b>Job Period</b>	Start Date & End Date
<b>Job Wage / Hours</b>	Hourly Pay* & Hours/Week
<b>Benefits</b>	Benefits

\*Staff may need to convert Job Wage to hourly. Please enter best estimated calculation.

## Employment Information Control

This control collects registration employment data and becomes locked upon registration. This data will also appear in an Employment Information Control that is on the Outcomes Tab. New employment records require a two part save, shown below where the employer details are entered and saved before the pay and benefits are entered and saved. This allows multiple pay/benefits entries to one job, so you can show position changes and wage or hour increases/decreases over time by saving with a new effective date. The effective date indicates the date in which the position/pay/benefit went into effect. The first position/pay/benefit entered would have a date equal to the start date (hire date).

The employment record will only count towards performance if there are Employment Confirmations with respect to the appropriate post-exit quarters. See Employment Confirmation Control.

Start Date: the hire date.

End Date: the termination date.

Employer: lookup field to Employers. Select the employer providing the service.

Industry (NAICS): dropdown list of the top 2-digit NAICS code descriptions. Select the industry for this Employer. This field will be used to calculate 'Training Related Employment'.

Effective Date: the effective date for this position, pay, hours or benefits record. The first record entered should have the same date as the 'start date' to reflect this information at the time of hire. When the position, pay, hours or benefits change, add a new record with the effective date set as the date the change occurred.

Position (ONET): lookup field to ONET codes and position descriptions. Select the position. This field will be used to calculate 'Training Related Employment'.

Pay: text field. Does not accept characters (\$).

Hours/Week: text field.

Benefits: dropdown list.

To enter employment details data: click [add](#), enter data and click [save](#)

add Employment Information				
Start Date	End Date	Employer	Industry (NAICS)	

add Employment Information				
Start Date	End Date	Employer	Industry (NAICS)	
06/01/2011		Fred Meyer	find	Retail

To enter position/pay/benefits data: click [add](#), enter data and click [save](#)

add Employment Information						
Start Date	End Date	Employer	Industry (NAICS)			
6/1/2011		Fred Meyer	Retail			
edit delete						
add						
Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits		

add Employment Information						
Start Date	End Date	Employer	Industry (NAICS)			
6/1/2011		Fred Meyer	Retail			
edit delete						
add						
Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits		
06/01/2011	41-2011.00, Cashiers	9.00	20	No Benefits		

## Basic Skills Characteristic Control

Select whether the customer is Basic Skills Deficient or Not Basic Skills Deficient at the time of application and identify the Basic Skills Documentation method used for the determination. Data in this control is used in the In/Out-of-School calculation and Literacy/Numeracy Gains performance measures. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

edit Basic Skills Characteristic	
Basic Skills Status	Basic Skills Documentation

Basic Skills Characteristic	
Basic Skills Status	Basic Skills Documentation
Basic Skills Deficient	Approved Assessment

## Employment Characteristics Control

Employment Characteristics collects the employment barriers for the customer. Rules are built into each characteristic as applicable for eligibility. Multiple characteristics can be selected. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

<a href="#">edit</a>	<b>Employment Characteristics</b>
	Employment Characteristics

Employment Characteristics													
	Employment Characteristics												
<a href="#">save</a> <a href="#">cancel</a>	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> At Risk of Dropping out of High School</td> <td><input type="checkbox"/> Homeless</td> </tr> <tr> <td><input type="checkbox"/> Behind Grade Level</td> <td><input type="checkbox"/> Juvenile Justice Involvement</td> </tr> <tr> <td><input type="checkbox"/> Disabled/Handicapped</td> <td><input type="checkbox"/> Limited English Proficiency</td> </tr> <tr> <td><input type="checkbox"/> Foster Child</td> <td><input type="checkbox"/> Parenting</td> </tr> <tr> <td><input type="checkbox"/> Gang Involved or Affected</td> <td><input type="checkbox"/> Pregnant</td> </tr> <tr> <td><input type="checkbox"/> High School Dropout</td> <td><input type="checkbox"/> Runaway</td> </tr> </table>	<input type="checkbox"/> At Risk of Dropping out of High School	<input type="checkbox"/> Homeless	<input type="checkbox"/> Behind Grade Level	<input type="checkbox"/> Juvenile Justice Involvement	<input type="checkbox"/> Disabled/Handicapped	<input type="checkbox"/> Limited English Proficiency	<input type="checkbox"/> Foster Child	<input type="checkbox"/> Parenting	<input type="checkbox"/> Gang Involved or Affected	<input type="checkbox"/> Pregnant	<input type="checkbox"/> High School Dropout	<input type="checkbox"/> Runaway
<input type="checkbox"/> At Risk of Dropping out of High School	<input type="checkbox"/> Homeless												
<input type="checkbox"/> Behind Grade Level	<input type="checkbox"/> Juvenile Justice Involvement												
<input type="checkbox"/> Disabled/Handicapped	<input type="checkbox"/> Limited English Proficiency												
<input type="checkbox"/> Foster Child	<input type="checkbox"/> Parenting												
<input type="checkbox"/> Gang Involved or Affected	<input type="checkbox"/> Pregnant												
<input type="checkbox"/> High School Dropout	<input type="checkbox"/> Runaway												

## Economic Characteristics Control

Economic Characteristics collect the economic barriers for the customer. Rules are built into each characteristic as applicable for eligibility. Multiple characteristics must be selected separately. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

<a href="#">add</a>	<b>Economic Characteristics</b>
	Economic Characteristics      Documentation

Economic Characteristics			
	Economic Characteristics      Documentation		
<a href="#">save</a> <a href="#">cancel</a>	<table style="width: 100%;"> <tr> <td style="width: 50%;"> <input type="text" value="Food stamp recipient anytime in last six months"/> </td> <td style="width: 50%;"> <input type="text" value="Agency Record"/> </td> </tr> </table>	<input type="text" value="Food stamp recipient anytime in last six months"/>	<input type="text" value="Agency Record"/>
<input type="text" value="Food stamp recipient anytime in last six months"/>	<input type="text" value="Agency Record"/>		

## Six Month Income Control

This data control is used where Family Size and Income information is needed to determine the customer as low income. Application Date and Received By fields will be auto-filled by I-Trac based on previous information provided. I-Trac will calculate the low income status based on the income charts (e.g. Lower Living Standard Income Levels, LLSIL) in effect at the time of registration. This is a registration element and will be locked upon registration.

To enter data: click [add](#), enter data and click [save](#)

Six Month Income					
	Application Date	Received By	Family Size	Six Month Income	Income Documentation
<a href="#">add</a>					

Six Month Income					
	Application Date	Received By	Family Size	Six Month Income	Income Documentation
<a href="#">save</a> <a href="#">cancel</a>	11/1/2010	Family	1	2560	Check Stub

## Income Waiver Control

The ability to request a waiver will be dependent on a user's permissions and access levels. This is determined by your regional/local area office. If the user's permissions do not permit the user to request a waiver from I-Trac directly, they will receive an error message, "You do not have rights to request an Income Waiver. Please contact your local admin user to complete this operation."

This data control is used where a customer meets all eligibility elements except Income. I-Trac will automatically calculate whether a waiver can be granted based on regulatory rules. The waiver calculation divides the number of new customers in the current fiscal year with a waiver by the number of new customers in the current fiscal year. The percentage will indicate whether a waiver is granted or not.

If the percentage of granted waivers is greater than the program allowable amount, the waiver will be denied and a message to try at another time will appear.

Waivers cannot be requested if the Registration Results control indicates the customer is missing information or is ineligible for reasons other than 'Income.'

Staff will want to confirm the employment characteristics before requesting a waiver.

To confirm Employment Characteristics: click [edit](#), enter data and click [save](#)

Income Waiver <a href="#">request waiver</a>		
	Employment Characteristics	Waiver Status
<a href="#">edit</a>		

Income Waiver <a href="#">request waiver</a>		
	Waiver Characteristics	Waiver Status
<a href="#">save</a> <a href="#">cancel</a>	<input checked="" type="checkbox"/> Disabled/Handicapped <input type="checkbox"/> Dropped out of High School <input type="checkbox"/> Foster Care <input type="checkbox"/> Homeless <input type="checkbox"/> Offender	<input type="checkbox"/> Parenting <input type="checkbox"/> Pregnant <input type="checkbox"/> Runaway <input type="checkbox"/> Youth who needs additional assistance

To request waiver: click [request waiver](#)

<a href="#">edit</a>	<b>Income Waiver</b>	<a href="#">request waiver</a>
	<b>Employment Characteristics</b>	<b>Waiver Status</b>
	Aged out of Foster Care, Gang Involved or Affected	

## Registration Results Control

**Missing Information:** This is a read only field. Data elements have been determined as required for the program/fund. This field is looking to see that all data elements have been entered for eligibility and registration to be complete. This field will begin with a list of all information that is missing in a new record. As data elements are saved, they will be removed from the field. For registration to occur, this field should state '(All required registration information has been entered).'

**Ineligible Reasons:** This is a read only field and looks specifically to the eligibility elements to see that they have been answered in accordance with eligibility for this program/fund. For a registration to occur, this field should state '(Eligible)'. If the customer is ineligible, this field will explain the reasons why the customer is ineligible.

Example A: Information is missing that is required for eligibility determination

Registration Results	
Missing Information	Ineligible Reasons
Home Address, Phone, Consent to Release SSN, DOB Documentation, Legal to Work, Legal to Work Documentation, Selective Service, SSR Documentation, Highest Grade Completed, Veteran Status, Veteran Documentation, Income Information, Family Size, Employment Status	

Example B: No information is missing, but the customer does not meet the eligibility criteria for Income.

Registration Results	
Missing Information	Ineligible Reasons
(All required registration information has been entered)	Income

Example C: No information is missing and the customer is eligible

Registration Results	
Missing Information	Ineligible Reasons
(All required registration information has been entered)	(Eligible)

## Registration Control

This is the data control where eligibility certification/determination is finalized. The edit link will not be available to enter the registration dates until the customer is considered "Eligible" by I-Trac. Registration must be complete and a Registration Date set before the customer can be entered into program services.

The staff names that appear in the dropdowns for Registered By and Reviewed By are established through the user permissions/rights set up. For the registration to be complete, the staff that Register and Review MUST be different people.

The Registration can be broken up into steps where Registered By is saved by the case worker completing the interview and eligibility determination with the customer. This data can be saved prior to a Reviewed By and Review Date being entered. WIA Youth rules require that the Review must happen within 45 days of Application Date.

Once the Review is complete, the Registration Date is set automatically by I-Trac and the registration elements are locked from editing. The Registration Date will be set to be equal to the Application Date. This Registration Date will appear in all screens for this enrollment and must be set before any services can start.

If these registration data elements need to be edited, only an admin level user can remove the Review, make appropriate edits, and add the Review again which will re-lock the record.

To enter data: click [edit](#), enter data and click [save](#)

Registration				
	Application Date	Registered By	Review Date	Reviewed By
<a href="#">edit</a>	6/1/2010			

Registration				
	Application Date	Registered By	Review Date	Reviewed By
<a href="#">save</a> <a href="#">cancel</a>	6/1/2010	Arnold, Dyanna	<input type="text"/>	--Select One--

Registration				
	Application Date	Registered By	Review Date	Reviewed By
<a href="#">save</a> <a href="#">cancel</a>	6/1/2010	Arnold, Dyanna	06/03/2010	Burnett, Adriana

Once the record has a saved Review and Reviewed By date, the Registration is set and the process complete.

# Assessments Tab

This tab maintains all assessment tracking. Rules are built into I-Trac that allow assessments to be entered that were conducted up to six months prior to application; therefore, assessments may be entered prior to enrollment (or the existence of a Participation Date) and assessments will not set the enrollment with a Participation Date.

## Literacy/Numeracy Assessments Control

This control is used to collect data for DOL Common Measure of Literacy/Numeracy Gains for performance; however, it is not limited to only track assessments for those that are in the measure.

Customers that are registered as Out-of-School Youth (OSY) must take a minimum of a Pre-Test in reading/writing AND math to confirm basic skills deficiency status. Customer's that are basic skills deficient must continue to post-test in reading/writing OR math for an annual gain in Educational Functioning Level (EFL) for every year of active/in-program participation (max 3 years) or until they are not basic skills deficient.

This performance measure is very complex and I-Trac will show the performance calculation at the customer level within the Literacy/Numeracy Assessments Control.

<b>add Literacy/Numeracy Assessments</b>								
YEAR 1 PERFORMANCE(PY2009, Q3): Numerator(Yes), Denominator(Yes), Gain(Gain)								
YEAR 2 PERFORMANCE(PY2010, Q3): Numerator(No), Denominator(Yes), Gain(No Gain)								
YEAR 3 PERFORMANCE(PY2011, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)								
	Date	Test Name	Test Type	Score	EFL	DOL EFL	Performance Test	
<a href="#">edit</a> <a href="#">delete</a>	5/1/2011	CASAS ABE	Math	223	6.1	6	Year 2 Post-Test	
<a href="#">edit</a> <a href="#">delete</a>	8/8/2010	CASAS ABE	Math	222	6.1	6	Year 1 Post-Test	
<a href="#">edit</a> <a href="#">delete</a>	8/8/2010	CASAS ABE	Reading	215	5.4	5	Year 1 Post-Test	
<a href="#">edit</a> <a href="#">delete</a>	4/1/2010	CASAS ABE	Math	216	5.6	5		
<a href="#">edit</a> <a href="#">delete</a>	4/1/2010	CASAS ABE	Reading	211	5.0	5		
<a href="#">edit</a> <a href="#">delete</a>	3/1/2010	CASAS ABE	Math	215	5.4	5		
<a href="#">edit</a> <a href="#">delete</a>	12/15/2009	CASAS ABE	Math	212	5.1	5	Year 1 Pre-Test	
<a href="#">edit</a> <a href="#">delete</a>	12/1/2009	CASAS ABE	Reading	211	5.0	5	Year 1 Pre-Test	

**Sub-header:** This is a read only section that is only visible once the customer has a Participation Date. The purpose of this section is to calculate performance for this customer enrollment. It breaks out the performance by year, calculates (green text) the Performance Cohort (PYXX, QX) and indicates whether the customer is in the Numerator (Yes/No), Denominator (Yes/No), and whether the customer has achieved a gain (Yes, No, or N/A-Not in Denominator) for each performance year. See Performance Calculations section below.

- YEAR 1 PERFORMANCE (PYXX, QX): Numerator (Yes/No), Denominator (Yes/No), Gain (Yes/No/NA – Not in Denominator)
- YEAR 2 PERFORMANCE (PYXX, QX): Numerator (Yes/No), Denominator (Yes/No), Gain (Yes/No/NA – Not in Denominator)
- YEAR 3 PERFORMANCE (PYXX, QX): Numerator (Yes/No), Denominator (Yes/No), Gain (Yes/No/NA – Not in Denominator)

**Date:** Enter the date the customer completed the assessment. This date must be between 6 months prior to Application Date and Today's Date.

**Test Name:** lists DOL and Region approved assessments. Currently

- CASAS ABE



- CASAS ESL
- TABE 7-8, 9-10 (ABE)
- TABE CLAS-E (ESL)

**Test Type:** lists the test subjects and the list is dependent on the Test Name selected.

**Score:** enter the score. This is the score that correlates to an Educational Functioning Level (EFL) for the DOL approved assessment.

**EFL:** This field takes the score and DOL EFL and calculates the DOL EFL as a decimal point (the nearest tenths) to assist staff decision for remediation to make a DOL EFL gain as it relates to the Literacy/Numeracy Gains performance measure.

**DOL EFL:** is the whole number EFL which is used for performance purposes.

**Performance Test:** this is a read only field that is calculated by I-Trac. The purpose is to show the tests that are being used in performance tracking. The Performance Test is calculated every time a new test is saved. They are calculated as follows:

- **Year 1 Pre-Test:** The First of each Test Name/Test Type combination (each subject of same test instrument) provided between 6 months prior to Participation Date and the earliest of Exit Date or Year 1 anniversary of Participation Date
  - First Reading or Writing or Language Test Type for a specific Test Name
  - First Math Test Type for a specific Test Name
- **Year 1 Post-Test:** The best scores for each Test Name/Test Type combination (each subject of same test instrument) where the test date is between Year 1 Pre-Test Date and the earliest of (Exit or 1 year anniversary of Participation Date)
  - Best Year 1 Reading or Writing or Language Test Type for a specific Test Name
  - Best Year 1 Math Test Type for a specific Test Name
- **Year 2 Post-Test:** The best scores for each Test Name/Test Type combination (each subject of same test instrument) where the test date is between 1 year anniversary of Participation Date and 2 year anniversary of Participation Date or Exit Date of this year
  - Best Year 2 Reading or Writing or Language Test Type for a specific Test Name
  - Best Year 2 Math Test Type for a specific Test Name
- **Year 3 Post-Test:** The best scores for each Test Name/Test Type combination (each subject of same test instrument) where the test date is between 2 year anniversary of Participation Date and 3 year anniversary of Participation Date or Exit Date of this year.
  - Best Year 3 Reading or Writing or Language Test Type for a specific Test Name
  - Best Year 3 Math Test Type for a specific Test Name

### **Performance Tracking:**

The performance calculations will appear in the sub-header of the control. Below are the rules for calculating performance. Each performance year will calculate the performance cohort based on the Participation Date and the Anniversary Year. These calculations are technical. If you need further assistance to understand Literacy Numeracy Performance, please refer to the DOL TEGL 17-05.

- **Year 1 Performance**

- **Year 1 Performance Denominator = Yes**
  - Customer is OSY at Registration
  - **AND** Customer does not have an 'Other Reason For Exit'
  - **AND** Customer does disclose SSN
  - **AND** Customer is Basic Skills Deficient at Registration
  - **AND** Year 1 Pre-Test in either Test Name/Test Type combination (each subject of same test instrument) have EFL<7 **OR** There is no Year 1 Pre-Test
  
- **Year 1 Performance Denominator = No**
  - Year 1 performance Denominator is not Yes. This should be true where:
    - Customer is ISY at Registration
    - **OR** Customer does have an 'Other Reason For Exit'
    - **OR** Customer does not disclose SSN
    - **OR** Customer is Not Basic Skills Deficient at Registration
    - **OR** Year 1 Pre-Test in BOTH Test Name/Test Type combination (each subject of same test instrument) EFL>=7
  
- **Year 1 Performance Numerator = Yes**
  - Year 1 Performance Denominator=Yes
  - **AND** Customer DOL EFL increases by at least 1 DOL EFL number between Year 1 Pre-Test and Year 1 Post-Test in either Test Name/Test Type combination (each subject of same test instrument) in Year 1 Pre-Test to Year 1 Post-Test
  
- **Year 1 Performance Numerator = No**
  - Year 1 Performance Numerator is not Yes. This should be true where:
    - If Year 1 Performance Denominator=No
    - **OR** If no Year 1 Post-Test
    - **OR** If Year 1 Post-Test DOL EFL does not improve by at least 1 DOL EFL in either Test Name/Test Type combination (each subject of same test instrument) in Year 1 Pre-Test to Year 1 Post-Test)
  
- **Year 1 Performance Gain:**
  - **N/A – Not in Denominator**
    - Year 1 Performance Denominator=No
  - **Gain**
    - Year 1 Performance Numerator=Yes
    - **AND** Year 1 Performance Denominator=Yes
  - **No Gain**
    - Year 1 Performance Numerator=No
    - **AND** Year 1 Performance Denominator=Yes
  
- **Year 2 Performance**
  - **Year 2 Performance Denominator = Yes**
    - Year 1 Performance Denominator = Yes
    - **AND** Today's Date >= Year 2 Anniversary Date
    - **AND** Customer Exit Date is null at Year 2 Participation Anniversary Date **OR** is greater than Year 2 Participation Anniversary Date
    - **AND** Year 1 Post-Test (**or** Year 1 Pre-Test if there is no Year 1 Post-Test) in either Test Name/Test Type combination (each subject of same test instrument) have EFL<7 **OR** There is no Year 1 Post-Test or Year 1 Pre-Test

- **Year 2 Performance Denominator = No**
  - Year 2 Performance Denominator is not Yes
- **Year 2 Performance Numerator = Yes**
  - Year 2 Performance Denominator=Yes
  - **AND** Customer DOL EFL increases by at least 1 DOL EFL number between Year 1 Post-Test (**OR** Year 1 Pre-Test if there is no Year 1 Post-Test) and Year 2 Post-Test in either Test Name/Test Type combination (each subject of same test instrument) in Year 1 Post-Test to Year 2 Post-Test
- **Year 2 Performance Numerator = No**
  - Year 2 Performance Numerator is not Yes
- **Year 2 Performance Gain:**
  - **N/A – Not in Denominator**
    - Year 2 Performance Denominator=No
  - **Gain**
    - Year 2 Performance Numerator=Yes
    - **AND** Year 2 Performance Denominator=Yes
  - **No Gain**
    - Year 2 Performance Numerator=No
    - **AND** Year 2 Performance Denominator=Yes
- **Year 3 Performance**
  - **Year 3 Performance Denominator = Yes**
    - Year 2 Performance Denominator = Yes
    - **AND** Today's Date >= Year 3 Anniversary Date
    - **AND** Customer Exit Date is null at Year 3 Participation Anniversary Date **OR** is > than Year 3 Participation Anniversary Date
    - **AND** Year 2 Post-Test (**or** Year 1 Post-Test if there is no Year 2 Post-Test **or** Year 1 Pre-Test if there is no Year 1 Post-Test) in Test Name/Test Type combination (each subject of same test instrument) have EFL<7 **OR** There is no Year 2 Post-Test, Year 1 Post-Test, or Year 1 Pre-Test
  - **Year 3 Performance Denominator = No**
    - Year 3 Performance Denominator is not Yes
  - **Year 3 Performance Numerator = Yes**
    - Year 3 Performance Denominator=Yes
    - **AND** Customer DOL EFL increases by at least 1 DOL EFL (GAIN) number between Year 2 Post-Test (**or** Year 1 Post-Test if there is no Year 2 Post-Test **or** Year 1 Pre-Test if there is no Year 1 Post-Test) and Year 3 Post Test in either Test Name/Test Type combination (each subject of same test instrument) in Year 2 Post-Test to Year 3 Post-Test
  - **Year 3 Performance Numerator = No**
    - Year 3 Performance Numerator is not Yes
  - **Year 3 Performance Gain:**
    - **N/A – Not in Denominator**
      - Year 3 Performance Denominator=No
    - **Gain**
      - Year 3 Performance Numerator=Yes

- **AND** Year 3 Performance Denominator=Yes
- **No Gain**
  - Year 3 Performance Numerator=No
  - **AND** Year 3 Performance Denominator=Yes

To enter data: click [add](#), enter data and click [save](#)

Literacy/Numeracy Assessments							
YEAR 1 PERFORMANCE(PY2011, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 2 PERFORMANCE(PY2012, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 3 PERFORMANCE(PY2013, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
Date	Test Name	Test Type	Score	EFL	DOL EFL	Performance Test	

Literacy/Numeracy Assessments							
YEAR 1 PERFORMANCE(PY2011, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 2 PERFORMANCE(PY2012, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 3 PERFORMANCE(PY2013, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
Date	Test Name	Test Type	Score	EFL	DOL EFL	Performance Test	
01/24/2012	CASAS ABE	Math	224				

Literacy/Numeracy Assessments							
YEAR 1 PERFORMANCE(PY2011, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 2 PERFORMANCE(PY2012, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 3 PERFORMANCE(PY2013, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
Date	Test Name	Test Type	Score	EFL	DOL EFL	Performance Test	
1/24/2012	CASAS ABE	Math	224	6.2	6	Year 1 Pre-Test	

## GED Tests Control

This control is regionally available and is used to track GED test scores. When test scores are entered I-Trac will calculate a pass or fail status per test based on the requirements of the GED test rules. I-Trac will also calculate the Total GED Score, Average Passing Score, and GED Attainment status based on the scores of all passing tests. Where one test type may have been entered multiple times, I-Trac will calculate the highest score of that subject into the total, average and attainment status.

Entering GED test scores that result in a status of 'Passing,' will not count as the credential performance measure. The GED credential must still be entered in the Certificates control on the Outcomes Tab.

To enter data: click [add](#), enter data and click [save](#)

GED Tests				
Date	Test Name	Score	Pass/Fail	

GED Tests				
	Date	Test Name	Score	Pass/Fail
<a href="#">save</a> <a href="#">cancel</a>	07/01/2010	GED - Math	430	

GED Tests				
<b>TOTAL GED SCORE: 430</b> <b>AVERAGE PASSING SCORE: 430</b> <b>STATUS: Pending</b>				
	Date	Test Name	Score	Pass/Fail
<a href="#">edit</a> <a href="#">delete</a>	7/1/2010	GED - Math	430	Pass

## COMPASS/Accuplacer Control

This control is regionally available and is where two college placement tests (COMPASS or Accuplacer) are tracked. When the Test Name, Test Type and Score are entered, I-Trac will calculate the College Course and Placement Level based on the requirements of the test. The Test Type is dependent on the Test Name; therefore, the Test Name must be entered before a Test Type can be selected.

To enter data: click [add](#), enter data and click [save](#)

COMPASS/Accuplacer						
	Date	Test Name	Test Type	Score	College Course	Placement Level
<a href="#">add</a>						

COMPASS/Accuplacer						
	Date	Test Name	Test Type	Score	Placement Level	College Course
<a href="#">save</a> <a href="#">cancel</a>	07/01/2010	COMPASS	Algebra	54		

## NCRC - National Career Readiness Certificate Control

This control is regionally available and is where staff will add test scores for each NCRC test taken and I-Trac will indicate certificate levels as scores are entered:

- **Bronze Certificate:** Minimum of a level 3 score on all 3 test types
- **Silver Certificate:** Minimum of a level 4 score on all 3 test types
- **Gold Certificate:** Minimum of a level 5 score on all 3 test types
- **Platinum Certificate:** Minimum of a level 6 score on all 3 test types

Customers can earn multiple certificates. Tests that count for one certificate may be applied to future certificates. Customer can skip certificate levels (ie earn Bronze with scores of 3-5-5 and then increase the score of 3 to a 5 and earn the Gold without earning the Silver). Customers cannot earn a lower certificate level (ie. earn a Silver Certificate with scores of 4-4-3 and then decrease scores in both subjects where a 4 was earned before and now 3's are earned, I-Trac will not issue a Bronze Certificate). To enter data: click [add](#), enter data and click [save](#)

NCRC - National Career Readiness Certificate				
	Date	Test Name	Score	Location

NCRC - National Career Readiness Certificate				
	Date	Test Name	Score	Location
<a href="#">save</a> <a href="#">cancel</a>	09/16/2011	Applied Mathematics	3	WSPM East

Once the first record is saved, the sub-header will appear with the Certificate Status. Pending will change to Passed on 'Date' once the certificate is attained.

NCRC - National Career Readiness Certificate				
<b>Certificate Status:</b> Platinum Certificate: Pending Gold Certificate: Passed on 11/15/2010 Silver Certificate: Pending Bronze Certificate: Passed on 11/1/2010				
	Date	Test Name	Score	Location
<a href="#">edit</a> <a href="#">delete</a>	11/15/2010	Reading for Information	5	Other
<a href="#">edit</a> <a href="#">delete</a>	11/1/2010	Locating Information	5	Other
<a href="#">edit</a> <a href="#">delete</a>	11/1/2010	Applied Mathematics	5	Other
<a href="#">edit</a> <a href="#">delete</a>	11/1/2010	Reading for Information	3	Other

Once a certificate is attained and the certificate status indicates 'Passed on date', an NCRC Certificate will be automated in the Credentials Control as a read only data element. Any modifications needed to the Credential must be made through the NCRC – National Career Readiness Certificate control.


Credentials					
	Date	Credential	Status	Documentation	
	11/15/2010	NCRC Certificate	Attained	Certificate	
	11/1/2010	NCRC Certificate	Attained	Certificate	

## 10 Elements Assessment

This control is regionally available and tracks the specific assessments completed for the 10 WIA mandated elements. The Assessment Name field is tracking the 10 Elements. The Assessment Type field specifies the types of assessments that are done for each of the 10 Elements; therefore, the Assessments Type field is dependent on what is first selected in the Assessment Name field.

To enter data: click [add](#), enter data and click [save](#)

10 Elements Assessment			
	Date	Assessment Name	Assessment Type

10 Elements Assessment			
	Date	Assessment Name	Assessment Type
<a href="#">save</a> <a href="#">cancel</a>	06/03/2011 	Alternative secondary school service: ▾	Grades ▾

# Goals Tab

This tab tracks long-term and short-term goals for the participant. Rules restrict staff from entering any goals prior to the customer having a Registration Date, but not prior to having a Participation Date. The Participation Date will only be set with a service (see Services Tab).

Additional rules below apply when entering goal dates and status information. If you do not follow these rules, error messages will be displayed and you will be unable to save the record until corrected.

- **Start Date:** the actual start date of the service. This can be a future date.
- **End Date:** is only entered when the service is actually completed. Cannot be a future date.
- **Status:** select from dropdown.

**Planned:** indicates the service is scheduled to begin in the future. The Start Date must be a future date.

**Started:** indicates the service has started and has not yet ended. The Start Date can only be between the Registration Date and today's date.

**Completed:** indicates the service is completed. The Start and End Dates must be between Registration Date and today's date.

**Not Completed:** indicates the planned or started service was not completed. The Start Date must be between Registration Date and today's date and the End Date is not required.

Incentives may be dependent on goals. If the goal is going to have a related incentive, the goal detail must be entered in the goal controls first. The service must have started and not completed. The service will then appear in the Payment Types dropdown on the Payments Tab for Direct Payments and Partner Payments.

Lastly, case notes can be attached to goals. To attach a case note to a specific goal, the goal must be entered or updated before the case note is entered.

## Long Term Goals Control

This control is tracking the long term Secondary Education Goals (if applicable), Career Goals, and Post-Secondary Training Goals for the participant as a part of the customer's Individual Service Plan.

To enter data: click [edit](#), enter data and click [save](#)

<a href="#">edit</a> Long Term Goals	
Secondary Education Goal	
Education Goal	
Career Goal	
Target Position (ONET)	
Target Income	\$0.00
Post-Secondary Training Goal	
Target Start Date	
Course of Study	
Training Provider	



[edit](#) **Long Term Goals**

[save](#) [cancel](#) Secondary Education Goal

Education Goal: Diploma

Career Goal

Target Position (ONET): 29-1111.00, Registered Nurses [find](#)

Target Income: 40000

Post-Secondary Training Goal

Target Start Date: 09/30/2011

Course of Study: 51.1699, Nursing, Other [find](#)

Training Provider: Lane community college [find](#)

### Short Term Goals Control

This control is tracking basic skills, occupational skills and workplace readiness skills goals. These goals can be attached to incentive agreements. Many fields in this control are dependent on data entered in other fields. It is important to enter data in the order of the fields.

To enter data: click [add](#), enter data and click [save](#)

[add](#) **Short Term Goals**

Start Date	End Date	Status	Goal Name	Quantity
Measurement of Improvement			Strategies for Improvement	

**Short Term Goals**

[save](#) [cancel](#)

Start Date	End Date	Status	Goal Name	Quantity
06/13/2011		Started	Basic Skills	
Measurement of Improvement			Strategies for Improvement	
Pass official GED tests				3
Passing scores on GED tests			Other - see notes	

# Services Tab

This is where all in program services are tracked. Rules are built into I-Trac that restricts staff from being able to enter services before Registration is complete. The first service must have a start date that is within 45 days of the Registration Date. The first service entered (where the status is not planned) will also set the Participation Date and considers the customer is enrolled and counted in performance (as applicable).

Additional rules below apply when entering service information. If you do not follow these date and status rules, error messages will be displayed and you will be unable to save the record until corrected.

- **Start Date:** the actual start date of the service. This can be a future date.
- **End Date:** is only entered when the service is actually completed. Cannot be a future date.
- **Status:** select from dropdown.
  - Planned:** indicates the service is scheduled to begin in the future. The Start Date must be a future date.
  - Started:** indicates the service has started and has not yet ended. The Start Date can only be between the Registration Date and today's date.
  - Completed:** indicates the service is completed. The Start and End Dates must be between Registration Date and today's date.
  - Not Completed:** indicates the planned or started service was not completed. The Start Date must be between Registration Date and today's date and the End Date is not required.

Lastly, case notes can be attached to services. To attach a case note to a specific service, the service must be entered or updated before the case note is entered.

## Services Control

To enter data: click [add](#), enter data and click [save](#)



The screenshot shows two parts of the 'Services Control' interface. The top part is a table header with a circled 'add' button. The bottom part is a form with a circled 'save' button and a 'cancel' link. The form fields are: Start Date (07/01/2010), End Date (empty), Service (Career Plan Development), and Status (Started).

Services				
	Start Date	End Date	Service	Status
<a href="#">add</a>				
<a href="#">save</a> <a href="#">cancel</a>	07/01/2010		Career Plan Development	Started

## Occupational Skills Training/Post-Secondary Education Control

This control tracks the in-program service detail for Occupational Skills Training and Post Secondary Education. This control does not track placement data.

To enter data: click [add](#), enter data and click [save](#)

**add** Occupational Skills Training/Post-Secondary Education

Start Date	End Date	Training	Type	Status
Targeted Industry (NAICS)		Targeted Occupation		
Training Provider	Course of Study - CIP	Course Name	Credits Earned	

**add** Occupational Skills Training/Post-Secondary Education

**save** **cancel**

Start Date	End Date	Training	Type	Status
09/01/2010		--Select One--	WIA	--Select O
Targeted Industry (NAICS)		Targeted Occupation		
Sector 62 -- Health Care and Social Assistance				
Training Provider	Course of Study - CIP	Course Name	Credits Earned	
MHCC	51.1609, Pediatric Nurse/I			

## Internship/Work Experience Control

This control collects the details related to internship and work experience services.

To enter data: click [add](#), enter data and click [save](#)

**add** Internship/Work Experience

Start Date	End Date	Type	Status	Worksite Name	
Industry (NAICS)		Position (ONET)		Total Hours	Pay

**add** Internship/Work Experience

**save** **cancel**

Start Date	End Date	Type	Status	Worksite Name	
08/01/2010		Internship	Started	Auto Starr	
Industry (NAICS)		Position (ONET)		Total Hours	Pay
811198, All Other Automotive		49-3021.00, Automotive Body and Related Repair		180	9.00

## Followup Services Control

Followup services can only be added once the Program Status control has a status of 'Exit' and before there is a status of 'Full Program Exit.' Followup services must occur between the dates of Exit and Full Program Exit.

To enter data: click [add](#), enter data and click [save](#)

**add** Followup

Start Date	End Date	Service	Status
------------	----------	---------	--------

**add** Followup

**save** **cancel**

Start Date	End Date	Service	Status
09/01/2010		College Admissions-Academic Advisor	Started

# Payments Tab

Track payments related to this enrollment. Payments related to specific services will require the service entered first on the Services Tab in a status of 'started' before the service will appear in the Payment Type dropdown.

Lastly, case notes can be attached to payments. To attach a case note to a payment, the payment must be entered or updated before the case note is entered.

## Direct Payments Control

Direct payments track payments that are related to this enrollment and paid for using the funding source for this fund. As appropriate, direct payments will automatically be reported as a 'Support Service'.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Direct Payments					
Date	Payment Type	Amount	Vendor	Reference	

<a href="#">add</a> Direct Payments					
Date	Payment Type	Amount	Vendor	Reference	
12/01/2010	Bus Pass	68	Fred Meyer	PO 76425	<a href="#">find</a>

## Partner Payments Control

This control is regionally available and tracks payments that are related to this enrollment and paid for using a funding source other than this fund.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Partner Payments						
Date	Payment Type	Amount	Vendor	Reference	Partner	

<a href="#">add</a> Partner Payments						
Date	Payment Type	Amount	Vendor	Reference	Partner	
01/03/2011	Training Supplies	100	LBCC		PELL	<a href="#">find</a>

## Incentives Control

This control is regionally available. Incentives are rewards for successful achievement of a particular goal or activity. This control tracks incentive payments and provides a printable Incentive Agreement form.

The Incentive Agreement field allows this incentives payment to be linked to a specific goal. To link a specific goal to the incentive payment and to appear in the Incentive Agreement dropdown field, the goal must first be saved.

If the incentive is not linked to a specific goal, the user can select 'Other – see notes'. The 'Other – see notes' Incentive Agreement type needs to have a case note attached with the details outlined in the note.

When an incentive is completed, a service of 'Additional Support for Youth' will be reported.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Incentives						
Start Date	Target End Date	Actual End Date	Paid Date	Status		
Payment Type	Amount	Incentive Agreement	Funds			

Incentives						
Start Date	Target End Date	Actual End Date	Paid Date	Status		
Payment Type	Amount	Incentive Agreement	Funds			
<a href="#">save</a> <a href="#">cancel</a>	06/13/2011	08/18/2011		Started		
Gift Card	100.00	Other - see notes	WIA			

<a href="#">add</a> Incentives						
Start Date	Target End Date	Actual End Date	Paid Date	Status		
Payment Type	Amount	Incentive Agreement	Funds			
<a href="#">edit</a> <a href="#">delete</a> <a href="#">print</a> <a href="#">agreement</a>	6/13/2011	8/18/2011		Started		
Gift Card	\$100.00	Other - see notes	WIA			

Once the Incentive is saved, the Incentive Agreement form can be printed directly from the Incentives control by clicking [print agreement](#) link.

This agreement includes all important data elements for the incentive, has an agreement statement, and provides a place for customer and staff signatures.

Page 1 of 1

Incentive Agreement  
6/13/2011 1:10 PM

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**Incentive Agreement**

Customer Name	Test, R3Youth-JenA
Customer ID	921414
Service Provider	WIA Youth - Mckeanse School District - Mckeanse School District , OSY
Enrollment ID	123120
Application Date	1/1/2010
Registration Date	1/1/2010
Participation Date	1/19/2010

---

**Incentive Details**

Target End Date	8/18/2011
Type	Gift Card
Amount	\$100.00
Funds	WIA
Incentive Agreement	Other - see notes
Status	Started

---

**Case Notes**

Date	Contact Type	Staff	Note
<p>I have participated in the development of this contract and agree to do what is required to receive the incentive specified above. I understand that this contract can change if my instructor and I agree and that the incentive specified above is only for this agreement.</p>			

**Test, R3Youth-JenA**

Participant Printed Name	Participant Signature	Date
Staff Printed Name	Staff Signature	Date

Discrimination shall not occur against anyone on the basis of age, race, gender, religion, national origin, political belief, marital status, disability or type of program in the development and provision of all services, including the terms of this contract.

http://devtest.i-trac.org/reports/LiveXMLReport.aspx?tr=ICR&IncentiveID=30&ci=9214... 6/13/2011

# Outcomes Tab

The Outcomes tab is where exit data, enrollment transfer, outcomes/performance and placement data are entered and tracked.

## Program Status Control

This data control is used to display current program status and enter exit and followup status data. The Program Status data control displays a customer's progression through the system. The Application, Registration and Participation statuses are set on their respective screens. A customer can be exited at any time, but should follow program/fund rules. Some funds automate exit.

There are many rules related to manual exit. Staff must first end all open services with appropriate dates and statuses before an exit can be entered.

When an Exit is entered, I-Trac will automatically add the status of Followup. The Full Program Exit is used to close out the record. If the Full Program Exit exists and a customer returns to receive services again, a new provider enrollment record must be started, including a re-determination of eligibility.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Program Status		
	Program Status	Date
	Participation	8/23/2012
	Registration	8/23/2012
	Application	8/23/2012

Program Status		
	Program Status	Effective Date
<a href="#">save</a> <a href="#">cancel</a>	--Select One--	2/7/2008
	Participation	8/1/2007
	Registration	8/1/2007
	Application	8/1/2007

Program Status		
	Program Status	Effective Date
<a href="#">add</a>	Followup - Automated	12/31/2007
	Exit - Completed Services	12/31/2007
	Participation	8/1/2007
	Registration	8/1/2007
	Application	8/1/2007

## Education Status at Exit Control

A customer must be exited to record post program outcomes.

To enter data: click [edit](#), enter data and click [save](#)

Education Status at Exit		
	Date	Education Status
<a href="#">edit</a>		--Select One--

Education Status at Exit		
	Date	Education Status
<a href="#">save</a> <a href="#">cancel</a>	09/01/2010	Not Attending School - High School Dropou

## Transfers Control

The purpose of this control is to transfer a customer between service providers under the same fund. This feature will copy services and registration information so the customer does not have to be exited from one location and complete registration again at another location. The 'Transfer From' site must use this control to indicate that the customer may be transferred to another site.

To enter data, the **TRANSFER FROM SITE** click [add](#), enter data and click [save](#)

Transfers		
	Date	Service Provider
<a href="#">add</a>		

Transfers		
	Date	Service Provider
<a href="#">save</a> <a href="#">cancel</a>	08/01/2010	WIA Youth New - Hillsboro Youth - HSD BSD

The 'Transfer To' site must then complete the following instruction after the 'Transfer From' site has completed the previous in the customer's record.

1. Find the customer in I-Trac
2. Go to the Provider's Tab
3. Click [add](#)
4. Select their own Service Provider from the dropdown, enter customer of as appropriate, and enter the current date (this date will be overwritten by I-Trac)
5. Click [save](#)
6. I-Trac will exit the enrollment where the customer 'transferred from' and copy the application, registration, and participation dates to the 'transferred to' enrollment.

## Credentials Control

Track customer credentials relevant to program in this control.

To enter data: click [add](#), enter data and click [save](#)

Credentials				
	Date	Credential	Status	Documentation
<a href="#">add</a>				

Credentials				
	Date	Credential	Status	Documentation
<a href="#">save</a> <a href="#">cancel</a>	08/15/2010	HS Diploma	Attained	Administrative Records

## Employment Information Control

This control will show all pre-program, in-program, and post exit employment. New employment records require a two part save, shown below where the employer details are entered and saved before the pay and benefits are entered and saved. This allows multiple pay/benefits entries to one job, so you can show wage increase over time by saving with a new effective date. The effective date indicates the date in which the pay/benefit went into effect. The first pay/benefit entered would have an effective date equal to the start date (hire date).

Pre-program employment entered at the time of registration is entered on the Registration Tab in a duplicate control and is a registration element that will become locked upon registration. Updates like wage increases or termination dates related to pre-program employment are made in this control.

The employment record will only count towards performance if there are Employment Confirmations with respect to the appropriate post-exit quarters. See Employment Confirmation Control.

To enter employment details data: click [add](#), enter data and click [save](#)

Employment Information					
	Start Date	End Date	Employer	Industry	Position
<a href="#">add</a>					

Employment Information					
	Start Date	End Date	Employer	Industry	Position
<a href="#">save</a> <a href="#">cancel</a>	05/01/2010		Fred Meyer <a href="#">find</a>	453998, All Other Miscelli <a href="#">find</a>	41-2011.00, Cashiers <a href="#">find</a>



To enter pay/benefits data: click [add](#), enter data and click [save](#)

add Employment Information					
	Start Date	End Date	Employer	Industry	Position
<a href="#">edit</a> <a href="#">delete</a>	5/1/2010		Fred Meyer	All Other Miscellaneous Store Retailers (except Tobacco Stores)	Cashiers
<a href="#">add</a>	Hourly Pay	Hours/Week	Benefits	Effective Date	

add Employment Information					
	Start Date	End Date	Employer	Industry	Position
<a href="#">edit</a> <a href="#">delete</a>	5/1/2010		Fred Meyer	All Other Miscellaneous Store Retailers (except Tobacco Stores)	Cashiers
<a href="#">save</a> <a href="#">cancel</a>	Hourly Pay	Hours/Week	Benefits	Effective Date	
	9.00	25	No Benefits	05/01/2010	

## Employment Confirmation Control

This control is used to confirm the customer’s employment during specific performance periods. The confirmation types may vary by region and by fund.

**UI Cross-Match:** Customers that provide an SSN during customer registration will be cross-matched with Unemployment Insurance (UI) records to see if the customer is employed during the ‘after exit’ performance periods as appropriate. I-Trac will automate a Confirmation Type as ‘QX After Exit UI Confirmation’ if there is a match. I-Trac will not receive the employment details which would make up the Confirmation Detail field when there is a UI Confirmation.

Below is a table that better explains the fields and rules:

Field	Description of Data	Rules
<b>Date</b>	The date the confirmation occurs by staff.	Date cannot pre-date ‘From’ date in Confirmation Period. In other words, the Date cannot occur on a Confirmation Period in the future, but it is ok if the date is within or after Confirmation Period.
<b>Confirmation Type</b>	Describes the time period you are confirming employment for. This will help to calculate the Confirmation Period Field. Dropdowns will be dependent on fund.	Each Confirmation Type has a definition of which date the Confirmation Period calculates from. For example ‘Q1 After Hire Employment Confirmation’ will calculate from the Start Date of the Employment Record selected in this confirmation record when saved. Likewise, ‘Q1 After Exit Employment Confirmation’ will calculate from the Exit Date.

<b>Status</b>	<p><b>Working</b> – the customer met the fund definition of working during the Confirmation Period.</p> <p><b>Not Working</b> – the customer did not meet the fund definition of working during the Confirmation Period.</p>	<p><b>Working</b> – If working is selected, staff MUST select an employment record in the confirmation detail field to be able to save</p> <p><b>Not Working</b> – Confirmation Detail field may be blank with no selection when saved.</p>
<b>Confirmation Detail</b>	<p>Select the Employment Information that you are confirming. Be sure to select the proper position/wage/hours/benefits option.</p>	<p>Reads to Employment Information control. Shows individual records of Employment Instances (there may be multiple positions or wages for one employer, or they may be multiple employers). If there is not an Employment Record (that includes a position), then nothing will appear hear. If staff selects a status of ‘working’ then the customer must have an employment record selected.</p>
<b>Confirmation Period</b>	<p>Read only field that will populate when record is saved. Will calculate the Confirmation Period based on the Confirmation Type and other defined dates for that specific Confirmation Type as appropriate.</p>	<p><b>QX After Exit:</b> Reflects ‘quarter start date – quarter end date’ dates calculated by I-Trac and based on the Exit Date and the quarter of confirmation.</p> <p><b>QX After Hire:</b> Reflects ‘quarter start date – quarter end date’ dates calculated by I-Trac and based on the Hire Date of selected employment and the quarter of confirmation.</p> <p><b>X Days After Training End:</b> Reflects a single date calculated by I-Trac and based on the Training End Date and number of days.</p>
<b>Staff</b>	<p>Read only field that will populate when record is saved.</p>	<p>Reflects the Staff Name of the person logged in that saved the record.</p>

Some additional rules apply:

1. Staff will be unable to modify Employment Information that has been confirmed.
2. Staff will be unable to modify exit dates, hire dates, or training end dates if these dates are relevant to a saved Employment Confirmation.

These rules are in place because confirmation data is a reporting element for performance. The confirmation is stating that this data is true and accurate; therefore, it should not need modification. If the data is not correct, the related confirmation record(s) must be deleted first. This will require admin level access

To enter data: Click [add](#), enter data and click [save](#)

Employment Confirmation						
	Date	Confirmation Type	Status	Confirmation Detail	Confirmation Period	Staff

Employment Confirmation						
	Date	Confirmation Type	Status	Confirmation Detail	Confirmation Period	Staff
<a href="#">save</a> <a href="#">cancel</a>	05/07/2012	Q1 After Exit Employment Co	Working	McDonalds, Cashiers, Started: 01/01/2009		

## Education & Training Placements Control

This control is used to track Post-Secondary Education, Advanced Training, Military, and Apprenticeship placements as relevant to the program. Placements must meet program standards. A placement can be entered anytime after enrollment. The placement will only count towards performance if there are Placement Confirmations with respect to the appropriate post-exit quarters. See Placement Confirmation Control.

When entering a Placement Type of Post-Secondary Education or Advanced Training, the Course of Study – CIP, Institution, and Occupation – ONET fields will be required. These fields will not be required when entering a Placement Type of Military or Apprenticeship.

To enter data: click [add](#), enter data and click [save](#)

Education & Training Placements					
	Start Date	End Date	Placement Type	Status	Provider
	Course of Study - CIP	Institution	Occupation - ONET		

Education & Training Placements					
	Start Date	End Date	Placement Type	Status	Provider
	Course of Study - CIP	Institution	Occupation - ONET		
<a href="#">save</a> <a href="#">cancel</a>	9/1/2010		Post-Secondary Education	Started	YES
	Nurse Midwife/Nursing Mid <a href="#">find</a>	MHCC <a href="#">find</a>	Nursing Aides, Orderlies, and Attendants <a href="#">find</a>		

## Education & Training Placement Confirmation Control

This control is used to confirm the customer is still engaged during the performance quarters following exit. This is where employment placement (Q1 Confirmation) and retention (Q3 Confirmation) is recorded. Staff also have the ability to track the number of credits earned by the customer per exit quarter. The date recorded in this field represents the date of contact confirmation. Contact confirmation date must occur during or after the dates of the confirmation quarter.

The following conditions apply to add confirmations:

- 1) A Program Status of Exit must be entered
- 2) An Education & Training Placement record must be entered
- 3) The Confirmation must occur within the start and end dates of the placement

To enter data: click [add](#), enter data and click [save](#)

Education & Training Placements Confirmation					
Date	Contact Type	Placement Status	Placement	Credits	

Education & Training Placements Confirmation					
Date	Contact Type	Placement Status	Placement	Credits	
<a href="#">save</a> <a href="#">cancel</a>   10/01/2001	Q1 Placement Confirmation	Still Engaged	Post-Secondary Education S	12	

# Case Notes Tab

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Case notes are a detailed account of the interaction between the case manager, the customer, and partners. This documentation allows staff a narrative to clarify customer information in further detail. In addition, case notes can be attached to specific data elements - assessments, goals, services, payments, and outcomes.

Case notes are an important way to document that open ended services have ongoing participation. If a case note is attached to an open ended service, it indicates that the service had activity on the date of that case note. This case note date is then calculated into the customer's 'Last Service Date' calculation. Some funds in I-Trac use an automated exit process which is using the 'Last Service Date' to determine the exit date where the 'Last Service Date' is greater than 90 days ago.

Furthermore, staff should never attach notes to services when services are not provided. This could cause an error in the 'Last Service Date'. (An example might be linking a note regarding attempts to call the participant to a 'case management' type of a service. Trying to contact is not a case management service; therefore, linking to the service would be incorrect.)

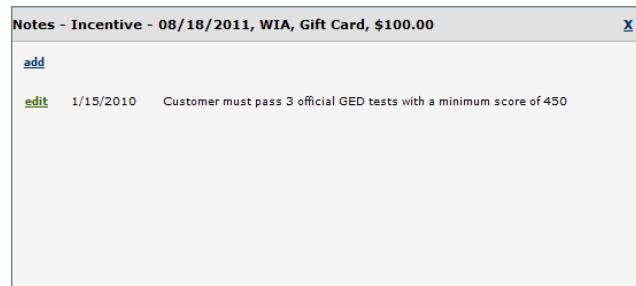
All case notes may be opened, viewed, and printed by clicking on the Case Notes customer enrollment report found in the header of the selected enrollment.

Lastly, case notes attached to assessments and goals data elements will print in the Individual Service Plan. Case notes that are attached to an Incentive will become a part of the Incentive Agreement.

## Case Notes Icon

Most data elements in I-Trac will have a case notes icon once the data element has been saved. By clicking on this icon, a pop-up layer will open where staff can do the following:

- 1) view case notes attached to the data element
- 2) edit specific case notes attached to the data element, by clicking edit link and being advanced to the case notes control on the case notes tab and that note is opened for editing.
- 3) add a new case note by clicking [add](#) and being advanced to the case notes tab.



## Case Notes Control


The case notes control is where a record of ALL case notes are viewed, edited, and deleted. The case notes control will list all case notes chronologically by date, where the most recent date is at the top of the page. This standard view will restrict the note to 100 characters. If the note is longer than 100 characters, there will be a [more>>](#) link that will expand the entire note.

<a href="#">add</a> Case Notes				
Date	Note	Contact Type	Staff	Attachments
<a href="#">edit</a> <a href="#">delete</a> 5/1/2010	would like to become a nurse. lacks the CNA certification. will take cna courses and earn certfic <a href="#">more&gt;&gt;</a>	In-person	R5Youth Training	Service - Occupational Skills Training
<a href="#">edit</a> <a href="#">delete</a> 2/1/2010	Began GED prep at lane community college	In-person	R5Youth Training	Service - GED Instruction
<a href="#">edit</a> <a href="#">delete</a> 1/15/2010	Customer must pass 3 official GED tests with a minimum score of 450	In-person	R5Youth Training	Goal - 06/13/2011, GED, Incentive - 08/18/2011, WIA, Gift Card, \$100.00

**Add/Edit Case Notes**

Any staff person with permissions (greater than read only) to that service provider, will have the ability to add case notes to the customer record. I-Trac will track the staff person that data entered the specific note.

- **Date:** This is the date of the case note – not necessarily the date of data entry. This date can be back-dated.
- **Note:** This is a free form field. There is an 8,000 character limit. When saved will only show 100 characters in the control. Click [more>>](#) to expand the note. Click [<<hide](#) to collapse the note.
- **Spell check:** Spell check the data entered in the note.
- **Contact Type:** Select the contact type for this note. List is fund based.
- **Staff:** This is a read only field and is populated with the staff name of the person that saves the note.
- **Attachments:** check all data elements - assessments, goals, service, payments and/or outcomes that are relevant to the case note being saved. Any case notes that are attached to an open ended service will be calculated as that service still having engagement as of that saved case note date.

 **RULES:** staff must follow the following rules to attach data elements to a case note:

- 1) The data element must first be entered in that control before it can be selected and attached to the case note.
- 2) Only the most recent of a particular data element type will be available for selection as an attachment.
- 3) Case note date must be within the service start and end date if that data element is going to be attached to the note.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Case Notes				
Date	Note	Contact Type	Staff	Attachments

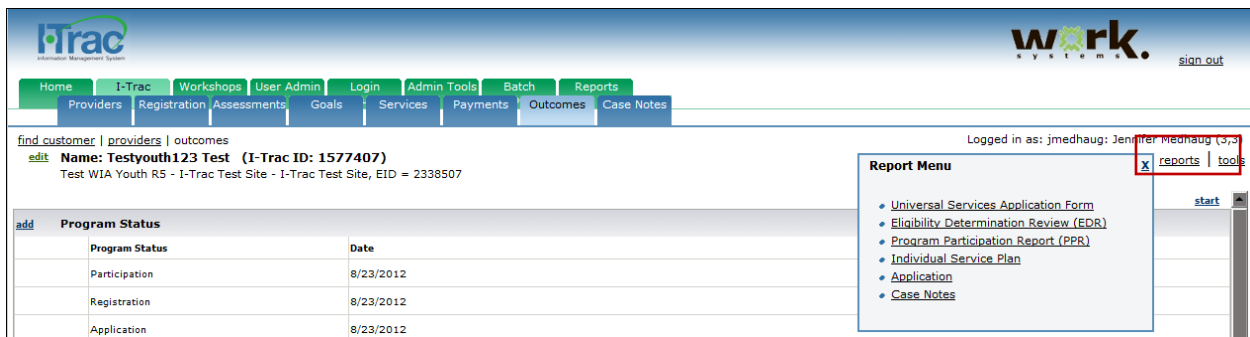
<b>Date</b>	<b>Note</b>		
1/15/2010	Customer must pass 3 official GED tests with a minimum score of 450		
<input type="button" value="save"/> <input type="button" value="cancel"/>	<input type="button" value="REC"/>		
	<b>Contact Type</b>	<b>Staff</b>	<b>Attachments</b>
	In-person	R5Youth Training	<input type="checkbox"/> Assessment - 05/03/2010, CASAS, Reading, 235 <input type="checkbox"/> Assessment - 05/15/2010, Accuplacer, Arithmetic, 110 <input type="checkbox"/> Assessment - 12/01/2009, CASAS, Math, 240 <input type="checkbox"/> Assessment - 12/01/2009, CASAS, Reading, 210 <input checked="" type="checkbox"/> Goal - 06/13/2011, GED <input type="checkbox"/> Payment - 04/01/2010, Occupational Testing & Licensing Fees, \$100.00 <input type="checkbox"/> Payment - 05/01/2010, Other - Admin Approved, \$500.00 <input checked="" type="checkbox"/> Payment - 08/18/2011, WIA, Gift Card, \$100.00

# Customer Enrollment Documents

I-Trac develops several individual customer enrollment documents that combine specified data elements from the selected enrollment’s data collection. These reports are printable and can help to finalize a paper files for data validation purposes.

Data validation audits are conducted to ensure that the data elements entered into I-Trac and reported to funders are accurate. For data validation audit purposes, I-Trac requires staff to track the documentation used to verify particular eligibility, service, and outcome data elements. In addition, Department of Labor (DOL) data validation allows a case note to be the source documentation for many data elements; furthermore, a case note does not necessarily have to be a traditional case note, but can be ANY data entered into I-Trac that is printed and kept in the file. The data elements can be easily printed in the form of customer enrollment reports outlined below.

To access customer enrollment reports, click the **Reports** link in the customer header:



The screenshot shows the I-Trac web interface. At the top, there are navigation tabs for Home, I-Trac, Workshops, User Admin, Login, Admin Tools, Batch, and Reports. Below these are sub-tabs for Providers, Registration, Assessments, Goals, Services, Payments, Outcomes, and Case Notes. The main content area shows a customer header for "Testyouth123 Test (I-Trac ID: 1577407)" with a "Program Status" table. A "Report Menu" is open, listing options like "Universal Services Application Form", "Eligibility Determination Review (EDR)", "Program Participation Report (PPR)", "Individual Service Plan", "Application", and "Case Notes".

Program Status	Date
Participation	8/23/2012
Registration	8/23/2012
Application	8/23/2012

## Application

This form is regionally optional by fund. This printable I-Trac document is required when the Online Application is used as the data collection process and is the signature document. This document may also be used when a manual data entry process is in place. In both of these scenarios, this document is the signature document and must be signed prior to the review process and service delivery. This form will print all data on the Registration Tab and includes the applicant statement, signature lines, and auto-filled signature dates. This is important because the customer is confirming all the data elements as they were entered into the database and reported to the funder; furthermore, limiting risk for errors in DOL data validation audits. This document is printed once, signed by all parties, and maintained in the file with other eligibility documentation.

### Purpose

- Replaces the need for a paper application
- Customer is attesting to the information provided
- Customer is allowing the use of data

### Signatures collection

- Customer Signature
- Parent/Guardian Signature (if applicable)
- Interviewer Signature
- Reviewer Signature



### **Automatic Dates**

I-Trac will automatically print appropriate dates on the Application. Customer and staff are signing that the information was true at the time of the Eligibility Interview (Application Date).

- Customer Signature Date = Application Date → Eligibility Interview Date
- Parent/Guardian Signature (if applicable) Date = Application Date → Eligibility Interview Date
- Interviewer Signature Date = Application Date → Eligibility Interview Date
- Reviewer Signature Date = BLANK – I-Trac will not automate since Review Date is entered AFTER customer signatures are collected.

### **Eligibility Determination Review (EDR)**

This printable I-Trac document reflects registration data for a particular customer enrollment and is made up of all Registration Tab controls.

### **Program Participation Report (PPR)**

This printable I-Trac document combines all I-Trac data elements for a particular customer enrollment; in-other-words, it prints the entire I-Trac record – all tabs and all controls. When this form is signed by staff, it becomes a case note for the file according to audit standards. Because this record becomes a formal case note and can be printed at any point in time during the enrollment, all service tracking simply needs to be tracked in I-Trac. Like case notes, this document does not need to be printed every time the record is updated, but can be printed and signed by staff at key points during an enrollment (as defined by funder). Each printed copy should replace the previous printed copy.

### **Case Notes**

This is a printable I-Trac document of traditional case notes that are entered into I-Trac by case managers for a particular customer enrollment. . This document will list the notes chronologically by date with the most recent date at the top, the staff member that saved the note, and whether the note is linked to data element. This document does not need to be printed every time the record is updated, but can be printed and signed by staff at key points during an enrollment (as defined by the funder). Each printed copy should replace the previous printed copy.

### **Individual Service Plan**

This is regionally available and is a printable document of the customer's Individual Service Plan. This service plan will include all assessment and goals data controls and any notes attached to the included data elements. In addition, there will be a signature page for the customer and staff to agree to the terms of the Individual Service Plan. This document can be printed every time the record is updated or printed at key intervals of the customer's enrollment (as defined by the funder). Each printed copy should replace the previous printed copy – with the exception of the signature page.

# I-Trac Support

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Requests for support should be sent by email to [support@i-trac.org](mailto:support@i-trac.org). This email account is monitored by all I-Trac system administrators (WSI staff). I-Trac system administrators will try to recreate and evaluate the issue.

Response time varies, but is usually provided within two business days of request. It is helpful if requests include the following as appropriate:

- Detailed description of the issue
- Examples that include customer ID's
- Screen shot of errors pasted directly into the email

# Modificaciones a la Ley de Protección al Pasajero de Oregón

Vigentes a partir del 1 de julio de 2007, modifican ORS 811.210 y 811.215

Los conductores de Oregón recurren a la ley para decidir cuál es el mejor método de sujeción y protección para los niños en los automotores. Si el niño está bien sujetado, será menor la gravedad de las lesiones que sufra en caso de accidente automovilístico, y se reducirán las muertes de niños por esta causa. La ley de Oregón ahora refleja las Prácticas Aceptadas Nacionalmente.



## Las modificaciones a la ley requieren lo siguiente:

- Los bebés deben viajar en asientos orientados hacia a atrás hasta que cumplan un año de edad **Y** pesen 20 libras.
- Los niños que pesan más de 40 libras deben ir bien sujetos en un asiento elevado hasta que cumplan 8 años de edad **O** midan 4'9" de altura.
- Los niños mayores de 8 años **O** que midan más de 4'9" deben viajar correctamente sujetos con el sistema de cinturones de seguridad.



## La ley de Oregón todavía requiere:

- Los niños mayores de un año de edad **Y** de entre 20 y 40 libras de peso deben viajar correctamente sujetos en un asiento de seguridad para niños orientado hacia adelante.

Comuníquese con el Centro de Recursos sobre Asientos de Seguridad para Niños de ACTS de Oregón para obtener más información sobre la ley de Oregón, si tiene alguna inquietud sobre temas de seguridad de niños a bordo, o para recibir información sobre eventos donde se revisan asientos de seguridad para niños:

503-643-5620

800-772-1315



Alliance for  
Community  
Traffic  
Safety

[www.childsafetyseat.org](http://www.childsafetyseat.org)





**CHILD CARE**  
**RESOURCE NETWORK**  
*Serving Parents, Providers & Community in  
Josephine, Jackson, Klamath and Lake County.*  
A program of The Job Council

## Lista de Comprobación

Utilice esta lista de comprobación para ayudarle con su entrevista del teléfono y visita de casa con las personas que usted está considerando para la toma del cuidado de niño. Lleva a sus niños a las entrevistas con usted así que usted puede mirar cómo la persona obra recíprocamente con ellas. Notas de la toma - le ayudarán a recordar a las diversas personas del cuidado. Recuerde hacer preguntas.

### Entrevista del Teléfono Casera de Visita

### Entrevista

#### Entrenamiento y Experiencia:

- CPR
- CPR para los infantes
- Clases de la educación de la niñez
- Cuanto tiempo han cuidado niños

#### Honorarios:

- Costo por hora
- Costo por semana
- Costo por mes
- Hay un descuento para más de un niño
- Hay un costo para el transporte
- Aceptarán pago de DHS
- Hay otros cargos

#### Otras Cosas:

- Se proporcionan las comidas y los bocados nutritivos
- Es usted cómodo con todos los adultos que pueden estar en el hogar
- Cuántos niños en la casa
- Cuáles son las edades de los niños
- Por qué es su programa especial

#### Hace a trabajador:

- Le gusta y respeta a los niños
- Responde a la necesidad de los Niños, les da amor y atención
- Enseña a niños a tomar paseos y a compartir
- Juega con los niños y aprende con ellos
- Escucha y responde a las necesidades básicas de los niños (cambia los pañales)
- Darle información sobre el comportamiento de su niño



#### Ambiente:

- En caso de emergencia, tiene los números de teléfono al alcance
- Está el equipo de los primeros auxilios disponible
- Los animales domésticos tienen vacunas
- Están los cobertores de seguridad en los enchufes eléctricos
- Están estos productos fuera del alcance de los niños: Medicinas, productos químicos de limpieza,

## Otras cosas que considerar:

### Hay:

- Contratos para los padres que deben firmar
- Las políticas sobre quiénes supervisarán a su niño  
O si su niño sera dejado con cualquier otra pers
- Políticas sobre quién podrá recoger a su niño
- Se proporcionan las referencias



### Calidad

- Una proveedora de la calidad respeta a niños y responde a sus necesidades emocionales.
- Se utiliza la dirección o la disciplina positiva. Las proveedoras están accesibles a los niños.
- Se invita que visiten, hacen preguntas, y estén implicados a los padres.
- Se proporcionan las comidas nutritivas.

### Decida lo que usted y su niño necesitan.

- Días y horas.
- Localización.
- Necesidades especiales de su niño.
- Llame los proveedores en el teléfono y haga preguntas. Visítelos.
- Visite más de un proveedora.
- Visita cuando los niños están allí y lleve a su niño. Escriba las notas de cuál falta.
- Pida por las menos dos referencias. Llámelas en el teléfono y hágales preguntas.
- Si usted está teniendo dificultad

### Después de usted decida.

- Facilite a su niño en cuidado si es posible.
- Visite algunas veces.
- Observe cómo sus niños reaccionan y lo que dicen. Su niño es el mejor indicador de la calidad del cuidado.
- Continúe comunicándose con la proveedora sobre las experiencias de su niño en cuidado.
- Tome siempre a su niño el tiempo, y



**THE JOB COUNCIL**  
PROVIDING WORKFORCE RESOURCES

**Child Care Resource Network**  
**35 S. Bartlett, Medford, Oregón 97501**  
**(541) 842-2560, 1-800-866-9034 x 1**  
**[www.jobcouncil.org](http://www.jobcouncil.org)**



Nombre del niño \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_

Nombre del niño \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_

Nombre del niño \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_

**Circule los días que necesita el cuidado:** Lunes  
Martes Miércoles Jueves Viernes  
Sábado Domingo

**¿Que hora se necesita el cuidado?**

Tiempo: \_\_\_\_\_ Tiempo para recoger: \_\_\_\_\_

**Otra información acerca del horario:**

**El tipo del cuidado requerido:** (verifique todo que **Adelante =>**  
SpanishChildCareReferralform/H:/CCRN/Spanish

- Cuidado infantil familiar  Centro de Guardería  
 Preescolar  
 Programa de escuela  Programa de recreación   
Otro

El tipo de proveedora usted desea: \_\_\_\_\_ Registrado  
\_\_\_\_\_ Exento \_\_\_\_\_ Cualquiera

**Ambiente:**

- No se fuma  Yarda con cerca  Televisión supervisada  
 No peros  No gatos  No Mascotas  
 Área para juegos  Mascotas separadas   
No televisión

**¿El idioma deseó?**  Español  ingles   
otro: \_\_\_\_\_

**Transportación:**  usa el bus (RVTD)

**El cuidado extra necesitó debido a Necesidades Especiales:**

- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> ADHD                       | <input type="checkbox"/> Comunicación              | <input type="checkbox"/>           |
| Socialización (Autismo)                             |  |                                    |
| <input type="checkbox"/> Pañal                      | <input type="checkbox"/> Medicamentos              | <input type="checkbox"/> Ayuda     |
| movilidad   |  |                                    |
| <input type="checkbox"/> Acceso de sillón de ruedas | <input type="checkbox"/> Incapacidad de desarrollo |                                    |
| <input type="checkbox"/> Comidas especiales         |  |                                    |
| <input type="checkbox"/> Visual de deterioro        | <input type="checkbox"/> Asma                      | <input type="checkbox"/> Diabético |

**Cuantos adultos viven en la casa:** \_\_\_\_\_ **Sus relación al**  
**niños:** \_\_\_\_\_

**Categoría de ingresos:**  bajo \$25,000  \$25,000 -  
 44,999  \$45,000 o arriba

**La ayuda recibiendo actualmente:**

- |   |  |                                  |
|---|--|----------------------------------|
| <input type="checkbox"/> Cupones de alimentos                                       | <input type="checkbox"/> Otro DHS Médico | <input type="checkbox"/> Plan de |
| Salud de Oregón   |  |                                  |
| <input type="checkbox"/> La guardería inclusiva las necesidades especiales programa |  |                                  |

**Quien pagara por el cuidado de niños**

- |                                    |                                    |                                    |
|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Yo mismo  | <input type="checkbox"/> DHS, ERDC | <input type="checkbox"/> JOBS/TANF |
| <input type="checkbox"/> Empleador | <input type="checkbox"/> WIA       | <input type="checkbox"/> Otro:     |
- \_\_\_\_\_

**¿Razón que usted busca cuidado de niños?**

- |                                    |   |                               |
|------------------------------------|---|-------------------------------|
| <input type="checkbox"/> Empleo    | <input type="checkbox"/> Buscar el empleo   | <input type="checkbox"/>      |
| Recolocación                       |   |                               |
| <input type="checkbox"/> Educación | <input type="checkbox"/> El cuidado termina | <input type="checkbox"/> Niño |
| especial necesita                  |   |                               |

Referido por la proveedora:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Cómo  
Encontrar  
Cuidado  
Infantil de  
Calidad



Guía para Familias  
de Oregon

Buscador de Cuidado Infantil de Oregon: Conéctese, Edúquese, Navegue

# ¿Cuáles son mis Opciones?

¿Cómo evalúa las opciones de cuidado infantil y cómo toma la decisión correcta? Elegir el cuidado infantil es una de las decisiones más importantes que un padre puede tomar. Ya sabe que las experiencias tempranas son críticas para el desarrollo sano del cerebro y desea lo mejor para su hijo. Pero cuando se trata del cuidado infantil, ¿cómo sabe qué es lo mejor?

Encontrar cuidado infantil toma tiempo y esfuerzo. Algunos padres empiezan su búsqueda antes de que nazca su bebé. Aunque no tenga planeado regresar a trabajar de inmediato, es útil empezar a explorar las opciones y enterarse de lo que está disponible en su comunidad antes de que necesite del cuidado. Llame al programa local de Recursos y Derivaciones de Cuidado Infantil (CCR&R) para que le ayuden a encontrar cuidado infantil; encontrará una lista de programas en la última página de este folleto.

## ¿Tantas opciones?



### **Centros de Cuidado Infantil**

El cuidado se brinda en un entorno similar a la escuela donde hay varios salones de clases y los niños por lo general son agrupados por edad. La mayoría de los centros de cuidado infantil son regulados por la División de Cuidado Infantil de Oregon.

### **Cuidado Infantil Familiar**

Se brinda cuidado en un hogar que, por lo general, ha sido licenciado por la División de Cuidado Infantil de Oregon para proveer cuidado infantil. El cuidado de tres niños o menos está exento de ser regulado en Oregon.

### **Familiares, Amigos y Vecinos**

El cuidado es brindado por un familiar, amigo o vecino. Este cuidado es rara vez regulado.

### **Preescolar**

Cuidado para niños de 3 años hasta la edad requerida para el primer grado, proporciona menos de cuatro horas al día con un plan de estudios educativo. El cuidado preescolar está exento de los requisitos de regulación, aunque pueden elegir de manera voluntaria ser regulados.

### **Cuidado para Niños en Edad Escolar**

Cuidado para niños en edad escolar que se presta antes y/o después del horario escolar y durante las vacaciones. Puede o no ser parte de un centro certificado que también sirve a niños de otras edades.

### **Cuidado en el Hogar**

A veces llamado “cuidado de nana”. Una familia contrata a una persona para que cuide a sus hijos en el hogar de dicha familia.

# Resumen de las Opciones de Cuidado Infantil

<b>Áreas a observar en un entorno de cuidado infantil</b>	<b>Tipos de cuidado infantil regulados en Oregon</b> La División de Cuidado Infantil ( <i>Child Care Division: CCD</i> ) regula el cuidado en Oregon. Puede comunicarse con ellos llamando al (503) 947-1400 ó 1-800-556-6616			<b>Cuidado infantil no regulado</b>
	<b>Centros de Cuidado Infantil Certificados</b>	<b>Cuidado Infantil Familiar Certificado</b>	<b>Cuidado Infantil Familiar Registrado</b>	<b>Cuidado Infantil Familiar Exento (debe tener 18 años o más para estar listado con el DHS)</b>
<b># de niños permitidos en cualquier momento en cuidado infantil con base en las regulaciones de la CCD</b>	13 o más o en un edificio que no fue construido como vivienda para una sola familia	Hasta 16, (incluye los hijos propios). Un proveedor con 16 requiere de una dispensa	10 (incluye a los hijos propios). Sólo 6 niños menores de 6 años y 2 niños menores de 2 años	Hasta 3, si sirve a más de una familia (no incluye a los hijos del proveedor)
<b>Ha tenido una Inspección de Seguridad e Higiene de parte de la CCD</b>	✓	✓	✓	Debe cumplir con los estándares básicos de seguridad e higiene (auto reporte si está listado únicamente con el DHS)
<b>Se ha sometido a una verificación de antecedentes penales</b>	✓	✓	✓	✓ (si está listado con el DHS)
<b>Actividades planeadas</b>	✓	✓		
<b>Registros de asistencia</b>	✓	✓	✓	✓
<b>Normas redactadas de dirección y disciplina</b>	✓	✓	✓	(Puede tener una norma pero no es obligatorio)
<b>Rutina y horario diarios</b>	✓	✓	✓	(Puede tener una norma pero no es obligatorio)
<b>Requisitos de capacitación</b>	15 horas al año	15 horas al año	8 horas cada 2 años	(Puede tener capacitación pero no es obligatorio)
<b>Resumen de Capacitación para Negocios de Cuidado Infantil Familiar</b>		✓	✓	
<b>Capacitación en Primeros Auxilios y RCP para Bebés y Niños</b>	✓ (Personal que actúa como maestros)	✓ (Personal que actúa como maestros)	✓	
<b>Capacitación de Certificados de Manipulador de Alimentos</b>	✓ (Personal que manipula y/o sirve alimentos)	✓ (Personal que manipula y/o sirve alimentos)	✓	
<b>Capacitación sobre Abuso y Abandono Infantil</b>	✓	✓	✓	

## Estándares de Seguridad e Higiene para Proveedores Exentos Listados con la Unidad de Pago Directo (*Direct Pay Unit: DPU*) del DHS

- 2 salidas al exterior en cada piso que los niños usan, agua segura para beber, detectores de humo en funcionamiento, teléfono en funcionamiento
- El edificio, los juguetes, el plantel, el equipo y los muebles se mantienen limpios, higiénicos y libres de peligros
- Las armas de fuego, las amuniciones y los artículos peligrosos como medicinas, drogas, venenos, suministros de limpieza, pintura y bolsas de plástico se mantienen en una alacena bajo llave fuera del alcance de los niños
- Protección para chimeneas y/o estufas de madera

# Por Qué es Importante la Calidad

Los primeros años de su hijo son muy importantes. Las investigaciones indican que el 85% de la capacidad intelectual, emocional y cognitiva de una persona se forma antes de los cinco años de edad, haciendo que los primeros años sean un tiempo vitalmente importante en la vida de un niño.

Los primeros maestros de los niños deben amarlos, respetarlos y cuidarlos. Seleccionar a un proveedor que se conecte emocionalmente con niños pequeños es crítico. Es muy importante que una familia seleccione a un proveedor que le lea a su hijo cada día, motive su curiosidad y permita que el niño explore el mundo a su alrededor.

Cuando su hijo está en cuidado infantil seguro, amoroso y estimulante en el que usted puede depender, usted no tendrá que preocuparse mientras está en el trabajo. Sabrá que su hijo está recibiendo el tipo de cuidado que los pequeños necesitan para ser felices, saludables y para estar listos para la escuela.

## Programa de Indicadores de Calidad en Oregon

Los padres y profesionales creen que el indicador más importante es la relación entre el proveedor de cuidado y un niño en particular. Los niños se benefician cuando los proveedores de cuidado estables y cariñosos pasan tiempo con los niños. Las interacciones frecuentes individuales entre un adulto y un niño le ayudan a los niños a crecer y desarrollar las aptitudes sociales y del lenguaje necesarias para el éxito en la escuela y en la vida.

Los indicadores de calidad de Oregon que se listan a continuación están basados en investigaciones. Cuando dichos indicadores son positivos, las probabilidades de que el cuidado es bueno para los niños son mayores. Dichos indicadores brindan información que los padres pueden usar para encontrar lo que es mejor para su familia. Los indicadores son:

- Proporción de niños por adulto
- Nivel educativo del cuidador
- Capacitación especializada del cuidador
- Nivel de compensación del maestro
- Retención de personal
- Tamaño del grupo
- Acreditación

Como parte del Programa de Indicadores de Calidad (*Quality Indicators Program*), la información sobre estos indicadores de calidad es compilada en un informe. Si un establecimiento de cuidado infantil acuerda divulgar su Informe de Indicadores de Calidad el CCR&R local puede compartirlo con padres para que sepan cómo califica en cada indicador y cómo se compara con otros programas en el área. El informe también mostrará cómo se alinea el establecimiento de cuidado infantil con los estándares recomendados nacionalmente.

Los padres deciden qué es mejor para su hijo y familia. Es útil seguir los pasos delineados en las páginas 5 y 6 de esta guía. Asimismo, los indicadores de calidad brindan información que les ayuda a tomar esta importante decisión.

# **PASOS para Encontrar Cuidado Infantil de Calidad**

## **1. Empiece temprano**

Sin importar el tipo de cuidado que esté considerando, ya sea un centro de cuidado infantil o el cuidado en el hogar de otra persona, encontrar la opción de cuidado infantil adecuada puede tomar tiempo. Muchos proveedores de calidad tienen el cupo lleno.

## **2. Haga una llamada**

Empiece su búsqueda llamando a los expertos locales: el programa de recursos y derivaciones del cuidado infantil (CCR&R). El CCR&R puede darle la información sobre el cuidado infantil y una lista de opciones de cuidado infantil en su área que pueden cumplir con sus necesidades.

## **3. Visite y haga preguntas**

Asegúrese de visitar cada establecimiento de cuidado infantil que esté considerando. Averigüe el número de niños bajo cuidado y cuántos niños hay por cada adulto. Pregunte sobre la capacitación y educación. Verifique por cuánto tiempo ha brindado cuidado la persona a cargo de éste. Averigüe si el establecimiento de cuidado infantil está licenciado y, de estar acreditado, con qué estándares cumple.

## **4. Evalúe sus opciones**

¿Se veían felices los niños? ¿Estaba bien cuidado el entorno? ¿Estaban supervisados los niños en todo momento? ¿Se sirvieron comidas nutritivas a los niños? ¿Participaron los niños en juegos con oportunidades educativas? ¿Estaba bien capacitado el personal? ¿Puede visitar a sus hijos en cualquier momento?

## **5. Tome una decisión**

Piense sobre lo que vio en cada visita, luego tome la mejor decisión para su hijo y familia. ¿Le gustan los niños al cuidador? ¿Es adecuado el entorno para niños? ¿Es seguro?

## **6. Permanezca informado**

El trabajo no termina cuando encuentra buen cuidado para su hijo. Usted y el cuidador de su hijo ahora son colaboradores. Tenga reuniones regulares con el cuidador. Ofrezca voluntariamente su tiempo cuando sea necesario. Asista a los eventos especiales de su hijo.

# ¡Cosas a Considerar Cuando se Elige Cuidado Infantil!

Usted es la persona que mejor sabe lo que usted y su hijo necesitan en un entorno de cuidado infantil. A continuación se encuentra una lista de verificación de parte de *Child Care Aware* que puede usar como guía para ayudarle a encontrar cuidado infantil de calidad. Usted es la persona que mejor sabe lo que usted y su hijo necesitan en un entorno de cuidado infantil.

## **Los Cuidadores y/o**

### **Maestros:**

- parecen disfrutar mucho de los niños
- bajan hasta el nivel del niño para hablar con él
- saludan a los niños cuando llegan
- cumplen con las necesidades de los niños, aún cuando están ocupados
- participan en educación continua, incluyendo primeros auxilios y RCP, y aprenden sobre las maneras como crecen y aprenden los niños
- están listos para contestar sus preguntas sobre su hijo y las actividades en las que participa

### **El Entorno:**

- es placentero, luminoso, orientado a niños y seguro
- es un espacio donde los niños están motivados a explorar y crear
- tiene áreas para juego callado y activo y de descanso para individuos y grupos
- tiene espacios de juego tanto bajo techo como al aire libre para todo tipo de clima
- tiene una variedad de equipo seguro tanto bajo techo como al aire libre, en un espacio grande con cerca y fácil de supervisar para el número de niños bajo el cuidado

## **Las actividades:**

- son para todas las edades bajo el cuidado con suficientes juguetes, equipo y materiales para todos. La televisión debe estar prendida sólo durante una pequeña parte del programa
- tienen juguetes que están limpios, son seguros y adecuados para la edad y al alcance de los niños
- animan a los niños para que hagan todo lo que puedan por sí mismos

- se proporciona a los bebés espacio para gatear, caminar y jugar fuera de corrales, columpios y sillas

## **Otras Cosas a Considerar:**

- ¿Está de acuerdo con las prácticas de disciplina? ¿Los adultos explican a los niños lo que se espera con palabras que pueden entender?
- ¿Escucha ruidos de niños felices, que participan activamente en actividades divertidas? ¿Se consuela a los niños cuando lo necesitan?
- ¿Se acepta que los padres visiten sin previo aviso?
- ¿Está licenciado el programa? De no ser así, ¿por qué no?



## Asistencia con el Costo del Cuidado

Si necesita ayuda para pagar el cuidado infantil, el Departamento de Servicios Humanos tiene programas que ayudan a familias de bajos ingresos a pagar las facturas del cuidado infantil:

***Employment-Related Day Care program: ERDC (programa de cuidado relacionado al empleo)*** es para familias trabajadoras que ganan menos de un cierto nivel de ingresos y que necesitan cuidado infantil para poder trabajar.

El programa ***JOBS Child Care (cuidado infantil JOBS)*** es para padres que se encuentran en el programa de Asistencia Temporal para Familias Necesitadas (*Temporary Assistance for Needy Families: TANF*) y que necesitan cuidado infantil para participar en JOBS.

Si reúne los requisitos para cuidado infantil de ERDC o JOBS y su proveedor es un familiar o amigo, éste puede ganar una cuota mayor al tomar ciertas capacitaciones. A dicha cuota se le llama la **Cuota Mejorada (*Enhanced Rate*)** y es el 7% mayor a la cuota estándar.

Para información sobre ERDC y JOBS, llame a la oficina local del DHS o al programa local de Recursos y Derivaciones del Cuidado Infantil (*Child Care Resource and Referral*).

## Otra Asistencia

**Créditos Tributarios por el Cuidado de Hijos Dependientes:** tal vez pueda deducir parte de sus gastos de cuidado infantil de sus impuestos federales y estatales. Debe presentar su declaración de impuestos federal y/o estatal para recibir estos beneficios. Para más información comuníquese con el IRS en [www.irs.gov](http://www.irs.gov) o comuníquese con el Departamento de Impuestos de Oregon en [www.dor.state.or.us](http://www.dor.state.or.us).

**Créditos Tributarios por Ingreso del Trabajo:** las familias trabajadoras de bajos ingresos pueden reunir los requisitos para estos beneficios, aunque no deban impuestos. Presente la declaración de impuestos federal y estatal para solicitarlos. Para más información comuníquese con el IRS en [www.irs.gov](http://www.irs.gov) o comuníquese con el Departamento de Impuestos de Oregon en [www.dor.state.or.us](http://www.dor.state.or.us).

**Beneficios Auspiciados por el Empleador:** existen incentivos tributarios federales y estatales para aquellos empleadores que ayudan a sus empleados a pagar por el cuidado infantil. Platique con su empleador sobre estos beneficios.

**Preescolares Cooperativas:** algunas preescolares ofrecen cuotas bajas para padres que participan en actividades del programa.

**Escala Móvil de Cuotas de Acuerdo al Ingreso y/o Becas:** dependiendo del ingreso, los proveedores pueden ofrecer una escala móvil de cuotas o un descuento por varios niños. Asimismo, las familias pueden reunir los requisitos para solicitar becas.

**Head Start y otros programas financiados por el gobierno:** las familias pueden reunir los requisitos para programas gratuitos o de costo reducido que reciben fondos federales o estatales. Platique con el programa local de CCR&R para más información.





# Programas CCR&R

## Locales

Los programas locales de Recursos y Derivaciones del Cuidado Infantil (*Child Care Resource and Referral*: CCR&R) asisten a los padres cuando éstos buscan cuidado infantil al ayudarlos a **conectarse, educarse** y a **navegar** por el sistema de cuidado infantil. **¡Somos el Buscador de Cuidado Infantil de Oregon!**

- Asistencia personalizada para elegir cuidado infantil de calidad.
- Derivaciones a establecimientos de cuidado infantil locales.
- Conexión de familias con recursos para ayudarles con el costo del cuidado.
- Ayuda para encontrar opciones de cuidado para horarios de trabajo no tradicionales y para niños con necesidades especiales.



Baker, Grant, Harney, Malheur, Union y Willowa, *Child Care Resource and Referral* 541.963.7942 ó 800.956.0324

Clackamas, *Child Care Resource and Referral of Clackamas County*, 503.675.4100 ó 866.371.4373

Coos y Curry, *CARE Connections*, 541.888.7957 ó 800.611.7555

Deschutes, Crook y Jefferson, *NeighborImpact Child Care Resources*, 541.548.2380 ó 888.298.2672

Jackson, Josephine, Klamath y Lake, *Child Care Resource Network of Southern Oregon*, 541.776.1234 ó 800.866.9034

Lane y Douglas, *Family Connections of Lane and Douglas Counties*, 541.463.3954 ó 800.222.3290

Clatsop, Lincoln y Tillamook, *Family Care Connection*, 541.265.2558 ó 800.603.2728

Linn y Benton, *Family Connections*, 541.917.4899 ó 800.845.1363

Marion, Polk y Yamhill, *Child Care Information Service*, 503.585.2491 ó 800.289.5533.

Multnomah, *Child Care Resource & Referral of Multnomah County* 503.548.4400 ó 866.227.5529

Umatilla y Morrow, *Child Care Resource and Referral*, 541.564.6878 ó 800.559.5878.

Gilliam, Hood River, Sherman, Wasco y Wheeler, *Child Care Partners*, 541.506.6131 ó 800.755.1143.

Washington y Columbia, *Child Care Resource & Referral in Washington and Columbia Counties*, 971.223.6100 ó 800.624.9516.

# **Cómo Encontrar Cuidado Infantil de Calidad**

## **Recursos y Derivaciones del Cuidado Infantil**

### **El Buscador de Cuidado Infantil de Oregon**

**“Conéctese, Eduquese, Navegue”**



Publicado por *Oregon Child Care Resource and Referral Network*  
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Salem, Oregon 97301  
Septiembre de 2009

## POLÍZA DE QUEJA CON RESPECTO A PROVEEDORES(AS) DEL CUIDADO DE NIÑOS ALISTADO CON CHILD CARE RESOURCE NETWORK.

### El proceso de queja

El Job Council's Child Care Resource Network (CCRN) se dedica a proporcionar la ayuda, el estímulo, el entrenamiento, consultas y ayuda a esos proveedores(as) que se alisten con CCRN. Creemos que el intento primario de cada proveedores(as) es proporcionar servicios de calidad a cada niño en su cuidado. De vez en cuando, sin embargo, el personal de CCRN puede recibir quejas sobre los proveedores(as) del cuidado de niños que se alistan en el servicio de remisión del proveedores(as) . Las quejas se reciben más a menudo posible de los padres que se descontentan o se refieren sobre un proveedores(as) que han estado utilizando para el cuidado de sus niños.

El director de CCRN del Job Council determina la acción para ser respuesta admitida a las quejas específicas. El Job Council no es una agencia reguladora. El proveedores(as) se informa generalmente por carta la acción del Job Council. No divulgamos información al Departamento de Servicios Humanos de Bienestar Infantil (Child Welfare) excepto en casos sospechosos de abuso y negligencia. Como reporteros obligatorios de abuso y negligencia, cualquier empleado de CCRN que tenga razón en sospechar de cualquier tipo de abuso tiene una responsabilidad legal de hacer un reporte con el Departamento de Servicios Humanos o de llamar a la policía.

Los procedimientos de queja: Cuando una queja se recibe con respecto a un proveedores(as) la persona del personal de CCRN:

1. Información pertinente del documento sobre forma de la queja
2. Aconseje al llamador hacer una queja de primera mano a la persona y/o a la agencia apropiadas, Por ejemplo:
  - a) Conflictos personales: la otra persona implicada
  - b) Violaciones de las reglas y de las regulaciones: División del cuidado de niños (CCD)
  - c) Sospecha de abuso o negligencia al niño: El Departamento de Servicios Humanos (DHS) mantiene personales de la aplicación del programa o de ley del bienestar infantil. Todos los casos de abuso o negligencia serían manejados confidencialmente y en la manera más apropiada.
3. CCRN no es un mediador para los conflictos personales entre los proveedores(as) y los padres; un archivo de quejas se puede guardar para identificar círculo de eventos. El procedimiento siguiente será utilizado:
  - a) Primera queja: Se hará un expediente escrito a mano. CCRN puede enviar una carta advirtiendo a la persona de los hechos dentro de 2 días laborales de la queja, La carta al proveedores(as) describe la naturaleza de la queja y la asistencia técnica, la tutoría, y las

oportunidades de entrenamiento se ofrecen siempre. Si es un asunto regulador en la naturaleza, CCRN llamará la División del Cuidado de Niños para compartir la información de la queja. Si se sospecha de abuso o negligencia, CCRN hará un informe al bienestar infantil del ADO. Si el proveedor(es) en la pregunta es proveedor(es) exento, CCRN se reserva el derecho de quitar temporalmente el nombre del proveedor(es) del servicio de remisión hasta que el proveedor(es) haya tomado las medidas para autorizarse con el CCD y es aprobado por el CCD. Una vez que se autoriza el proveedor(es) exento, CCRN considerará una súplica. Vea el proceso de súplica en la página siguiente.

b) Quejas subsecuentes: expediente escrito hecho. Dependiendo de la naturaleza de la queja, el estado del proveedoras, y la historia de la queja del proveedoras, de una letra amonestadora, de la letra de la eliminación temporal, o de la letra permanente del retiro serán enviados al proveedoras dentro de 2 días laborales de la queja. La asistencia técnica, la tutoría, y las oportunidades de entrenamiento se ofrecen siempre. 5/26/09 revisado 25 Suspensión Las condiciones que podrían comprometer la seguridad de los niños de cualquier manera pueden dar lugar a la suspensión temporal inmediata.

1. Las causas para la suspensión temporal inmediata pueden incluir:

- 1) Queja del maltrato serio del niño
- 2) Incumplimiento con las pautas de CCRN
- 3) Quejas de más de un padre con respecto a las mismas condiciones
- 4) Falta del proveedor(es)

de responder a las investigaciones o a las ofertas de la ayuda

5) Intento de la división del cuidado de niños para negar el uso para el registro

6) Suspensión o revocación de la división del cuidado de niños de la licencia

7) Negación del listado del ADO 8) Información de una agencia que está ocurriendo una investigación de la pederastia sospechosa, de la negligencia o de la otra acción ilegal

9) Queja sobre un proveedor(es) exento

2. El proveedor(es) será notificado de cualquier suspensión de remisiones en el plazo de 10 días a menos que cuando tal notificación interferiría con una investigación por una agencia reguladora.

3. Las respuestas a las investigaciones hechas referentes a un abastecedor suspendido se pueden limitar a la información que indica que el abastecedor no está en la base de datos actual de la remisión de CCRN.

4. Seguirá habiendo la suspensión temporal en efecto hasta que se satisfaga CCRN que las condiciones se han corregido o se han eliminado o el proveedor(es)

se quita permanentemente de la lista de la remisión. Retiro permanente 1. Las causas para el retiro permanente de la lista de la remisión de CCRN no se pueden incluir sino limitar:

a) Confirmación de las quejas que justifican la suspensión temporal o que continúan faltas de corregir quejas subyacentes.

b) Falta persistente de responder a las investigaciones de CCRN referentes a quejas.

c) Lesión seria a los niños causados por condiciones dentro del control de abastecedores.

d) Una historia de quejas referentes la seguridad, la salud y al bienestar de los niños.

2. CCRN notificará el abastecedor del retiro permanente dentro de 10 días laborables de determinación. El aviso incluirá una declaración de las razones breve de las acciones, la fecha eficaz de la acción y una descripción del proceso para la súplica de la decisión.

3. Las respuestas a las investigaciones hechas referentes al abastecedor se pueden limitar a la información que indica que el abastecedor no es incluido en la base de datos actual de la remisión de CCRN. Procedimientos permanentes de la súplica del retiro 1. Abastecedores regulados: el aviso del intento de apelar debe ser hecho en la escritura en el plazo de 10 días de recibo de la letra certificada. Los abastecedores pueden apelar siguiendo el procedimiento de la demanda oficial del consejo del trabajo. El procedimiento de queja incluye una oportunidad para la resolución informal, seguida por una audiencia y una recomendación al director ejecutivo, que toma la decisión final. 2. Abastecedores exentos: Para utilizar el proceso de súplica, los abastecedores exentos deben demostrar que están dispuestos a pasar con el proceso autorizarse con el CCD y están tomando activamente las medidas para hacer tan. Si el CCD determina que el abastecedor está aprobado para autorizarse, CCRN considerará una súplica. 26

## Los Tipos de Licencia para el Cuidado Infantil en Oregon

### Hogares Registrados para el Cuidado Infantil Familiar

#### Características Generales

- El negocio de cuidado de niños toma lugar en el propio hogar del (la) proveedor(a). La licencia se limita a un proveedor en cada hogar registrado.
- Un número máximo de 10 niños se permite en cuidado al mismo tiempo. De los 10 niños, seis niños pueden ser de edad preescolar o más pequeños, de los cuales solamente dos pueden ser menores de 24 meses de nacidos. Los hijos del proveedor también se incluyen en el número de niños en cuidado.
- Antes de obtener la licencia, cambio a una nueva dirección, reapertura de la licencia después de un lapso, o renovación de la licencia cada dos años, el proveedor debe completar satisfactoriamente una revisión (inspección) de salud y seguridad, la cual será llevada a cabo por la división.
- El proveedor y todos los residentes en el hogar, proveedores que actúen como sustitutos, visitantes frecuentes, o empleados mayores de 18 años deben estar inscritos en el Registro de Antecedentes Penales.

### Hogares Certificados para el Cuidado Infantil Familiar

#### Características Generales

- El negocio de cuidado de niños está ubicado en una casa construida como vivienda para una sola familia, usualmente la casa del (la) proveedor(a). La licencia es limitada a un proveedor por familia. El proveedor podría contratar personal adicional.
- Un número máximo de 12 niños se permite en cuidado al mismo tiempo. Se permite cuidar hasta 16 niños con previa aprobación de parte de la División. Los hijos del proveedor también se incluyen en el número de niños en cuidado cuando se determina la proporción requerida de cuidadores a niños y el tamaño del grupo.
- Un representante del Departamento de Salud o del Departamento de Servicios Humanos, al igual que un especialista de la División de Cuidado Infantil deben inspeccionar y aprobar el hogar antes de que una licencia sea emitida por la División. Cada agencia conducirá una inspección anual durante la renovación de la licencia.
- El dueño, proveedor, todos los residentes del hogar, sustitutos, visitantes frecuentes, y todos los empleados mayores de 18 años deben estar inscritos en el Registro de Antecedentes Penales.

### Centros Certificados para el Cuidado Infantil Familiar

#### Características Generales

- El negocio de cuidado de niños está en una instalación que ha reunido los requisitos de la zona, ocupación, y exigencias de código de construcción.
- El número máximo de niños permitidos en el cuidado depende del metraje cuadrado del edificio (numero de pies cuadrados), el número del personal calificado, y varios otros factores. La licencia refleja el número máximo de niños que se permite en cuidado a un tiempo.
- Un representante del Departamento de Salud o del Departamento de Servicios Humanos, Cuerpo de bomberos, al igual que un especialista de la División de Cuidado Infantil deben inspeccionar y aprobar la instalación antes de que una licencia sea emitida por la División. Cada agencia conducirá una inspección anual durante la renovación de la licencia.
- El dueño, directora, empleados, voluntarios, o cualquier individuo quien pueda tener contacto no supervisado con los niños en cuidado durante las horas de operación, y que sean mayores de 18 años deben estar inscritos en el Registro de Antecedentes Penales.

## **Cuidado Infantil que NO Requiere Licencia en Oregon**

El estado de Oregon no requiere que ciertos tipos de cuidado infantil obtengan una licencia por parte de la División de Cuidado Infantil.

### **Cuidado infantil esta excluido de las regulaciones si:**

- El (la) proveedor(a) cuida solamente tres niños o menos, sin contar los propios en el total.
- El proveedor cuida más de tres niños que pertenecen a una misma familia, sin contar los propios en el total.
- El cuidado infantil se proporciona en el hogar de los niños.
- El cuidado es proporcionado por el padre, madre, tutor, o persona que actúa en lugar de uno de los padres; o por una persona relacionada con los niños bajo cuidado por lazos sanguíneos, matrimonio, o adopción.
- El cuidado es proporcionado en forma ocasional por una persona, patrocinador, u organización que generalmente no esta involucrada en proporcionar cuidado de niños.
- La instalación es principalmente educativa y proporciona cuidado a niños de más de 36 meses de edad, pero que todavía no están asistiendo al jardín de infancia por cuatro horas o menos al día.
- La instalación esta principalmente supervisada, y proporciona formación enfocada en los niños en asuntos específicos que incluye, pero no limitado a: baile, drama, música, o religión. Esta exclusión aplica sólo a las horas en que los niños participan en las actividades de formación o entrenamiento.
- La instalación es principalmente un lugar para actividades de grupos, o actividades atléticas y sociales patrocinadas por un club organizado o grupo de aficionados. Esta exclusión aplica sólo durante las horas de actividades atléticas y sociales proporcionadas por el grupo, y si los niños pueden ir y venir como a ellos les complazca.
- La instalación esta bajo la función de un distrito escolar, subdivisión política del estado de Oregon, o una agencia del gobierno.
- La instalación proporciona el cuidado mientras el padre del niño permanece en el local y esta participando en actividades no relacionadas con empleo ofrecidas por la instalación tal como un club deportivo.

**Sólo una excepción a la vez puede ser concedida. Excepciones no pueden ser combinadas.**



## ¿Qué calificaciones tienen los proveedores?

Los proveedores del cuidado de niño tienen oportunidades de aprender y de crecer profesionalmente. Algunos proveedores eligen certificarse. Otros eligen ser proveedores exentos. Las definiciones se enumeran abajo:

### **"Registrado/Certificado"**

- Los proveedores certificados pueden cuidar para hasta diez niños. (No más de dos niños bajo edad de dos o seis niños bajo edad de seis. Máximo de diez niños bajo edad de 13.)
- Se colocan con la División del Cuidado de Niño de Oregón. Todos los adultos en la casa deben pasar un cheque criminal del fondo. Los proveedores tienen que resolver los requisitos siguientes:
  1. Asistir un "Orientación para Cuidado de Niños"
  2. Terminar una clase sobre "Como Reconocer y Reportar el Abuso a los Niños"
  3. Asistir "Primero Auxilios y CPR"
  4. Adquieren "Como Manejar los Alimentos"
  5. Pasar la revisión de salud y de seguridad de su hogar por un especialista de la División del Cuidado de Niños

### **"Exentos"**

- Estos proveedores pueden cuidar para hasta 3 niños (además de sus propios niños o todos los niños en una familia.)
- No se colocan con la División del Cuidado de Niño.

### **Ministerio de Agricultura (USDA)**

Esto es un programa voluntario del alimento. Los proveedores del USDA son reembolsados financieramente por el gobierno federal para las comidas y los bocados que sirven a los niños.

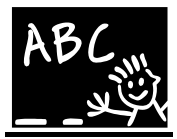
### **CDA / NAEYC certificación**

Éste es un programa nacional que enseña a proveedores salud y seguridad, dirección positiva, las relaciones productivas con las familias, y profesionalismo.

El Child Care Resource Network ayuda a padres y a proveedores.

Si usted tiene preguntas llame Lorena Juarez  
(541) 842-2610

Se habla Español, Red social [www.ccrnso.org](http://www.ccrnso.org)





**Gracias por usar El Job Council's  
CHILD CARE RESOURCE NETWORK (CCRN)  
Sirviendo los condados de Jackson, Josephine  
Klamath y Lake**

**Las Remisiones:**

No recomendamos ni endosamos ningún proveedor o programa del cuidado de niños. Elegir el cuidado adecuado para usted es su responsabilidad. Revise los papeles en su paquete. Les damos información e ideas sobre cómo encontrar cuidado de calidad. Llámenos si usted necesita más remisiones. Para más información sobre cuidado de niño de calidad, vaya en línea a <http://www.childcareaware.org/>

**Su Información:**

Su información es confidencial. Se utiliza su información para ayudarle encontrar proveedores de cuidado de niños. El estado utiliza la información para mejorar nuestros servicios y cuidado de niño a lo largo y ancho del estado. Si usted no devuelve el examen, usted puede ser contactado para ver si nuestros servicios eran provechosos.

**Servicios Gratuitos:**

Póngase en contacto con nosotros para cualquier pregunta que usted tenga sobre su decisión del cuidado de niños, problemas con niños o recursos de la comunidad. Pregunte por los servicios de niños con necesidades especiales. Podemos ayudarle a conseguir esa ayuda.

**Quejas contra The Job Council/CCRN:**

Cualquier persona puede archivar una queja contra The Job Council o CCRN del. Hable con una persona del personal del consejo para resolver la situación y/o para archivar una demanda oficial.

**Quejas contra un proveedor del cuidado de niños:**

Las quejas se pueden hacer verbalmente o en la escritura. CCRN tiene una política para suspender proveedoras de nuestro sistema en algunos casos. Para una copia completa de nuestros procedimientos de la queja y del agravio, entre en contacto con una persona de CCRN.

Child Care Division (CDC) 1 800-556-6616

Y [www.childcareinoregon.org](http://www.childcareinoregon.org)

**La Otra Mitad:** Si usted está interesado en ser proveedor de cuidado de niños, llame a **Lorena Juarez (541) 842-2610**, 800-866-9034 x 1

Por favor, considere tomar unos minutos para evaluar nuestros servicios al llenar el Cuestionario de Referencias del Cuidado de Niños para Familias.

**Notas Para Usted:**

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Class Description	Location	Date & Time	Cost		
<p><b>Family Child Care Overview</b></p> <p>Learn how to become a <b>Registered Child Care Provider</b>. Information will be presented on state regulations, home inspection, best business practices, as well as resources and services available in our local area.</p> <p><i>Office of Child Care (OCC) applications and criminal background forms will be distributed during the class.</i></p> <p>For <b>Enrollment</b> see <b>Contact Information</b> below.</p> <p><i>CKC: Program Management; 3 hours (Set One).</i></p>	Medford	Wednesday, January 8, 6:00pm-9:00pm Wednesday, February 5, 9:00am-12:00pm Wednesday, March 5, 6:00pm-9:00pm	FREE		
	Grants Pass	Wednesday, February 12, 9:00am-12:00pm			
	Klamath Falls	Thursday, February 13, 11:00am-2:00pm			
	Lakeview	To Be Scheduled—Call For More Info			
	<p><b>License Exempt in Home &amp; Relative Care (LEHRC, formerly FFN) Orientation</b></p> <p>For <b>Home-Based Providers</b> who are <b>DHS listed</b> and <b>OCC Unlicensed/Exempt</b>. Get a higher rate of pay through DHS. Learn what union membership means to you and what services available through Child Care Resource Network. For <b>Enrollment</b> see <b>Contact Information</b> below.</p> <p><i>CKC: Program Management; 1.5 hours (Set One).</i></p>	Medford		Thursday, January 30, 9:00am-12:00pm	FREE
		Grants Pass		Wednesday, January 29, 6:30pm-8:30pm	
Klamath Falls		Saturday, January 4, 10:30am-12:30pm Monday, March 10, 6:30pm-8:30 pm			
		Lakeview	To Be Scheduled—Call For More Info		
<p><b>Recognizing and Reporting Child Abuse and Neglect</b></p> <p>Required for licensing through OCC and enhanced rates through DHS. Covers definitions &amp; indicators of abuse and mandatory reporting requirements for early childhood professionals. No person under 16 allowed in class. For <b>Enrollment</b> see <b>Contact Information</b> below.</p> <p><i>CKC: Health, Safety &amp; Nutrition ; 3 hours (Set One).</i></p>		Medford	Friday, January 10, 9:00am-Noon Saturday, February 1, 2:00pm-5:00pm* Friday, March 7, 9:00am-Noon	\$10.00 Payable to The Job Council	
	Grants Pass	Saturday, February 22, 2:00pm-5:00pm*			
	Klamath Falls	Saturday, January 18, 8:30am-11:30am* Saturday, March 15, 8:30am-11:30am*			
		Lakeview	To Be Scheduled—Call For More Info		
	<p><b>CPR (Adult &amp; Pediatric) and First Aid</b></p> <p>Required for licensing through OCC and enhanced rates through DHS. Card is valid for 2 yrs from date of training.</p> <p><b>Enrollment SECURED with Payment: Class sizes limited!</b> With payment, provide your name, class date, and phone number. NSF charges will be added in addition to class cost. For <b>Enrollment</b> see <b>Contact Information</b> below.</p> <p><i>CKC: Health, Safety &amp; Nutrition ; 5 hours (Set One).</i></p>	Medford	Saturday, January 18, 7:45am-1:00pm Saturday, February 1, 7:45am-1:00pm* Saturday, March 8, 7:45am-1:00pm		\$45.00 Payable to First Response
		Grants Pass	Saturday, February 22, 7:45am-1:00pm*		
Klamath Falls		Saturday, January 18, 12:00pm-5:00pm* Saturday, February 18, 8:30am-1:30pm Saturday, March 15, 12:00pm-5:00pm*	\$50.00 Payable to Mike Lund		
		Lakeview		To Be Scheduled—Call For More Info	
		<b>Food Handler Card</b>		Go to <a href="http://www.childcarefoodhandler.org">www.childcarefoodhandler.org</a> or use Home Self Study Packet. For information contact CCRN.	\$10.00

\* Fast Tracks offer First Aid/CPR & Recognizing and Reporting Child Abuse and Neglect classes on the same day.

**Child Care Resource Network**  
[www.ccrnso.org](http://www.ccrnso.org) / [ChildCareResourceNetwork@jobcouncil.org](mailto:ChildCareResourceNetwork@jobcouncil.org)

**Jackson & Josephine CCRN Office:** 35 S. Bartlett Street, Medford 97501  
(541) 842-2610 / (800) 866-9034 or [ChildCareResourceNetwork@jobcouncil.org](mailto:ChildCareResourceNetwork@jobcouncil.org)

**Klamath & Lake CCRN Office:** 403 Pine Street, Klamath Falls 97601  
(541) 882-2308 or [MelindaC@jobcouncil.org](mailto:MelindaC@jobcouncil.org)

**Mailing Address:** 100 Main Street, Suite A, Medford 97501 *Note: In cases of financial need assistance may be available.*



The Job Council is an Equal Opportunity Employer & operates equal opportunity programs. Auxiliary aids & services are available upon request to Individuals with disabilities.

- ◆ To REGISTER and PAY for all trainings call CCRN at 541-842-2610 or 541-842-2590
- ◆ Trainings are \$10, unless noted ◆ Class information is also posted on [www.oregonchildcaretraining.org](http://www.oregonchildcaretraining.org)

## Trainings in Medford

**FREE** training presented through the *Inclusive Child Care Program Warm Line*

### Creating Caring Child Care Environments for ALL Children

This 2-session training will provide an overview of strategies to help promote inclusion in a variety of childcare settings. Gain insight to understand challenging behaviors and practical steps to use right away to support children with challenging behaviors.

There is a follow up activity, must attend both sessions for training hours.

- ◆ **Session I, January 23**, will focus on environmental, social-emotional, and teacher-child interaction strategies that can improve children's social skills and lessen challenging behaviors. Participants will leave with a variety of techniques that they can implement within their own childcare settings.
- ◆ **Session II, February 27**, is an opportunity for participants to share what strategies they incorporated and how they worked. The trainers will collaborate with childcare providers to help make any necessary changes and to provide additional information.

**CKC:** Human Growth & Development 4 hours; (Set One). **Age Group:** Preschool

**Trainers:** Vicki Graham, has worked in Early Childhood Education for over 25 years, with 22 years in Early Intervention/Early Childhood Special Education. She has her MA in Early Childhood Special Education from the University of Oregon. Vicki is ECSE Specialist with DESD Child Development Services-Jackson County., with a focus on integrating children with special needs into community settings. She lives in Central Point with her husband and 2 dogs.

**Inga Crew**, works at Douglas ESD in Early Intervention, providing parents with strategies to improve their child's delays and struggles. She consults with local childcare centers, sharing inclusion strategies to help serve all children. Inga has an MA in Early Intervention/Early Childhood Special Education through Portland State University.

The Job Council  
35 S. Bartlett Street  
Medford, OR

**Must attend both sessions**

Thursday, January 23

and

Thursday, February 27

6:30 pm—8:30 pm

**FREE**

### Creating an Anti-Bias Classroom Community

What elements are needed to create an anti-bias classroom community? Why is this an important goal to work toward in your program?

Join Erin Wilder, an expert in the field, to explore assumptions, look objectively at your current practices, and explore ways to create a caring, anti-bias classroom community that supports, respects, and nurtures every child.

**CKC:** Diversity; 2 .5 hours (Set One). **Age Group:** Preschool

**Trainer:** Dr. Erin Wilder has a Ph.D. in Educational Leadership from Seattle University. She teaches literacy courses in the ECD and Elem. Ed. programs at SOU, grounded in theories of anti-bias curriculum and multicultural education. She has taught kindergarten and first grade and enjoys working with teachers on developing a sense of identity through reflective teaching practices. Her two young daughters help her put theory into practice.

RCC/SOU  
Higher Education Center  
101 S. Bartlett Street  
Medford, OR  
Room TBA

Thursday, March 6

6:00 pm—8:30 pm

**Cost: \$10**

## Southern Oregon University SATURDAY WORKSHOPS Medford & Grants Pass

### SOU Saturday Early Childhood Workshop Series—Winter

This series of Saturday workshops is presented monthly by Southern Oregon University for early childhood professionals. These are great training opportunities. Check the SOU website, [www.sou.edu/education/ecd/workshops](http://www.sou.edu/education/ecd/workshops), for workshop flyers and details.

CCRN will enter workshops into the Oregon Registry for training hours and offers a \$25 reimbursement for workshops if they are taken for credit. Call CCRN for more information.

**Medford Jan 25 ~ Educating the Whole Child—Mind, Body and Spirit – Paula Lyman**  
**CKC:** HGD, 4 hours / UGB, 2 hours / HSN, 2 hours **Age Group:** 0-5

**Grants Pass Feb 8 ~ Building Parent Engagement – Felicity Elworthy**  
**CKC:** FCS, 4 hours / DIV, 2 hrs / PPLD, 2 hours **Age Group:** 0-5

**Medford March 8 ~ Kindergarten Readiness/Transition to Kindergarten – Erin Wilder**  
**CKC:** HGD, 8 hours / LEC, 2 hours / OA, 2 hours **Age Group:** 3-5

**Medford April 12 ~ Project Growing Up Wild with Nature – Susan Longhurst**  
**CKC:** LEC, 4 hours / HGD, 2 hours / HSN, 2 hours **Age Group:** 3-5

Registration at SOU online,  
[www.sou.edu/education/ecd/  
workshops](http://www.sou.edu/education/ecd/workshops)

**or contact**

Angela Hufill at [Hufill@sou.edu](mailto:Hufill@sou.edu)  
or by phone at 541-552-6332

Workshops in **Medford**  
RCC/SOU—Higher Education Center  
101 S. Bartlett Street, Medford

Workshops in **Grants Pass**  
RCC Redwood Campus, Grants Pass

Saturdays, 8:30am—4:30pm

**\$30 for Training Hours**  
**\$55 for ED 399 Credit**

◆ **To REGISTER and PAY for all trainings call CCRN at 541-842-2610 or 541-842-2590** ◆  
**Trainings are \$10, unless noted** ◆ **Class information is also posted on [www.oregonchildcaretraining.org](http://www.oregonchildcaretraining.org)**

## Trainings in Grants Pass

**FREE** trainings presented through the **Inclusive Child Care Program Warm Line**

### Social-Emotional Development of Infants, Toddlers, & Their Families

Through everyday moments with parents, teachers can serve to strengthen parent-child interactions and reduce the potential for harmful parenting behaviors. Join Kelly Carter to explore how caregivers can support parents and contribute to the healthy development of very young children. This is a **Zero to Three** Workshop.

**CKC:** Human Growth & Dev; 2.5 hours / Families & Community Systems; 2.5 hours (Set One) **Age Group:** Infants & Toddlers

**Trainer:** Kelly Carter, MA, LPC, is an Early Childhood Mental Health Consultant and Early Intervention Specialist for Southern Oregon ESD's EI/ECSE program in Josephine County. She is a Licensed Professional Counselor and has worked as an infant mental health therapist, child and family therapist, and social worker.

Southern Oregon ESD  
1021 NW Highland Avenue  
Grants Pass, OR 97526  
Saturday, January 18  
9:00 am—2:30 pm  
**Please bring lunch, group  
will eat together.**  
**FREE**

### Using the ASQ/SE & How to Share Results and Make A Referral

This **2-session** training will explore the Ages and Stages Questionnaire, a tool professionals rely on for the best developmental and social-emotional screening for children from one month to 5 ½ years. Gain an understanding of the tool and confidence in using it and sharing results with parents.

**There is a follow up activity, must attend both sessions for training hours.**

- ◆ **Session 1, Wednesday, January 22**, will provide instruction on how and when to use the ASQ
- ◆ **Session 2, Monday, January 27**, will focus on communicating screening results to parents

**CKC:** Observation & Assessment; 2 hours / Special Needs; 2 hours (Set One) **Age Group:** Infants & Toddlers, Preschool

**Trainer:** Kimberly Eikenberry is a Mental Health Professional currently serving AmeriCorps as an Inclusion Specialist at Southern Oregon ESD. She is Founder and Executive Director of Dynamic Living, LLC, a child and family services firm which provides counseling, parent education, therapy, and in-home supports. She is passionate about promoting positive health, strength and resiliency within families. She has an MS in Mental Health Counseling and is completing an MA in Healthcare Management. Her life-long choice of work is to build strength through education.

Southern Oregon  
Education Services District  
Early Childhood Services  
1021 NW Highland Avenue  
Grants Pass, OR 97526  
**Must attend both sessions**  
Wednesday, January 22  
and  
Monday, January 27  
6:00 pm—8:00 pm  
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### Building Resiliency

Utilizing the whole-family approach, this **2-session** training will provide an understanding of resiliency and how we can most effectively grow resiliency within families and organizations.

**There is a follow up activity, must attend both sessions for training hours.**

- ◆ **Session 1, Monday, February 3**, will explore what resiliency is and what behaviors grow resilient children and families.
- ◆ **Session 2, Monday, February 10**, will address the resilient behaviors within the organizations in which we work and the ways we connect the families we serve to other supportive institutions.

**CKC:** Family and Community Needs; 4 hours (Set One)

**Trainer:** Kimberly Eikenberry—see description above

Southern Oregon ESD  
1021 NW Highland Avenue  
Grants Pass, OR 97526  
**Must attend both sessions**  
Monday, February 3  
and  
Monday, February 10  
6:00 pm—8:00 pm  
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### What is an Inclusive Classroom? Designing Meaningful Magical Moments Every Day

This **2-session** training will explore how to provide optimal learning environments for all children.

**There is a follow up activity, must attend both sessions for training hours.**

- ◆ **Session 1, Monday, March 3**, will look at the changing needs of our students and how we can reflect that in the learning environment.
- ◆ **Session 2, Monday, March 10**, will explore accommodations and strategies to support learning

**CKC:** Learning Environments & Curriculum; 4 hours (Set One)

**Trainer:** Kimberly Eikenberry—see description above

Southern Oregon ESD  
1021 NW Highland Avenue  
Grants Pass, OR 97526  
**Must attend both sessions**  
Monday, March 3 &  
Monday, March 10  
6:00 pm—8:00 pm  
**FREE**

## Trainings in Klamath Falls

### Zero to Three Workshops ~ Trainings Focused on Infants & Toddlers

Through everyday moments with parents, teachers can serve to strengthen parent-child interactions and reduce the potential for harmful parenting behaviors. Join Kathleen Henderson in **this 2-session** training to explore how caregivers can support parents and contribute to the healthy development of very young children.

**There is a follow up activity, must attend both sessions for training hours.**

- ◆ **October 12: Building Collaborative Relationships with Families**
- ◆ **October 26: Social-Emotional Development of Infants, Toddlers, and Their Families**

**Both Modules: CKC:** Human Growth & Development; 4 hours / Understanding & Guiding Behavior; 2 hours / Families & Community Systems; 4 hours (Set One) **Age Group:** Infants & Toddlers

**Trainer:** Kathleen Walker-Henderson has a BS in Elementary Education. Kathleen has years of experience in the field as a teacher and is currently an Adjunct Professor of Early Childhood Education at Klamath Community College.

Klamath Community College  
7390 S. 6th Street  
Klamath Falls, Oregon  
Saturday, January 25  
9:00am—2:30pm  
and  
Saturday, February 8  
9:00am—2:30pm  
**Please bring lunch, group  
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- ◆ To REGISTER and PAY for all trainings call CCRN at 541-842-2610 or 541-842-2590
- ◆ Trainings are \$10, unless noted ◆ Class information is also posted on [www.oregonchildcaretraining.org](http://www.oregonchildcaretraining.org)

## Entrenamientos de Provedoras para el Cuidado de Niños 2013-2014



**LORENA JUAREZ**  
 Child Care Resource Network  
 Tel. (541) 842-2610  
[Lorenaj@jobcouncil.org](mailto:Lorenaj@jobcouncil.org)  
 Online [www.ccrnso.org](http://www.ccrnso.org)  
 35 S. Bartlett Street  
 Medford OR 97501

**Como Reconocer y Denunciar  
 El Abuso y Descuido de Niños (3) Horas**  
 Horario: 5:00 PM - 8:00 PM Costo: \$10.00

Miércoles, Enero 22, 2014
Miércoles Marzo 19, 2014
Miércoles, Mayo 21, 2014

(Escriba su cheque: The Job Council, Fecha de la clase Y entregue su cheque a nuestra oficina)

**Orientación para el Cuidado Infantil Familiar:  
 Introducción para los Proveedores Registrados ~ (3) Horas**

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Miércoles, Mayo 6, 2014

**Horario: 5:00 PM - 8:00 PM Costo: Gratis**

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Sábado, Enero 18, 2014
Sábado, Marzo 15, 2014
Sábado, Mayo 17, 2014

(Escriba su cheque: Lilia Caballero, Indique fecha de la clase Y entregue su cheque a nuestra oficina)

Tarjeta valida por 2 años

**Capacitación de proveedores DHS (3) Horas**

Martes, Enero 14, 2014
Martes Marzo 25, 2014
Martes, Mayo 27, 2014

**Horario: 9:00 AM-12:00 PM Costo: Gratis**

El proveedor debe estar "listado".  
 Para estar listado con DHS, los proveedores necesitan llenar una solicitud Por separado, llamada un formulario de *Listado de Proveedores de Cuidado Infantil (Child Care Provider Listing)* (DHS 7494).

Las orientaciones son obligatorias para todos los proveedores que están exentos de licencia para poder recibir pagos del DHS.

**Seguridad de Alimentos: Manual de Entrenamiento para Proveedores de Cuidado Infantil**

**Paquetes disponibles en nuestra oficina: Costo: \$10.00**

Tarjeta valida por 3 años  
[www.childcarefoodhandler.org](http://www.childcarefoodhandler.org).

(Escriba su cheque: The Job Council, Fecha de la clase Y

**En el mes de Enero tendremos informes sobre entrenamientos disponibles para horas de entrenamiento en español.**

## Online / Workbook Training - Entrenamiento de Horas por Internet Disponible

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**English and Spanish**

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Class Description	Location	Date & Time	Cost		
<p><b>Family Child Care Overview</b></p> <p>Learn how to become a <b>Registered Child Care Provider</b>. Information will be presented on state regulations, home inspection, best business practices, as well as resources and services available in our local area.</p> <p><i>Office of Child Care (OCC) applications and criminal background forms will be distributed during the class.</i></p> <p>For <b>Enrollment</b> see <b>Contact Information</b> below.</p> <p><i>CKC: Program Management; 3 hours (Set One).</i></p>	Medford	Wednesday, January 8, 6:00pm-9:00pm Wednesday, February 5, 9:00am-12:00pm Wednesday, March 5, 6:00pm-9:00pm	FREE		
	Grants Pass	Wednesday, February 12, 9:00am-12:00pm			
	Klamath Falls	Thursday, February 13, 11:00am-2:00pm			
	Lakeview	To Be Scheduled—Call For More Info			
	Medford	Thursday, January 30, 9:00am-12:00pm		FREE	
	Grants Pass	Wednesday, January 29, 6:30pm-8:30pm			
Klamath Falls	Saturday, January 4, 10:30am-12:30pm Monday, March 10, 6:30pm-8:30 pm				
	Lakeview	To Be Scheduled—Call For More Info			
<p><b>Recognizing and Reporting Child Abuse and Neglect</b></p> <p>Required for licensing through OCC and enhanced rates through DHS. Covers definitions &amp; indicators of abuse and mandatory reporting requirements for early childhood professionals. No person under 16 allowed in class.</p> <p>For <b>Enrollment</b> see <b>Contact Information</b> below.</p> <p><i>CKC: Health, Safety &amp; Nutrition ; 3 hours (Set One).</i></p>	Medford	Friday, January 10, 9:00am-Noon Saturday, February 1, 2:00pm-5:00pm* Friday, March 7, 9:00am-Noon	\$10.00 Payable to The Job Council		
	Grants Pass	Saturday, February 22, 2:00pm-5:00pm*			
	Klamath Falls	Saturday, January 18, 8:30am-11:30am* Saturday, March 15, 8:30am-11:30am*			
		Lakeview		To Be Scheduled—Call For More Info	
	<p><b>CPR (Adult &amp; Pediatric) and First Aid</b></p> <p>Required for licensing through OCC and enhanced rates through DHS. Card is valid for 2 yrs from date of training.</p> <p><b>Enrollment SECURED with Payment: Class sizes limited!</b> With payment, provide your name, class date, and phone number. NSF charges will be added in addition to class cost.</p> <p>For <b>Enrollment</b> see <b>Contact Information</b> below.</p> <p><i>CKC: Health, Safety &amp; Nutrition ; 5 hours (Set One).</i></p>	Medford		Saturday, January 18, 7:45am-1:00pm Saturday, February 1, 7:45am-1:00pm* Saturday, March 8, 7:45am-1:00pm	\$45.00 Payable to First Response
		Grants Pass		Saturday, February 22, 7:45am-1:00pm*	
Klamath Falls		Saturday, January 18, 12:00pm-5:00pm* Saturday, February 18, 8:30am-1:30pm Saturday, March 15, 12:00pm-5:00pm*	\$50.00 Payable to Mike Lund		
		Lakeview		To Be Scheduled—Call For More Info	
		<p><b>Food Handler Card</b></p> <p>Go to <a href="http://www.childcarefoodhandler.org">www.childcarefoodhandler.org</a> or use Home Self Study Packet. For information contact CCRN.</p>		\$10.00	

\* Fast Tracks offer First Aid/CPR & Recognizing and Reporting Child Abuse and Neglect classes on the same day.

**Child Care Resource Network**  
[www.ccrnso.org](http://www.ccrnso.org) / [ChildCareResourceNetwork@jobcouncil.org](mailto:ChildCareResourceNetwork@jobcouncil.org)

**Jackson & Josephine CCRN Office:** 35 S. Bartlett Street, Medford 97501  
(541) 842-2610 / (800) 866-9034 or [ChildCareResourceNetwork@jobcouncil.org](mailto:ChildCareResourceNetwork@jobcouncil.org)

**Klamath & Lake CCRN Office:** 403 Pine Street, Klamath Falls 97601  
(541) 882-2308 or [MelindaC@jobcouncil.org](mailto:MelindaC@jobcouncil.org)

**Mailing Address:** 100 Main Street, Suite A, Medford 97501 *Note: In cases of financial need assistance may be available.*



The Job Council is an Equal Opportunity Employer & operates equal opportunity programs. Auxiliary aids & services are available upon request to Individuals with disabilities.

- ◆ To REGISTER and PAY for all trainings call CCRN at 541-842-2610 or 541-842-2590
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## Trainings in Medford

**FREE** training presented through the *Inclusive Child Care Program Warm Line*

### Creating Caring Child Care Environments for ALL Children

This 2-session training will provide an overview of strategies to help promote inclusion in a variety of childcare settings. Gain insight to understand challenging behaviors and practical steps to use right away to support children with challenging behaviors.

There is a follow up activity, must attend both sessions for training hours.

- ◆ **Session I, January 23**, will focus on environmental, social-emotional, and teacher-child interaction strategies that can improve children's social skills and lessen challenging behaviors. Participants will leave with a variety of techniques that they can implement within their own childcare settings.
- ◆ **Session II, February 27**, is an opportunity for participants to share what strategies they incorporated and how they worked. The trainers will collaborate with childcare providers to help make any necessary changes and to provide additional information.

**CKC:** Human Growth & Development 4 hours; (Set One). **Age Group:** Preschool

**Trainers:** **Vicki Graham**, has worked in Early Childhood Education for over 25 years, with 22 years in Early Intervention/Early Childhood Special Education. She has her MA in Early Childhood Special Education from the University of Oregon. Vicki is ECSE Specialist with DESD Child Development Services-Jackson County., with a focus on integrating children with special needs into community settings. She lives in Central Point with her husband and 2 dogs.

**Inga Crew**, works at Douglas ESD in Early Intervention, providing parents with strategies to improve their child's delays and struggles. She consults with local childcare centers, sharing inclusion strategies to help serve all children. Inga has an MA in Early Intervention/Early Childhood Special Education through Portland State University.

The Job Council  
35 S. Bartlett Street  
Medford, OR

**Must attend both sessions**

Thursday, January 23

and

Thursday, February 27

6:30 pm—8:30 pm

**FREE**

### Creating an Anti-Bias Classroom Community

What elements are needed to create an anti-bias classroom community? Why is this an important goal to work toward in your program?

Join Erin Wilder, an expert in the field, to explore assumptions, look objectively at your current practices, and explore ways to create a caring, anti-bias classroom community that supports, respects, and nurtures every child.

**CKC:** Diversity; 2 .5 hours (Set One). **Age Group:** Preschool

**Trainer:** **Dr. Erin Wilder** has a Ph.D. in Educational Leadership from Seattle University. She teaches literacy courses in the ECD and Elem. Ed. programs at SOU, grounded in theories of anti-bias curriculum and multicultural education. She has taught kindergarten and first grade and enjoys working with teachers on developing a sense of identity through reflective teaching practices. Her two young daughters help her put theory into practice.

RCC/SOU  
Higher Education Center  
101 S. Bartlett Street  
Medford, OR  
Room TBA

Thursday, March 6

6:00 pm—8:30 pm

**Cost: \$10**

## Southern Oregon University SATURDAY WORKSHOPS Medford & Grants Pass

### SOU Saturday Early Childhood Workshop Series—Winter

This series of Saturday workshops is presented monthly by Southern Oregon University for early childhood professionals. These are great training opportunities. Check the SOU website, [www.sou.edu/education/ecd/workshops](http://www.sou.edu/education/ecd/workshops), for workshop flyers and details.

CCRN will enter workshops into the Oregon Registry for training hours and offers a \$25 reimbursement for workshops if they are taken for credit. Call CCRN for more information.

**Medford Jan 25 ~ Educating the Whole Child—Mind, Body and Spirit – Paula Lyman**  
**CKC:** HGD, 4 hours / UGB, 2 hours / HSN, 2 hours **Age Group:** 0-5

**Grants Pass Feb 8 ~ Building Parent Engagement – Felicity Elworthy**  
**CKC:** FCS, 4 hours / DIV, 2 hours / PPLD, 2 hours **Age Group:** 0-5

**Medford March 8 ~ Kindergarten Readiness/Transition to Kindergarten – Erin Wilder**  
**CKC:** HGD, 8 hours / LEC, 2 hours / OA, 2 hours **Age Group:** 3-5

**Medford April 12 ~ Project Growing Up Wild with Nature – Susan Longhurst**  
**CKC:** LEC, 4 hours / HGD, 2 hours / HSN, 2 hours **Age Group:** 3-5

Registration at SOU online,  
[www.sou.edu/education/ecd/  
workshops](http://www.sou.edu/education/ecd/workshops)

**or contact**

Angela Hufill at [Hufill@sou.edu](mailto:Hufill@sou.edu)  
or by phone at 541-552-6332

Workshops in **Medford**  
RCC/SOU—Higher Education Center  
101 S. Bartlett Street, Medford

Workshops in **Grants Pass**  
RCC Redwood Campus, Grants Pass

Saturdays, 8:30am—4:30pm

**\$30 for Training Hours**  
**\$55 for ED 399 Credit**

◆ **To REGISTER and PAY for all trainings call CCRN at 541-842-2610 or 541-842-2590** ◆  
**Trainings are \$10, unless noted** ◆ **Class information is also posted on [www.oregonchildcaretraining.org](http://www.oregonchildcaretraining.org)**

## Trainings in Grants Pass

**FREE** trainings presented through the **Inclusive Child Care Program Warm Line**

### Social-Emotional Development of Infants, Toddlers, & Their Families

Through everyday moments with parents, teachers can serve to strengthen parent-child interactions and reduce the potential for harmful parenting behaviors. Join Kelly Carter to explore how caregivers can support parents and contribute to the healthy development of very young children. This is a **Zero to Three** Workshop.

**CKC:** Human Growth & Dev; 2.5 hours / Families & Community Systems; 2.5 hours (Set One) **Age Group:** Infants & Toddlers

**Trainer:** Kelly Carter, MA, LPC, is an Early Childhood Mental Health Consultant and Early Intervention Specialist for Southern Oregon ESD's EI/ECSE program in Josephine County. She is a Licensed Professional Counselor and has worked as an infant mental health therapist, child and family therapist, and social worker.

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1021 NW Highland Avenue  
Grants Pass, OR 97526  
Saturday, January 18  
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### Using the ASQ/SE & How to Share Results and Make A Referral

This **2-session** training will explore the Ages and Stages Questionnaire, a tool professionals rely on for the best developmental and social-emotional screening for children from one month to 5 ½ years. Gain an understanding of the tool and confidence in using it and sharing results with parents.

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- ◆ **Session 1, Wednesday, January 22**, will provide instruction on how and when to use the ASQ
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**CKC:** Observation & Assessment; 2 hours / Special Needs; 2 hours (Set One) **Age Group:** Infants & Toddlers, Preschool

**Trainer:** Kimberly Eikenberry is a Mental Health Professional currently serving AmeriCorps as an Inclusion Specialist at Southern Oregon ESD. She is Founder and Executive Director of Dynamic Living, LLC, a child and family services firm which provides counseling, parent education, therapy, and in-home supports. She is passionate about promoting positive health, strength and resiliency within families. She has an MS in Mental Health Counseling and is completing an MA in Healthcare Management. Her life-long choice of work is to build strength through education.

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and  
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**Trainer:** Kathleen Walker-Henderson has a BS in Elementary Education. Kathleen has years of experience in the field as a teacher and is currently an Adjunct Professor of Early Childhood Education at Klamath Community College.

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(Escriba su cheque: Lilia Caballero, Indique fecha de la clase Y entregue su cheque a nuestra oficina)

Tarjeta valida por 2 años

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Tarjeta valida por 3 años

[www.childcarefoodhandler.org](http://www.childcarefoodhandler.org).

(Escriba su cheque: The Job Council, Fecha de la clase Y

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Aplicación para conseguir trabajo  
(Application to obtain work)

Nombre y Dirección (Name & address):  
\_\_\_\_\_

Numero de teléfono de casa y cell: (Telephone #'s): \_\_\_\_\_  
\_\_\_\_\_

Licencias de conducta: (Licenses):

Tipo (Type) \_\_\_\_\_ Numero (Number): \_\_\_\_\_ Expira

(Expires): \_\_\_\_\_

- Intereses y Pasatiempos (Interests and Hobbies):  
\_\_\_\_\_  
\_\_\_\_\_

- Asociaciones de organizacion de comunidad o paraticipacion:  
[Evite político o religioso.] (Community Organization Memberships  
or Involvement):  
\_\_\_\_\_  
\_\_\_\_\_

**La Historia del Trabajo (Work History)**

**Trabajo mas reciente (Last Employer):**

Nombre de compania (Company name):  
\_\_\_\_\_

Dirección (Address):  
\_\_\_\_\_  
\_\_\_\_\_

Contacto (Supervisor): \_\_\_\_\_ Phone#:

Trabajo desde (Worked from): \_\_\_\_ / \_\_\_\_ a (to) \_\_\_\_ / \_\_\_\_ Salario  
(Wage): \$ \_\_\_\_\_

Posición (Position): \_\_\_\_\_

Razón que se fue: (Reason for leaving): \_\_\_\_\_

Responsabilidades del trabajo (Job duties):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Herramientas y equipo que uso para hacer su trabajo (Tools/equipment  
used): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**Segundo trabajo pasado (Second last job):**

Nombre de compania (Company name): \_\_\_\_\_

Dirección (Address): \_\_\_\_\_

Contacto (Supervisor): \_\_\_\_\_ Phone#: \_\_\_\_\_

Trabajo desde (Worked from): \_\_\_\_ / \_\_\_\_ a (to) \_\_\_\_ / \_\_\_\_ Salario (Wage): \$ \_\_\_\_\_

Posición (Position): \_\_\_\_\_

Razón que se fue: (Reason for leaving): \_\_\_\_\_

Responsabilidades del trabajo (Job duties): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tercero trabajo pasado (Third last job)**

**Trabajo mas reciente (Last Employer):**

Nombre de compania (Company name): \_\_\_\_\_

Dirección (Address): \_\_\_\_\_

Contacto (Supervisor): \_\_\_\_\_ Phone#: \_\_\_\_\_

Trabajo desde (Worked from): \_\_\_\_ / \_\_\_\_ a (to) \_\_\_\_ / \_\_\_\_ Salario (Wage): \$ \_\_\_\_\_

Posición (Position): \_\_\_\_\_

Razón que se fue: (Reason for leaving): \_\_\_\_\_

Responsabilidades del trabajo (Job duties): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Herramientas y equipo que uso para hacer su trabajo (Tools/equipment used): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cuatro trabajo pasado (Fourth last job):**

Nombre de compania (Company name): \_\_\_\_\_

Dirección (Address): \_\_\_\_\_

Contacto (Supervisor): \_\_\_\_\_ Phone#: \_\_\_\_\_

\_\_\_\_\_

Trabajo desde (*Worked from*): \_\_\_\_ / \_\_\_\_ a (to) \_\_\_\_ / \_\_\_\_ Salario  
(*Wage*): \$ \_\_\_\_\_  
Posición (*Position*): \_\_\_\_\_  
Razón que se fue: (*Reason for leaving*): \_\_\_\_\_  
Responsabilidades del trabajo (*Job duties*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Herramientas y equipo que uso para hacer su trabajo (*Tools/equipment used*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Educación (*Education*)

Nombre de la escuela (*Name of Last School Attended*): \_\_\_\_\_

Ciudad, estado, y país (*City, state, and country*): \_\_\_\_\_

Fechas (*Dates*): \_\_\_\_ / \_\_\_\_ a (to) \_\_\_\_ / \_\_\_\_

Clases especiales (*Special classes*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Entrenamiento Profesional y Universidatario (*Vocational Training or College Education*)

Escuela #1 (*School #1*): \_\_\_\_\_ Fechas (*Dates*): \_\_\_\_ / \_\_\_\_  
a (to) \_\_\_\_ / \_\_\_\_

Dirrección  
(*Address*): \_\_\_\_\_

Tema especial (*Special subject*): \_\_\_\_\_

Diploma o certificado (*Diploma o certificate*): \_\_\_\_\_

Fecha  
(*Date*): \_\_\_\_\_

Escuela #2 (*School #2*): \_\_\_\_\_ Fechas (*Dates*): \_\_\_\_ / \_\_\_\_  
to \_\_\_\_ / \_\_\_\_

Dirrección  
(Address): \_\_\_\_\_  
\_\_\_\_\_  
Sujeto especial (*Special subjects*):  
\_\_\_\_\_  
Diploma o certificado (*Diploma o certificate*):  
\_\_\_\_\_ Fecha  
(Date): \_\_\_\_\_

Otros entrenamientos especiales (*Other special training*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Referencias (*References*)

Nombre (*Name*): \_\_\_\_\_ Telephone #:

\_\_\_\_\_  
Lugar del empleo (*Place of employment*): \_\_\_\_\_

Tipo de trabajo (*Occupation*): \_\_\_\_\_

Relación a usted (*Relationship to you*): \_\_\_\_\_ Años de conocer  
(*Years known*): \_\_\_\_\_

Nombre (*Name*): \_\_\_\_\_ Telephone #:

\_\_\_\_\_  
Lugar del empleo (*Place of employment*): \_\_\_\_\_

Tipo de trabajo (*Occupation*): \_\_\_\_\_

Relación a usted (*Relationship to you*): \_\_\_\_\_ Años de conocer  
(*Years known*): \_\_\_\_\_

Nombre (*Name*): \_\_\_\_\_ Telephone #:

\_\_\_\_\_  
Lugar del empleo (*Place of employment*): \_\_\_\_\_

Tipo de trabajo (*Occupation*): \_\_\_\_\_

Relación a usted (*Relationship to you*): \_\_\_\_\_ Años de conocer  
(*Years known*): \_\_\_\_\_

**Obtenga  
los mejores  
resultados con**

 **iMatchSkills**

Where **Job Seekers & Employers**  
Connect

*Donde los buscadores de trabajos y  
empleadores se conectan*



**Al alcance de su mano...**



## **Su guía para maximizar oportunidades de encontrar empleo.**

Una inscripción de alta calidad lo ayudará a generar la mayor cantidad de posibles empleos y los empleos donde su experiencia encaje mejor con los requisitos del empleador. Cuanto más concuerden sus capacidades con los requisitos del empleador, mayores serán sus posibilidades de tener contactos exitosos en su búsqueda de empleo.

Una inscripción de calidad lleva tiempo, ¡pero su inversión de tiempo se compensará al tener más oportunidades de encontrar el empleo apropiado!

Considere que le llevará por lo menos una hora completar una buena inscripción. Pase de una pantalla a la otra ingresando toda la información requerida. Use los botones siguiente y regresar en cada pantalla (no use su explorador de la web para navegar en iMatchSkills®).

Las siguientes páginas incluyen una lista de control para ayudarlo a asegurar que ingresó o está ingresando el tipo de información más útil para el proceso de búsqueda de trabajo por concordancia de habilidades.

Controle su inscripción para asegurar que contenga todos los puntos de la lista. Puede acceder y editar rápidamente cualquiera de las secciones yendo a la pantalla "Mi Resumen". Desde allí seleccione el título azul de la sección para entrar a la misma y editarla.

Si ya se inscribió en iMatchSkills, tal vez necesite actualizar su registro o agregar más información. Revise y ponga al día todas las secciones para maximizar sus oportunidades.

¡Por favor ingrese a iMatchSkills y comience! Siga estas instrucciones para ingresar...

## Ingreso a iMatchSkills

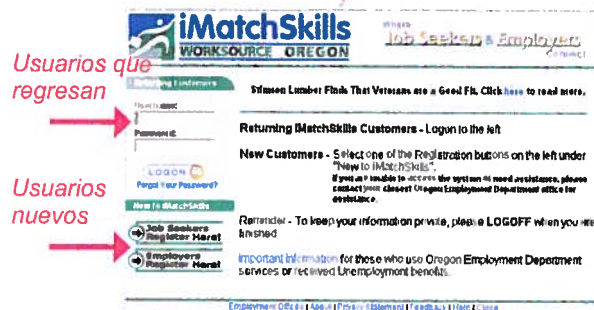
### iMatchSkills Logon

Para obtener la pantalla de ingreso a iMatchSkills, vaya a [www.iMatchSkills.org](http://www.iMatchSkills.org)

Si usted trabajó con el Departamento de Empleo de Oregon o solicitó beneficios del Seguro por Desempleo (Unemployment Insurance o UI) en años anteriores, es probable que ya tenga una cuenta con nosotros. Lo consideramos un "Usuario que regresa" aunque no haya usado iMatchSkills personalmente. Llame a su oficina más cercana para pedir su nombre de usuario y contraseña inicial para ingresar.

Una vez que acceda a su cuenta de iMatchSkills, tendrá que cambiar la contraseña por algo que usted pueda recordar. También tendrá que elegir una pregunta "indicio" y responderla. Esto le servirá si se le olvida la contraseña. Para encontrar la dirección y el teléfono de su oficina más cercana, haga clic en el vínculo Oficinas de empleo al pie de la pantalla de ingreso.

Pantalla de ingreso de iMatchSkills:





Nota: el nombre de usuario y la contraseña se pueden escribir en minúscula o mayúscula. Para mantener el mejor nivel de seguridad, se le recordará cada 90 días que cambie su contraseña cuando se conecte a iMatchSkills.

No dé a conocer su nombre de usuario ni su contraseña a otras personas. Si usa computadoras públicas, desconéctese de iMatchSkills cada vez que termine de usar el sistema. Así evitará que otras personas tengan acceso a sus datos personales.

Si acaba de presentar un reclamo por desempleo, es probable que ya tenga un archivo mínimo con nosotros debido a su reclamo. Su número de Seguridad Social (SSN) debe aparecer en su registro para cumplir con el requisito de su reclamo de estar registrado en iMatchSkills. Si recibe un mensaje de error al tratar de usar su SSN, póngase en contacto con el personal de la oficina WorkSource Oregón más cercana o pida ayuda al personal. Tal vez ya tenga un registro mínimo en el sistema y se lo considere un Usuario que regresa.

Mi nombre de usuario: \_\_\_\_\_

Mi Número de buscador de empleo: \_\_\_\_\_

Su Número de buscador de empleo se encuentra en su página de inicio en el extremo superior derecho.

Para ir a su página de inicio, haga clic en:



## General Information



## Información General

La sección de información general contiene: Nombre, dirección postal, teléfono, dirección de correo electrónico, situación de veterano, fecha de nacimiento y preferencias de empleo tales como sueldo, turnos en los que puede trabajar y lugares donde está disponible.

## Situación de buscador de empleo:

### Job Seeker Status

- Su inscripción en iMatchSkills, ¿está en estado "Activo"? Debe estar en estado activo para que su nombre aparezca en las listas cuando los empleadores o el personal de WorkSource Oregón busquen candidatos para cubrir vacantes de empleo. Si no está activo en el sistema, sólo usted podrá buscar empleos para los que esté capacitado. Para cambiar su estado, haga clic en el vínculo azul de "Estado" en "Mi Resumen" o en "Cambiar mis opciones de usuario" desde su página de inicio. Los vínculos de "Mi Resumen" sólo estarán disponibles cuando usted haya llenado todas las secciones de la inscripción.

## Información de contacto:

### Contact Information

- ¿Seleccionó todos los métodos de contacto que prefiere? ¿Están correctos su(s) número(s) de teléfono, dirección de correo electrónico y dirección postal? Las personas que reclaman beneficios del Seguro por desempleo (UI) tienen una dirección de UI separada, que puede no ser la misma que la dirección de iMatchSkills (o del Servicio de Empleo). Si estas direcciones son distintas, usted recibirá un mensaje de error que le avisará que son distintas y le indicará cómo cambiar la dirección incorrecta.

- Usuarios que regresan: ¿Está actualizada esta información?

## **Información de veteranos:**

### **Veteran Information**

- Los veteranos tienen prioridad para las derivaciones a empleos. Si usted prestó servicios en cualquier rama de las Fuerzas Armadas de los Estados Unidos, indique sus fechas de servicio, la razón de su baja y todas las distinciones de servicio que haya recibido para aprovechar la prioridad para veteranos. Los cónyuges de veteranos con una discapacidad relacionada en un 100% con el servicio, que murieron como resultado de su discapacidad relacionada con el servicio, que desaparecieron en combate o murieron en combate se consideran veteranos para los fines del Servicio de Empleo.

## **Información personal:**

### **Personal Information**

- ¿Están correctos sus datos personales? (Los datos personales incluyen fecha de nacimiento y sexo. Su fecha de nacimiento, junto con otros datos incluidos en su registro, se usa como "prueba de identidad".)

## **Preferencias de empleo:**

### **Job Preferences**

(Todas las preferencias de empleo tienen un gran impacto sobre la cantidad de concordancias con posibles empleos que usted podrá obtener)

- Sueldo (Ingrese el sueldo más bajo que esté dispuesto a aceptar. iMatchSkills no lo conectará con empleos que paguen menos de esa cantidad. Si está recibiendo beneficios de UI, debe estar dispuesto a aceptar trabajos que ofrezcan un salario

suficiente para su ocupación en su mercado laboral, según lo determinado por el personal del seguro por desempleo.)

- **Tiempo completo o parcial** (El trabajo de tiempo completo es de 40 horas o más por semana. Tiempo parcial es cualquier número de horas menor de 40. Si está recibiendo beneficios de UI, debe estar disponible tanto para trabajo de tiempo completo como de tiempo parcial en su ocupación habitual.)
- **Turnos** (Si está recibiendo beneficios de UI, debe estar disponible para todos los turnos normales para su ocupación.)
- **Preferencia geográfica.** Seleccione las ciudades donde está dispuesto a trabajar. Si la ciudad donde usted vive no está en la lista de lugares disponibles, elija la ciudad o ciudades más cercanas de los mismos condados donde usted está dispuesto a buscar trabajo. Por lo general, los anuncios de trabajo se asignan a la oficina de WorkSource Oregón del condado donde se encuentra la vacante de empleo. Cuantos más lugares seleccione, más oportunidades de empleo encontrará.

### **Skills Selector**



### **Selector de habilidades**

El selector de habilidades incluye: licencia de conducir, conocimientos de idioma, ocupaciones, licencias y certificados profesionales, y habilidades de informática, de supervisión y profesionales.

## **Licencia de conducir:**

### **Driver License**

- ¿Indicó el tipo de licencia de conducir que posee?
- Si es conductor profesional, ¿incluyó todas sus habilitaciones e indicó si posee o no una Tarjeta médica del Departamento de Transporte?

## Conocimientos de idioma:

### Language Skills

- ¿Indicó usted todos los idiomas que sabe hablar, leer o escribir? (Además de los empleos que requieren un idioma específico, hay otros en los que se da preferencia a los postulantes que hablan, leen o escriben en determinados idiomas.)

## Selección de ocupaciones:

### Occupational Selection

- ¿Eligió las ocupaciones correctas? Haga clic en el título azul Ocupación para ver los detalles sobre cada ocupación. No elija ocupaciones que desempeñó en el pasado si ya no le interesa hacer ese tipo de trabajo (las personas que están cobrando beneficios de UI deben buscar trabajo en su ocupación habitual). Algunas ocupaciones tienen muchas habilidades en común y son similares por el tipo de tareas que realizan. Use la búsqueda por palabra clave para encontrar ocupaciones similares. Consejo: Puede usar Skill Explorer en el Sistema de Información de Mercado Laboral de Oregón (Oregon Labor Market Information System u OLMIS). Vaya a OLMIS en [qualityinfo.org](http://qualityinfo.org) y haga clic en Skill Explorer en el menú de Herramientas para elegir ocupaciones que requieren sus habilidades. (Si necesita ayuda, pregunte a nuestros empleados dónde encontrar y como usar el programa Skill Explorer de OLMIS.)
- ¿Seleccionó las ocupaciones en las que tiene experiencia? Cuando usted marque experiencia en una ocupación, debe agregar antecedentes laborales que demuestren dónde obtuvo esa experiencia.
- También puede elegir ocupaciones que le gustaría desempeñar, aunque no tenga experiencia. Seleccione "Ninguna" en la cantidad de experiencia para esas ocupaciones.

- Usuarios que regresan: ¿Desea agregar o eliminar ocupaciones? Si elimina el título de la ocupación, las habilidades que marcó para esa ocupación permanecerán en su lista y pueden ayudarlo a encontrar más anuncios de empleo apropiados.

## **Licencias: (Licencias y certificados profesionales)**

### **Licenses: (Occupation licenses and certifications)**

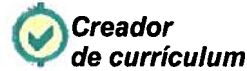
- De acuerdo con sus antecedentes laborales o de educación, ¿seleccionó de la lista todas las licencias y certificados estatales relevantes que usted posee? La lista no contiene certificados emitidos por empleadores. Si no puede encontrar una licencia o certificado específico en iMatchSkills, puede ingresarlo manualmente seleccionando "¿No puede encontrar una licencia o certificado específico?"

## **Habilidades de informática, de supervisión y profesionales:**

### **Computer, Supervisory and Occupational Skills**

- ¿Seleccionó todas sus habilidades de informática y de supervisión?
- ¿Fue a la lista de habilidades profesionales para cada ocupación que seleccionó en su perfil de iMatchSkills?
- ¿Eligió usted todas las habilidades profesionales en las que tiene experiencia y que puedan estar relacionadas con el tipo de trabajo que está buscando? Sólo tendrá que marcar una vez cada habilidad. Si esa habilidad se usa en otra ocupación, ya aparecerá marcada en la lista de habilidades para la nueva ocupación.
- Para agregar otras habilidades que usted posee y que no forman parte de ninguna lista de habilidades profesionales, use la función de búsqueda "Seleccione otras habilidades usando una palabra clave:".
- Usuarios que regresan: ¿Tiene usted nuevas habilidades para agregar?

## **Resume Builder**



El creador de currículum contiene: Antecedentes educativos, antecedentes laborales y una sección que le permite agregar habilidades, capacitación, asociaciones profesionales y premios especiales que usted haya recibido. Esta información, junto con sus datos de contacto, se usa para crear un currículum que los empleadores pueden escanear.

## **Antecedentes educativos y laborales:**

### **Education and Work Histories**

- ¿Completó las secciones de antecedentes educativos y antecedentes laborales?
- Sus antecedentes educativos y laborales, ¿complementan las ocupaciones y habilidades que incluyó en su inscripción? (Sus antecedentes educativos y laborales deben respaldar su selección de ocupaciones y habilidades.)
- ¿Hay suficientes antecedentes laborales para justificar los meses de experiencia que asignó a cada ocupación?
- Cada ítem de su historia laboral, ¿muestra un cargo y fechas de empleo claras?
- Las responsabilidades de trabajo enumeradas, ¿muestran claramente las funciones que usted cumplía en ese empleo?
- ¿Aparece cada empleo sólo una vez, sin entradas duplicadas?
- ¿Incluyó en sus antecedentes laborales todas las experiencias de capacitación en el trabajo, períodos de práctica, pasantías y trabajos voluntarios?

## **Otra información:**

### **Miscellaneous**


- ¿Hizo buen uso de esta sección? Este cuadro tiene espacio para 2000 caracteres de texto libre sobre usted. Ejemplos de lo que puede incluir son: software,

maquinaria específica, etc. que usted sepa utilizar, capacitación especial que haya recibido, asociaciones profesionales a las que pertenece y premios o distinciones profesionales recibidas. Aquí puede mencionar las licencias y certificados que no encontró en la lista de licencias / certificados del sistema iMatchSkills. También puede usar esta sección para sintetizar su información y metas profesionales. Esta información se incluirá en su currículum de iMatchSkills y puede mejorar en gran medida el aspecto de su currículum. Recuerde que las palabras clave que use en esta sección pueden ayudarle a conseguir un empleo cuando nuestro personal busca postulantes apropiados para las vacantes publicadas por los empleadores.

**View My Summary**  **Ver mi resumen**


- Revise su información para asegurar que sea correcta. ¿Hay errores? Si es así, haga clic en el título azul de la sección que desea corregir.

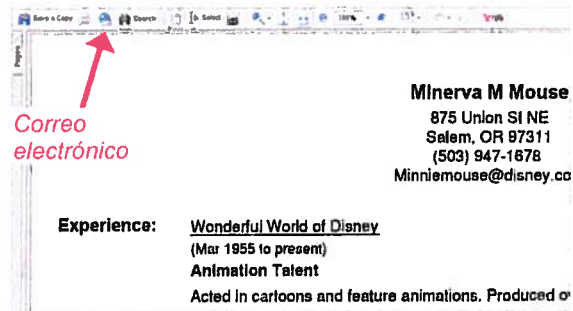
**View My Resume**  **Ver mi currículum**


- Una vez que haya completado todas las pantallas de información, usted verá un botón (como el de arriba) en el Menú de herramientas. Al hacer clic en ese botón, usted podrá ver su currículum de iMatchSkills. Revise su currículum. ¿Tiene algunos títulos en letras MAYÚSCULAS y otros en minúsculas? Por lo general es más fácil ver errores de puntuación y de uso de mayúsculas en el currículum. Su vista de currículum de iMatchSkills no muestra cómo se ve el currículum impreso en una hoja. Para saber cómo se ve su currículum en el formato para entrar en una página, haga clic en  (VISTA PDF).





- Desde su computadora, abra su programa de correo electrónico. Puede enviar su currículum por correo electrónico a un posible empleador haciendo clic en el ícono  (UN MUNDO CON UN SOBRE) que se encuentra en la esquina superior izquierda de la pantalla de su currículum. (Ver ilustración abajo.) Puede enviar ya sea un vínculo a la ubicación URL de su currículum o una copia de su currículum. Tal vez sea mejor enviar la copia en vez de la ubicación URL por si el empleador no tenga un vínculo activo a Internet.



Si está en una computadora pública, tendrá que guardar una copia de su currículum haciendo clic en  Save a Copy (**GUARDAR UNA COPIA**), en la esquina superior izquierda. Para esto tendrá que usar un disquete, un CD o una unidad de disco flash. Luego deberá abrir su correo electrónico y "adjuntar" su currículum a un correo electrónico. Si está en una oficina de WorkSource Oregón, pida ayuda a nuestros empleados para guardar una copia y enviar su currículum de iMatchSkills por correo electrónico.

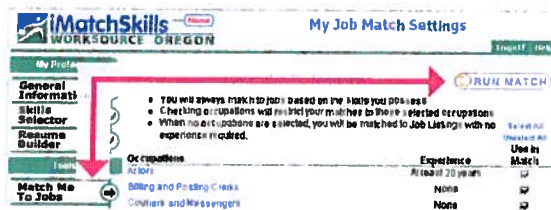
## Match Me To Jobs



Conectarme con empleos apropiados

¡El momento de poner a prueba de su inscripción es al buscar un empleo apropiado para sus habilidades entre los avisos de empleos vacantes en iMatchSkills!

- ¿Hizo clic en **Match Me To Jobs** (CONECTARME CON EMPLEOS APROPIADOS)? Esto lo llevará a la pantalla de "Mi configuración para empleos apropiados." Al hacer clic en **RUN MATCH** REALIZAR BÚSQUEDA, el sistema le mostrará los empleos apropiados para usted según las ocupaciones y otros datos que usted dio en su inscripción. Los empleos que aparecen, ¿son empleos para los que usted tiene las habilidades y la experiencia necesarias?



- Una de las ventajas de iMatchSkills es que usted puede buscar empleos apropiados usando solamente su lista de habilidades, sin tener en cuenta las ocupaciones. Para esto, haga click en **Match Me To Jobs** para ir a la pantalla de "Mi configuración para empleos apropiados." Haga clic en el vínculo "Deseleccionar todos" para quitar las marcas de los casilleros ubicados a la derecha de los Títulos de ocupaciones. Luego haga clic en **RUN MATCH** REALIZAR BÚSQUEDA. La búsqueda basada "sólo en habilidades" puede mostrarle trabajos con ocupaciones que usted no incluyó en su inscripción, pero que usted puede estar capacitado para desempeñar.

Entre en cada uno de los trabajos de la lista y anote la Ocupación de los que le interesen. Luego vuelva a su lista de ocupaciones y haga clic en

 **ADD MORE** OCCUPATIONS to this list.

(**AGREGAR MÁS OCUPACIONES a esta lista**)

Escriba el título de la ocupación y haga clic en **GO**.

Revise los detalles de la ocupación haciendo clic en el enlace azul Títulos de Ocupaciones. Si la ocupación refleja sus habilidades y experiencia o es algo que le gustaría considerar, agréguela a su inscripción y asígnele la cantidad de experiencia adecuada del casillero desplegable de experiencia. Luego haga clic en **NEXT** para ir a la pantalla de selección de habilidades. Haga clic en **ADD**, lea la lista de habilidades y agregue las que usted tenga. Las que seleccionó antes para otras ocupaciones ya estarán marcadas en la nueva lista de habilidades. No se olvide de agregar los empleos y detalles que justifiquen su experiencia en esa ocupación en la sección de antecedentes laborales.

**¡Felicitaciones!**  
**¡Su inscripción**  
**está completa!**

### **¿Necesita más información?**

Si tiene más preguntas sobre la información necesaria o desea que revisemos su inscripción, por favor póngase en contacto con su oficina de WorkSource Oregón más cercana. Para ver los datos de contacto, visite [www.EmpleoEnOregon.org](http://www.EmpleoEnOregon.org) y haga clic en "Ubicaciones de oficinas". En el futuro, sólo tendrá que poner al día su inscripción cuando tenga algo nuevo que agregar.

¡Entre a iMatchSkills por lo menos una vez al día durante su búsqueda del empleo correcto! Constantemente se agregan nuevos empleos y usted nunca sabe cuándo aparecerá el empleo perfecto para usted.

La lista de iMatchSkills se actualiza cuando surgen nuevos empleos y los avisos se quitan del sistema una vez que las vacantes están cubiertas.

## ¡Mantenga activa su inscripción!

Su inscripción se mantendrá activa durante 90 días a partir de la fecha de su inscripción o de su última actualización de datos. Mantenga activa su inscripción entrando a iMatchSkills y buscando regularmente empleos que concuerden con sus habilidades. Si su inscripción se desactiva, puede activarla fácilmente haciendo clic en el vínculo azul de "Estado" en "Mi resumen" o en "Cambiar mis opciones de usuario" desde su página de inicio.



Para encontrar su página de inicio, haga clic en la palabra "Home" escrita en rojo en la parte superior de su pantalla.

## ¿Encontró el empleo perfecto?

Cuando usted ya no desee buscar empleo o ser considerado en nuestras búsquedas de postulantes, puede desactivar su inscripción del mismo modo. Su registro permanecerá en nuestro sistema y se dará de baja sólo después de 36 meses continuos de inactividad.

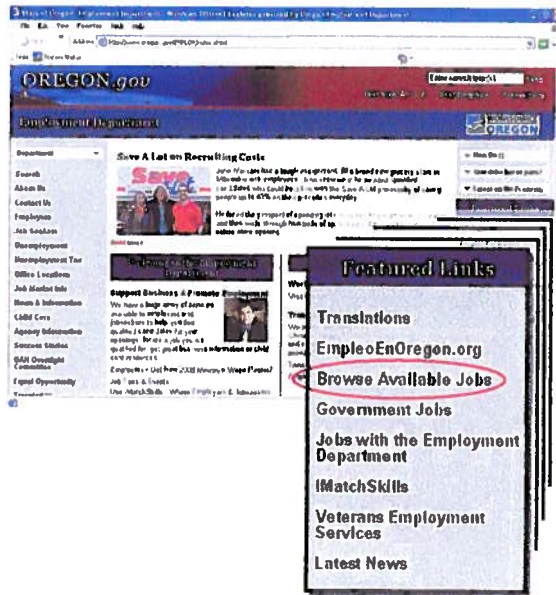
## **¿Necesita más ayuda en su búsqueda de trabajo?**

Las oficinas de WorkSource Oregón pueden ofrecer talleres en su área sobre temas tales como "Cómo crear un currículum extraordinario", o "Cómo brillar en su entrevista de trabajo", para nombrar sólo algunos, y lo mejor de todo es que ¡son gratuitos! Comuníquese con su oficina más cercana para saber más sobre el tipo de talleres que ofrecen y las fechas en que están disponibles. Las oficinas de WorkSource Oregón también tienen muchos otros materiales escritos y recursos electrónicos para ayudarle.

## **¡Encuentre más oportunidades de trabajo!**

Las oficinas de WorkSource Oregón tienen otro banco de trabajos, además de iMatchSkills, que permite ver prácticamente todos los trabajos disponibles. Si no puede conectarse con empleos apropiados a través de iMatchSkills, puede ser que no haya elegido todas las ocupaciones comúnmente usadas para describir su tipo de trabajo. También puede encontrar trabajos que no requieren experiencia en ocupaciones que tal vez le interesen, pero que hasta ahora no tuvo en cuenta. La forma de encontrar este otro banco de trabajo para ver lo que está disponible es la siguiente:

Desde la página de inicio del Departamento de Empleo en [www.Oregon.gov](http://www.Oregon.gov) o [www.WorkingInOregon.org](http://www.WorkingInOregon.org) fíjese a la derecha bajo Enlaces Principales (Featured Links) y elija "Mirar trabajos disponibles" (Browse Available Job Listings) para abrir la página de búsqueda de este banco de trabajos.



La página de búsqueda le permite buscar trabajos por ocupación, por lugar (para ver todos los trabajos que se ofrecen en su área), por número de anuncio de trabajo, o mediante una búsqueda avanzada en la que puede usar varios criterios diferentes al mismo tiempo. Si encuentra trabajos para los que le interesaría postularse, siga las instrucciones del anuncio.

Buena idea / consejo: Si encuentra una oferta de empleo que le interesa en este sistema, y especialmente si tiene las habilidades y la experiencia necesarias para hacer ese tipo de trabajo, anote el título de la ocupación usado en el anuncio. Luego vaya a su inscripción en iMatchSkills y agregue la ocupación y los meses o años de experiencia que usted tiene. Entre en la pantalla de habilidades y haga clic en el botón para agregar más habilidades a su lista. No se olvide de poner al día sus antecedentes laborales y sus obligaciones de trabajo para explicar dónde obtuvo la experiencia cada vez que agregue nuevas ocupaciones a su inscripción.

**¡Esperamos que  
iMatchSkills le resulte  
fácil de usar  
y le deseamos éxito en  
su búsqueda laboral!**

<b>Terminología de computación para iMatchSkills</b>	
Activo	Active
Antecedentes laborales	Work History
Antecedentes educativos	Education History
Búsqueda por palabra clave	Keyword Search
Búsqueda realizada "sólo en habilidades"	"Skills only" match
Cambiar mis opciones de usuario	Change My User Options
Conectarme con empleos apropiados	Match Me To Jobs
Contraseña	Password
Desconéctese	Log off
Deseleccionar todos	Unselect All
Enlaces principales	Featured links
Estado	Status
Indicio	Hint
Ingresar	Log on
Inicio	Home
Mi configuración para empleos apropiados	My Job Match Settings
Mi resumen	My Summary
Mi currículum	My Resume
Mirar trabajos disponibles	Browse available job listings
Ninguna	None
Nombre de usuario	Username
Número de buscador de empleo	JS ID
Oficinas de empleo	Employment Offices
Página de inicio	Home
Preferencia geográfica	Geographic availability
Regresar	Back



Seleccione otras habilidades usando una palabra clave	Select other skills using keyword
Selector de habilidades	Skill Selector
Siguiente	Next
Sueldo	Wage
Tiempo completo o parcial	Full or part time
Turnos	Shifts
Ubicaciones de Oficina	Office Locations
Usuario que regresa	Returning Customer



## **POSITION ANNOUNCEMENT # 13-11**

### **CREW FIELD SPECIALIST IN PARTNERSHIP WITH ILLINOIS VALLEY HIGH SCHOOL**

The Job Council is recruiting for one temporary, part-time, Crew Field Specialist to work with in-school youth in Josephine County. The Crew Field Specialist will supervise and work with selected students participating in the crew offered at Illinois Valley High School. The Crew Field Specialist will provide classroom instruction and supervise students on service learning sites in partnerships with local community organizations. This Program is a partnership with Three Rivers School District and Oregon Youth Conservation Corps (OYCC), The Job Council, and many community partners. The program will operate February – June, in alignment with the school year. This position is a wage range 14 (\$15.82-\$20.18 per hour).

This position, supervised by the Youth Program Director, will work primarily out in the field and onsite at Illinois Valley High School. Additional direction and oversight will be provided by the school principal. The Crew Field Specialist will work directly with administrators, teachers and project coordinators from the school. Crew Field Specialist will assist with and/or coordinate day-to-day classroom and service learning activities working directly with students participating in the program. Crew Field Specialist will drive students using school or Job Council vehicles to the service learning sites each week.

#### Primary Responsibilities

- Work with students at the service learning sites providing role modeling and coaching on academics, job readiness, work ethics, and life skills.
- Work with students in a variety of settings including outdoor recreation areas, elementary schools, assisted living facilities, and other settings appropriate for service learning activities.
- Provide classroom instruction connecting the field learning with the academic concepts being taught in the school curricula.
- Communicate with school personnel and community partners involved with projects and participate in planning and evaluation of program goals and outcomes.
- Follow rules of conduct outlined by the school while working on-site, including reporting incidents and following safety guidelines. Communicate regularly with Program Director sharing project progress and concerns.

Jackson County Business Office  
100 E. Main St., Suite A • Medford, OR 97501 • (541) 776-5100 • TDD/TTY Oregon Relay - Dial 711 •  
Fax:: (541) 618-1036 • [www.jobcouncil.org](http://www.jobcouncil.org)

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Josephine County Career Center  
1569 N.E. F. Street • Grants Pass, OR 97526 • (541) 476-1187 • TDD/TTY Oregon Relay - Dial 711 • Fax (541) 476-  
1180 • [www.jobcouncil.org](http://www.jobcouncil.org)

The Job Council is an equal opportunity employer, and operates equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

- Identify students participating in program who may benefit from other Job Council services including WIA, scholarship opportunities and support services. Work in partnership with students to identify strengths, goals and needs of the youth in the program and to design service plan with the youth leading to high school diploma, goals for future employment, and/or higher education

Desirable Experience and Training:

1. Work well with at-risk young persons (14 – 21) in different work settings providing adult mentoring and job coaching.
2. Experience developing business internship and training experiences for students.
3. Graduation from accredited two-year college with major course work in the social science field and one year's experience in social service, or
4. Any equivalent combination of experience and training.
5. A valid Oregon driver's license and acceptable driving record are required.
6. A criminal background check and drug test will be conducted upon acceptance of employment.
7. This is a Level II safety sensitive position which requires pre-employment and random drug testing.

An application packet may be obtained at The Job Council, 100 E. Main St., Suite A or 35 S. Bartlett St in Medford, OR 97501; or The Job Council, 1569 N.E. F. Street, Grants Pass OR 97526. Persons interested may also obtain information on this position and application process online at [www.jobcouncil.org](http://www.jobcouncil.org). Submit a completed application packet, cover letter, and resume to: Tami Allison, Executive Team Coordinator or email to [applyforjobs@jobcouncil.org](mailto:applyforjobs@jobcouncil.org). Please note "Crew Field Specialist" in the subject line of the email. This position will remain open until filled. Refer to Job Announcement #13-11.

Jackson County Business Office  
100 E. Main St., Suite A · Medford, OR 97501 · (541) 776-5100 · TDD/TTY Oregon Relay - Dial 711 ·  
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1180 · [www.jobcouncil.org](http://www.jobcouncil.org)

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## How to get started:

All you need to do is just stop by The Job Council and get registered. It's that easy!

*"The Job Council offered me tuition assistance for my final year of nursing school. I finished nursing school with a 3.9 grade point average and was hired as a cardiac nurse at RVMC. If The Job Council had not assisted me, I would not have been able to finish nursing school. Through assistance from The Job Council, I was able to broaden my career capabilities and obtain a job that offers a wage that sustains a quality life and allows me to honorably pay back my student loans."*

*-Mary Wilder (Leitz)*



*"NFL has hired several outstanding employees through the Job Council "On The Job" training program. We have been very pleased with the quality of the people we've hired and the cost savings have made it possible for NFL to expand our workforce. We would recommend the services of The Job Council to other employer's who are looking to grow or fill vacant positions."*



*-Robert Lowe  
General Manager  
National Freight Logistics, LLC*

We offer a variety of options that will make you more marketable in finding and getting a job **YOU WANT.**

*I was laid off from Masterbrand Cabinets and came to the One Stop Center at The Job Council. The Job Council helped me enroll in the program. Job Council staff also enrolled me in computer software classes which were very helpful before returning to school. I enrolled in Rogue Community College in a two-year Computer Science with an emphasis in Health Care Informatics. The Job Council was able to offer a brief On the Job Training contract to upgrade my skills to employer needs. I am now working a great job in a growing industry. I am very thankful for the support The Job Council gave me to get me back into a quality career track.*

*-Ginger Hayes, Grants Pass*

*"After being a stay at home mom for approximately 6 years, I suddenly found myself a single parent needing to return to the workforce. I needed to find information about the local economy and job availability. I found The Job Council to be an excellent source of information and went on to take several job prep classes that prepared me for the On The Job Training program. I began working in the Web Department as a Web Image Specialist. I was hired at \$10 and hr, and am now making \$12.50. Not only did I find up to date information, but personal encouragement as well. My family and I are grateful for all the wonderful people and programs at The Job Council."*

*-Cheryl Siebert*

For more information or to see if you qualify, call or stop by one of our Worksource Centers  
Medford: (541) 776-5100  
35 S Bartlett St, Medford, OR  
Grants Pass: (541) 476-1187  
1569 NE "F" St., Grants Pass, OR  
[www.jobcouncil.org](http://www.jobcouncil.org)  
Voice Relay for the hearing impaired:  
1-800-735-1232

The Job Council is an equal opportunity employer and operates equal opportunity programs. Auxiliary aids and services are available upon request.

Version 1.0

# Make Yourself More Competitive in Today's Job Market



**PowerUp Your Skills Through:**  
**Job Search & Career Services**  
**On-the-Job Training**  
**Vocational Training**

# Job Search & Career Services

- Job Search Support
- Resume & Interview Assistance
- Career Exploration
- One-on-One Coaching
- Goal Setting Workshops
- NCRC - Oregon's National Career Readiness Certificate shows employers you have the basic skills to do the job



## Benefits

- ✓ Learn job search skills to help you land a job
- ✓ Create a great resume & nail the interview
- ✓ Get a leg up on competition—an NCRC shows you have the skills employers want

# On-the-Job Training

Employers choose YOU for a position and get a cash incentive that offsets a portion of your wages for the first months while you are being trained

## **Tell employers you qualify by:**

- Adding a note to your application
- Adding it to your resume
- Tell them in interviews
- Ask them to call us for details



## Benefits

- ✓ Provides a cash incentive for employers to hire you
- ✓ You set yourself apart from other job seekers
- ✓ You get hired right away into a job
- ✓ You get trained on the job with the skills you need to be successful

# Vocational Training

- Computer classes
- Internships in a high demand career fields
- Career exploration
- Trainings to PowerUp your skills
- Tuition assistance (for eligible applicant)
- Occupational certificates



## Benefits

- ✓ You get the job skills employers really want so you can be more competitive
- ✓ You can get help with tuition for training
- ✓ You can get a training certificate that helps you land a better job






## AGENDA

**TO: JOB COUNCIL BOARD OF DIRECTORS**  
**FROM: JESSICA GOMEZ, CHAIR**  
**DATE: FEBRUARY 10, 2014**  
**SUBJECT: THE JOB COUNCIL BOARD OF DIRECTORS' MEETING**

**Monday February 10, 2014 • 7:30 - 8:00 am**  
**THE JOB COUNCIL BOARD ROOM**  
**100 E. MAIN STREET, SUITE A, MEDFORD OR 97501**

Video/Phone Conference access available at: <https://global.gotomeeting.com/meeting/join/461614949>. Use your microphone and speakers (VoIP)- a headset is recommended. Or, call in using your telephone. United States: +1 (619)550-0004 Access Code: 461-614-949; Audio Pin shown after joining the meeting. Meeting ID: 461-614-949.

Please note: normal long distance charges by each caller's carrier will apply

1. CALL TO ORDER & INTRODUCTIONS Jessica Gomez
2. APPROVAL OF MINUTES Jessica Gomez
  - December 16, 2013 Board of Director's minutes – **Action Item** 
3. FINANCE UPDATE Sherri Emitte
  - Accept PY 11 Audited Financial Statements – **Action Item** 
  - Summary of Internal Controls (*handout available at meeting*)
  - PY 12 Audit Update
  - Budget Update
  - Scheduling special Board of Director's meeting in April
4. EXECUTIVE DIRECTOR EVALUATION PROCESS Jessica Gomez
  - Review, Revise, Approve Process – **Action Item** 
5. ADJOURN Jessica Gomez

 = Documents attached

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Tami Allison at 776-5100 (Voice/TDD) at least 48 hours in advance of the meeting to allow staff sufficient time to arrange for auxiliary aid

*The RWP is a private/public partnership which addresses the employment needs of Jackson and Josephine Counties*

**100 E. Main Street • Medford, OR 97504-6125 • (541) 776-5100**



To: Rogue Workforce Partnership - Board of Directors
From: Jessica Gomez, Chair
Date: February 10, 2014
Subject: RWP - Board of Directors Meeting Agenda

Monday February 10, 2014 • 8:00-9:00 am
THE JOB COUNCIL BOARD ROOM
100 E. MAIN STREET, SUITE A, MEDFORD OR

Video/Phone Conference access available at: https://global.gotomeeting.com/meeting/join/461614949. Use your microphone and speakers (VoIP)- a headset is recommended. Or, call in using your telephone. United States: +1 (619)550-0004 Access Code: 461-614-949; Audio Pin shown after joining the meeting. Meeting ID: 461-614-949.

Please note: normal long distance charges by each caller's carrier will apply

AGENDA

- 1. Call to Order & Introductions Jessica Gomez
2. Approval of Minutes Jessica Gomez
- December 16, 2013 Board of Director's minutes- Action Item
3. Strategic Plan Implementation
a. Sector Strategies Jim Fong, Ron Fox Heather Stafford
b. Certified Work Ready Communities / NCRC Jim, Sherri Stratton
c. Systems Innovation
- WorkSource Oregon One-Stop Center Innovation Jim, Jessica, Sherri
- Southern Oregon Success Jim, Jessica, Heather
d. City of Ashland - Contract for Services Discussions Jim, Sherri
4. Workforce System Transformation - Updates & Coordination Jim
- Legislation & Legislative Outreach - SB 1566
- Redistricting
- Governance Changes - Deadline Extension

**5. Website Upgrade - *Review, Feedback/Guidance***

Jim

**6. Other Items**

Jessica Gomez

**7. Adjourn**

Jessica Gomez

 = Documents attached

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Tami Allison at 776-5100 (Voice/TDD) at least 48 hours in advance of the meeting to allow staff sufficient time to arrange for auxiliary aid



# THE JOB COUNCIL WORKFORCE SERVICES

## 1 Get Registered and Attend Orientation

1

- Complete your iMatchSkills profile and Work Related Skills Review either on-line ([www.WorkingInOregon.org](http://www.WorkingInOregon.org)) or at a Career One-Stop Center, and present your *Picture ID* to our staff.
- Attend one of our orientations either *Tuesday or Thursday* from 9:00am-10:00am at our Bartlett Street Career One-Stop Center in Medford.

## 2 Build Skills and Earn Certificates to Be More Competitive, Effective, and Confident to Land a Job

2

- Attend the two-week foundational skills workshops.
- Earn certificates that prove your skills to employers.
- Create a portfolio with a targeted resume and cover letter showcasing your talents.

## 3 Discover Training Opportunities

3

- Attend our Training Options workshop on the *2nd or 4th Thursday of the month*, from 1:00 pm -3:00 pm.
- Learn more about customized trainings to skill-up in a growing industry or to obtain your GED.
- Learn to market yourself to employers using an On-the-Job Training grant.

## 4 Gain Employment

4

- Work with our dedicated team to get job leads, keep your skills up-to-date, stay focused and to continue networking.
- Pay it Forward– once you are employed share your success with our staff so we can brag about you while championing job search efforts for others.



The Job Council One-Stop Center of Jackson County: (541) 776-5100  
Oregon Employment Department of Jackson County: (541) 776-6060

35 S. Bartlett St., Medford, OR 97501  
119 N. Oakdale Ave., Medford, OR 97501

The Job Council is an equal opportunity employer and operates equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

## PARKING OPTIONS WHILE ATTENDING JOB COUNCIL ACTIVITIES

The **Job Council has limited free parking** in the lot next to Oh's Osaka on Front Street across from the bus terminal. Ask at the Front Desk for the required monthly parking pass. There is also limited free parking for Job Council activities in the lot next to Porters at 6<sup>th</sup> and Front Street.

**Middleford Parking Garage** on 6<sup>th</sup> Street (2 way street) between Riverside and Central across from the new Lithia building. First 2 hours free parking on the ground floor with hours 3 and 4 at \$.50 per hour and 5 or more hours is \$1.00 more per hour.

3 hour free parking spaces in the lots at Central and 5<sup>th</sup> Street and on Evergreen Street between W. Main and West 6<sup>th</sup> Street. There is no limit free street parking from 10<sup>th</sup> Street south between Central and Riverside.

There is paid parking next to our facility with entrances on Bartlett and Riverside. Cost is \$.50 for 1-2 hours and \$1.00 for 3+ hours. All day is \$5.00. Payment can be by cash or credit card.

**Handicapped Parking:** Persons with disabilities displaying DMV issued handicapped placards may park free with no time limits in the 1 hour free spaces in the lot behind the library (only) or in any available street space except in loading zones, reserved spots, or 15 minutes parking spaces.



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## CHILD CARE PROVIDER COMPLAINTS

Complaints about child care providers that do not include allegations of child abuse or licensing violations may be discussed with Child Care Resource Network (CCRN) staff or may follow The Job Council's regular complaint procedure.

Allegations of **child abuse or licensing violations** by a childcare provider may be made either verbally or in writing. Complete information will be gathered by CCRN staff or from the written statement provided by the complainant. The Job Council Statement of Complaint/Grievance may be used for the written statement, but is not required.

Reports of suspected child abuse should contain the following information: name, age and address of the child and his/her parents or other persons responsible of his or her care; nature and extent of abuse, including any evidence of previous abuse and any explanation given by caretakers for injuries; and any other information which might be helpful in establishing the case of the abuse and for identifying the abuser. Information about suspected abuse or licensing violations will be reported to the appropriate authorities.

A childcare provider will be temporarily suspended from the CCRN referral list when The Job Council receives an allegation of child abuse/neglect or licensing, registration or certification violations by the provider.

Providers may also be suspended from the CCRN referral list for other reasons, such as unsafe or unsanitary conditions, discrimination, or failure to report indications of child abuse or neglect.

Depending upon the situation, providers may be permanently removed from the referral list or may be reinstated.

Upon request, Job Council staff will provide you with the detailed procedures regarding complaints

relating to The Job Council's child care referral program.

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For more information contact:  
Ken Heindsmann, EOC  
The Job Council  
1569 N.E. F. Street Grants Pass, OR 97526  
1-541-244-3211 (kenh@jobcouncil.org)  
Oregon Relay 711 Carrera 711 de Oregon

10/2/12  
/tka



**THE JOB COUNCIL**  
PROVIDING WORKFORCE RESOURCES

## COMPLAINT AND GRIEVANCE PROCEDURES

Medford Office:  
100 E. Main St., Suite A  
Medford, OR 97501  
(541) 776-5100 (Voice/TDD)

Grants Pass Office:  
1569 NE "F" Street  
Grants Pass OR 97526  
(541) 476-1187 (Voice/TDD)

## BACKGROUND

The Job Council administers programs and activities funded under the Workforce Investment Act (WIA), Job Opportunities and Basic Skills (JOBS) program, and other funding sources.

In accordance with regulations, The Job Council maintains procedures for processing complaints and grievances. Any interested person may file a complaint or grievance. For purposes of these procedures, a grievance is an allegation of a violation of the Workforce Investment Act or associated regulations, grants, or agreements. A complaint may be filed for any reason. Some of The Job Council's funding sources may have complaint procedures different than those described in this brochure. A Job Council representative can help you determine the procedure to follow for a particular type of complaint.

The procedure for complaints about child care providers is described in the Child Care Provider Complaints section of this pamphlet.

Except for complaints and grievances alleging fraud or criminal activity, complaints and grievances must be filed within one (1) year of the alleged occurrence. Complaints of discrimination must, in most cases, be filed within 180 days from the date of the alleged act of discrimination.

### BEFORE YOU FILE A COMPLAINT OR GRIEVANCE...

If you have a concern or complaint, you may be able to resolve it by discussing it with Job Council staff. Job Council staff will try to resolve the situation informally whenever possible. This is usually the fastest way to solve a problem.

## PROCEDURES

When you file a complaint or grievance, it is important for you to understand that you have certain rights and opportunities and that you assume certain responsibilities.

To be processed under the Complaint and Grievance procedure, a complaint or grievance must be submitted to The Job Council in writing at one of the addresses shown on the front of this pamphlet and must include all of the following information. You may provide this information on The Job Council Statement of Complaint/Grievance form, but you are not required to use the form.

- a. Name, address, and phone number (home, work and/or message) of complainant/grievant;
- b. Name, address of person or organization that the complaint/grievance is against;
- c. Statement of allegations (factual information) and date(s) of occurrence(s);
- d. Provision of the Act (WIA), regulations, grant or other agreement that you believe was violated, if applicable (Note: this will differentiate between a complaint and a grievance; a complaint will not include an allegation that a provision of WIA, or associated regulations, grant or other agreement was violated);
- e. What you would like done to resolve your complaint/grievance;
- f. Signature of the complainant/grievant or his/her authorized representative. Anonymous complaints will not be processed as complaints/grievances.

The Job Council's complete Complaint and Grievance Procedures provide detailed information about the different kinds of complaints/grievances and how they are processed.

For most kinds of complaints, a hearing is scheduled to occur within 30 days of when the complete information is received at The Job Council, and a decision is issued by The Job Council Executive Director within 60 days of the date of receipt. Appeals processes are available for some types of complaints.

Upon request, Job Council staff will provide you with a copy of the Statement of Complaint/Grievance for and/or a copy of the complete procedures to review.

*Because of the number of different procedures for different kinds of complaints, we suggest that you talk to a Job Council representative before filing your written request.*

## WIA COMPLAINTS OF DISCRIMINATION

Any person who believes that he or she or any specific class of individuals has been or is being subjected to discrimination prohibited by the nondiscrimination and equal opportunity provisions of WIA may file a written complaint with either The Job Council (as described above) or directly with the USDOL Civil Rights Center. This includes discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of WIA, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I –financially assisted program or activity. Complaints must be filed within 180 days from the date of the alleged violation (see addresses below).

If you need more information about how to file a complaint of discrimination under WIA contact The Job Council EOC – Ken Heindsmann 1569 N.E. F. Street, Grants Pass, OR 97526, or the director, Civil Rights Center (CRC)U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210

**THE JOB COUNCIL**  
**COMPLAINT AND GRIEVANCE**  
**PROCEDURES**

**Revised 2/03**  
Revised 3/2012  
Revised 6/2012

## **JOB COUNCIL COMPLAINT & GRIEVANCE POLICY**

The Job Council will review, process and resolve complaints and grievances in accordance with the requirements of its funding sources and these procedures.

Where a funding source has specific complaint and grievance procedures that are required as a condition of the contract or grant, The Job Council will use those procedures for processing complaints.

It is The Job Council's intent that these procedures will be amended as needed to accommodate changing programs and funding. In instances where the procedures have not yet been changed to reflect a program change and the funding source does not have an established complaint procedure, the Job Council Grievance Officer, in consultation with the Executive Director, shall identify which Job Council procedure is most appropriate to the situation, and that procedure will be followed.

Individuals who have complaints about The Job Council or its services, programs or practices will be provided with the information they need to file a written complaint or grievance. Job Council staff will also facilitate the informal resolution of complaints that are not filed in writing.

Complaints that are filed in writing following these procedures will be processed and resolved as outlined in the following sections. At its discretion, The Job Council may also investigate and/or report to its funding sources or other authorities complaints that are received verbally, anonymously, and/or in writing but not "complete." For example, allegations of fraud or program abuse and allegations of child abuse or neglect will be reported immediately to the funding source or the appropriate authority.

*The Job Council Grievance Officer and other Job Council staff will assist those wishing to file written complaints to determine which complaint procedure(s) to follow.*

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## GENERAL PROCEDURES

**Note:** As used in these procedures, the word 'days' means **calendar days** (unless specified otherwise) and the word 'Act' means the Workforce Investment Act (WIA), including all amendments and applicable implementing regulations.

1. **WHEN A WRITTEN COMPLAINT/GRIEVANCE IS RECEIVED AT THE JOB COUNCIL, IT IS TO BE DATE-STAMPED AND DELIVERED TO THE GRIEVANCE OFFICER IMMEDIATELY.**
2. The Grievance Officer reviews the complaint/grievance for **completeness**.

A grievance/complaint is **complete** if it includes all of the following information:

- Name, address and phone number (home, work, and/or message) of complainant/grievant;
- Name and address of person or organization that the complaint/grievance is against;
- Statement of allegation(s) (factual information) and date(s) of occurrence(s);
- Provision of Workforce Investment Act, regulations, grant or other agreement that was allegedly violated, if applicable;

*[Note: This will differentiate between a complaint and a WIA grievance, as a grievance includes such an allegation. It is not necessary for the grievant to know the WIA reference. The Job Council will assist in determining if the allegation, if true, would be a violation of WIA, etc.]*

- Complainant/grievant's proposed resolution;
  - Signature of complainant/grievant, or his/her authorized representative.
- a. If it is **complete**, the date of receipt by The Job Council will be the date of filing.

Copies of the complaint/grievance are distributed immediately to the appropriate manager, the Executive Director, and the Business Manager.

- b. If it is **not complete** - that is, it does not include all of the information listed above - the complainant/grievant is notified immediately of what information is needed and that the **complaint/grievance must include all required information before processing will begin**. (If the complaint is anonymous, it is not to be processed under the Complaint and Grievance Procedures; it is given immediately to the Executive Director, who decides whether or not the complaint will be investigated.)

The appropriate manager, the Executive Director, and the Business Manager are notified that a complaint/grievance was received with incomplete information.



***The date the complete information is received by The Job Council is the date of filing.***

3. The Grievance Officer reviews the complaint/grievance for the **date of alleged occurrence**. If the date of filing is more than one year after the date of the alleged occurrence (180 days for complaints of discrimination), and there is no allegation of fraud or criminal activity, the Grievance Officer notifies the complainant/grievant in writing that the one-year time limit for filing a complaint/grievance has elapsed.

**Note:** For complaints of discrimination, the time limit for filing is **180 days from the date of the alleged act of discrimination**. There is no established time limit for complaints alleging fraud or program abuse.

4. When the information is complete, the Grievance Officer logs in the complaint/grievance in the **complaint and grievance record** and enters the 30- and 60-day limits (30 days for a hearing, 60 days for a decision), where applicable.
5. The Grievance Officer reviews the complaint or grievance and determines if it is:
- a. a **WIA grievance** - alleges a violation of the Act, regulations, grant or other agreement from the funding source (see pages 3-6); or
  - b. a **complaint of discrimination under WIA** (see pages 6-8); or
  - c. a **complaint or grievance regarding a WIA subrecipient/contractor** (see page 11); or
  - d. a **complaint** - concerns Job Council programs or activities but does not allege a violation of the Act, regulations, grant or other agreements (see page 12); or
  - e. a **non-WIA complaint of discrimination** (see page 13); or
  - f. an **allegation of fraud or other criminal activity** (see page 14); or
  - g. a **complaint relating to the Job Council child care referral program** (see pages 15-19); or
  - h. a **complaint that does not fit into any of the above categories** (see box below).

If a complaint does not fit into any of the categories listed in 'a' through 'h' above, the Grievance Officer notifies the Executive Director of this determination. The Executive Director verifies that the determination is correct and notifies the complainant in writing that the complaint does not have standing to be processed under The Job Council Complaint and Grievance Procedures.

6. Depending upon the type of complaint or grievance, the Grievance Officer follows the procedures outlined on the following pages (as indicated above).
7. When the complaint or grievance is resolved, the Grievance Officer reviews the **complaint or grievance file** and the **complaint and grievance record** to assure that all information is complete and accurate.

## WIA GRIEVANCES

**Notes:** (1) When an individual alleging discrimination under WIA elects to follow The Job Council procedure rather than filing directly with the Civil Rights Center (see pages 6-8), this grievance procedure is followed. (2) Individuals alleging violations of WIA Section 181 may elect to use binding arbitration, if applicable, rather than the grievance procedure; see page 9.

1. Upon determining that it is a **WIA grievance**, the Grievance Officer mails written notice of this determination by certified mail to the complainant **within five days of the date of filing** and includes the following information:
  - a) the ***date of filing***;
  - b) that it has been determined that there is an allegation of a violation of the Act, regulations, grant or other agreement under the Act, and therefore The Job Council ***grievance procedure*** will be followed;
  - c) that a Job Council representative (give name if possible) will be contacting him/her to try to resolve the problem;
  - d) that a hearing will be held within thirty (30) days of the date of filing, unless the problem is resolved informally prior to that time, and that both parties shall be provided an opportunity to present evidence, cross-examine witnesses, and be represented by legal counsel;
  - e) that a decision will be made by the Job Council Executive Director within sixty (60) days of the date of filing;
  - f) that the above timelines may be waived by mutual written agreement of the parties, except that the timelines may not be waived for grievances alleging discrimination;
  - g) that the grievant may withdraw the grievance at any time, and may amend the grievance, in writing, at any time until twenty (20) days before the hearing.

2. The Grievance Officer meets **as soon as possible** with the appropriate manager(s) to review the procedure and timelines and clarify roles and responsibilities.
3. The Grievance Officer, or other designee, arranges for the hearing. If this is someone other than the Grievance Officer, s/he is responsible for maintaining close communication and coordination with the Grievance Officer at all steps in the process.
4. **Investigation commences immediately** (as assigned in step #2 above), and the Grievance Officer or other designated Job Council staff contacts the grievant to arrange a meeting for the purposes of clarifying issues and attempting informal resolution. Other parties to the grievance may be contacted for separate meetings or informal resolution may be initiated with all parties involved, depending upon the situation.
5. A hearing officer, and a potential alternate hearing officer, is identified (the hearing officer must be someone other than the grievant's supervisor) and a **tentative date for a hearing is established**. The hearing officer can be a Job Council staff person or an 'outside' person, but must in all cases be someone who can provide a fair and impartial hearing. This step is done **even when informal resolution is anticipated**, due to the short time frames.
6. **An informal resolution meeting(s) is held**. At the end of the meeting (or series of meetings), the grievant is asked to decide whether s/he wants to withdraw the grievance, agree to a specified informal resolution, or request a hearing. This is recorded in writing and signed by the grievant, with a copy provided to each party. This must be done early enough to allow for a hearing to still take place within thirty days of the date of filing, unless timelines are waived in writing by both parties (not waivable for grievances of discrimination).

If the grievance is withdrawn or informal resolution accomplished, this information is recorded in the **grievance file** and on the **complaint and grievance record** and the grievance is closed.

7. If a hearing is requested, the Grievance Officer will schedule it for within thirty (30) days of the date of filing, unless timelines have been waived in writing. The Grievance Officer mails a certified letter to all parties to the grievance (except that a certified letter need not be sent to The Job Council, if it is one of the parties). The letter should include the following information:
  - a) date;
  - b) time;
  - c) place of hearing;
  - d) name of hearing officer;
  - e) that any information or evidence to be submitted to the hearing officer before the hearing must be received by the Grievance Officer at least five days before the hearing date;
  - f) that either party has the right to request a change of hearing officer;
  - g) that a decision will be made within sixty days of the date of filing;
  - h) the date by which a decision will be made; and
  - i) the appeal process that is available if the sixty-day limit is not met or the decision is unsatisfactory to the complainant.
8. To request a change of hearing officer, the grievant or other party must submit a signed request accompanied by a statement explaining why a fair hearing before the designated hearing officer is not possible and showing that the request is made in good faith and not to delay the hearing. This request must be filed with The Job Council within five days of

receipt of the hearing notice. Only one request for a change of hearing officer will be allowed from each party for any one grievance.

If either party files a proper request/statement for a change of hearing officer, a different hearing officer is designated, and both parties are notified in writing of the change (as well as any changes in hearing date, place, etc.). In such case, all timelines are automatically extended ten days. For a grievance of alleged discrimination, the timelines cannot be extended.

9. The Grievance Officer compiles a packet of the information about the grievance, any evidence submitted by any party to the grievance, and applicable regulations or other references, and provides this information to the hearing officer and to each party prior to the hearing.
10. The hearing officer conducts the hearing. Both parties are provided an opportunity to present evidence, cross-examine witnesses, and be represented by legal counsel. The hearing is taped, and a record including all exhibits is maintained. The complainant may withdraw the complaint at any time.

If the grievant or a representative does not appear for the hearing, the grievance may be dismissed or the hearing officer may make a recommendation based on the evidence presented.

11. The hearing officer provides to the Executive Director **and all parties to the grievance** a written recommendation defining issues, facts and suggested resolution.
12. **The Executive Director** considers the grievance, informal resolution efforts, and the hearing officer's recommendation, and **makes a decision**. The Grievance Officer mails the Director's decision, including issues and facts upon which the decision is based, by certified mail to all parties (except that a certified letter need not be sent to The Job Council, if it is one of the parties). ***The notice of decision must be provided within sixty (60) days of the date of filing*** (unless the parties have waived this requirement in writing), and includes notice of the applicable appeal process. A copy of the decision notice is forwarded to the State WIA Administration.
13. All correspondence is maintained in an official ***grievance file***. When the grievance has been closed, the Grievance Officer reviews the ***complaint and grievance record*** to assure that all information has been entered.

## APPEAL PROCESS

### 1. ***WIA Grievances (Except Allegations of Discrimination)***

If The Job Council does not give the grievant a written notice within the sixty (60) days (or time limit based on waiver of 60-day limit) or if the grievant is dissatisfied with the decision, s/he may request a review by the Governor by filing a written request with the State WIA Administration.

Requests for a State of Oregon review must be made within ten (10) days of receiving the Job Council decision, or within fifteen (15) days of when it should have been received by the grievant (if a written decision was not issued on time). The Job Council will forward the following records to the WIA Administration: the grievance, a synopsis of informal resolution efforts, the tapes and exhibits from the hearing, the hearing officer's recommendation, and the Executive Director's decision. The State's review process is outlined in Oregon Administrative Rule 151-020-0042.

If the State of Oregon does not give the grievant a written decision within thirty (30) days of the receiving the request for review, the grievant may file a request for review with the Secretary of the U. S. Department of Labor within ten (10) days of the date that the State of Oregon should have provided a decision.

### 2. ***WIA Grievances Alleging Discrimination***

See page 7 for the appeal process for WIA grievances alleging discrimination.

**Note:** Complaints of discrimination on the basis of marital status, application for Workers' Compensation benefits, expunged juvenile record, or association with any person of a particular race, color, sex, national origin, marital status, age or religion may be appealed to the State, as with other WIA grievances. They are not covered under the provisions of 20 CFR 667.

### 3. ***WIA Grievances Alleging Section 181 Violations***

See page 9 for the special procedure for grievances alleging violations of Section 181.

### 4. ***Department of Labor Reviews of WIA Grievances***

The U. S. Department of Labor (DOL) may become involved in reviewing and taking action on some types of WIA grievances. These are described in 20 CFR Part 667, Subpart F.

## COMPLAINTS OF DISCRIMINATION UNDER WIA

### **WHO MAY FILE**

Any person who believes that he or she or any specific class of individuals has been or is being subjected to discrimination prohibited by the nondiscrimination and equal opportunity provisions of WIA may file a written complaint by him/herself or by a representative (an attorney or other individual of his or her own choice). This includes discrimination on the basis of race, color, sex, national origin, age, religion, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Workforce Investment Act.

**Note:** State law also provides protection from discrimination on the basis of marital status, application for Workers' Compensation benefits, expunged juvenile record, and association with any person of a particular race, color, sex, national origin, marital status, age or religion. These are *not* covered under the WIA rules, 20 CFR Part 667, and are therefore treated as other WIA grievances.

### **WHEN TO FILE**

The complaint must be filed ***within 180 days from the date of the alleged act of discrimination.*** The Director of the Civil Rights Center (CRC) may extend the filing time for good cause, for the administrative convenience of CRC.

### **WHERE TO FILE**

The complaint may be filed either with The Job Council or with the Civil Rights Center (CRC). The complainant must be given the choice as to which procedure to follow.

Complaints filed with CRC are processed following the procedure described in 29 CFR Part 37, "Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, Section 34.43(g) and Sections 37.70 through 37.88, as applicable.

Additional information about the CRC complaint process is maintained by the Grievance Officer, and is available to individuals who wish to file with DCR.

1. ***If the complainant elects to file the complaint directly with The Job Council, The Job Council's grievance procedure is followed.***

If The Job Council determines that it does not have jurisdiction over a complaint that alleges a violation of the nondiscrimination and equal opportunity provisions of WIA, it notifies the complainant immediately in writing. The notification shall include the basis for the determination, and a statement of the complainant's right to file a written complaint with CRC within 30 days of receipt of the notification.

2. ***If the complainant chooses to file the complaint directly with CRC***, s/he must submit the complaint to:

Director, Civil Rights Center (CRC)  
U. S. Department of Labor  
200 Constitution Avenue NW, Room N-4123  
Washington, DC 20210

(or, if moved, to current address)

To file a complaint with CRC, the complainant may contact CRC for their Complaint Information and Privacy Act Consent Forms to complete and submit. If the complaint is not submitted on CRC's forms, it shall be submitted in writing and shall:

- a) contain the complainant's name and address (or specify another means of contacting him or her);
- b) identify the respondent; and
- c) describe the complainant's allegations in sufficient detail to allow the Director or the recipient, as applicable, to determine whether:
  - i) the complaint was timely filed; and
  - ii) whether the allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of WIA or the implementing regulations.
- d) be signed by the complainant or his/her authorized representative;

## **APPEAL PROCESS**

A complainant who has exhausted The Job Council's grievance procedure for a WIA discrimination complaint may appeal the decision by filing the complaint with the Civil Rights Center. To do so, the complainant must wait until The Job Council issues a decision or until 90 days have passed, whichever is sooner, before filing with CRC. If The Job Council does not provide the complainant with a written decision within 90 days of the filing of the complaint, s/he need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90-day period. If the complainant is dissatisfied with The Job Council's resolution of the complaint, s/he may file a complaint with CRC within 30 days of the date s/he received notice of The Job Council's proposed resolution.

**WIA GRIEVANCES ALLEGING  
SECTION 181 (LABOR STANDARDS)  
VIOLATIONS**

An individual alleging a violation of Section 181 of the Act (labor standards) may elect to submit the grievance to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides (Ref. 20 CFR 667.600). ***In this case, binding arbitration must be selected before, and in lieu of, the WIA grievance procedure.*** Remedies are limited to those listed in Section 181(c)(3) of the Act.

See following page for Section 181 of the Act.

**APPEAL PROCESS**

WIA regulations (20 CFR 667.600 and 667.610) provide for special handling of labor standards violations under Section 181 of the Act. A grievant alleging a Section 181 violation may submit the grievance to the Secretary of Labor if: (1) The Job Council does not give the grievant a written notice within the sixty (60) days, or (2) the grievant is dissatisfied with the decision resulting from The Job Council's grievance procedure.

***If binding arbitration is selected instead of The Job Council's grievance procedure, there is no appeal process available.***



## SEC. 181 REQUIREMENTS AND RESTRICTIONS

### (a) BENEFITS –

#### (1) WAGES –

(A) IN GENERAL – Individuals in on-the-job training or individuals employed in activities under this title shall be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills, and such rates shall be in accordance with applicable law, but in no event less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 USC 206(a)(1)) or the applicable State or local minimum wage law.

(B) RULE OF CONSTRUCTION – The reference in subparagraph (A) to section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 USC 206(a)(1)) –

(i) shall be deemed to be a reference to section 6(a)(3) of that Act for individuals in American Samoa; and

(ii) shall not be applicable for individuals in other territorial jurisdictions in which section 6 of the Fair Labor Standards Act of 1938 does not apply.

(2) TREATMENT OF ALLOWANCES, EARNINGS, AND PAYMENTS – Allowances, earnings, and payments to individuals participating in programs under this title shall not be considered as income for the purposes of determining eligibility for and the amount of income transfer and in-kind aid furnished under any Federal or federally assisted program based on need, other than as provided under the Social Security Act (42 USC 301 et seq).

### (b) LABOR STANDARDS –

(1) LIMITATIONS ON ACTIVITIES THAT IMPACT WAGES OF EMPLOYEES – No funds provided under this title shall be used to pay the wages of incumbent employees during their participation in economic development activities provided through a statewide workforce investment system.

#### (2) DISPLACEMENT –

(A) PROHIBITION – A participant in a program or activity authorized under this title (referred to in this section as a “specified activity”) shall not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of the participation).

(B) PROHIBITION ON IMPAIRMENT OF CONTRACTS – A specified activity shall not impair an existing contract for services or collective bargaining agreement, and no such activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.

(3) OTHER PROHIBITIONS – A participant in a specified activity shall not be employed in a job if –

(A) any other individual is on layoff from the same or any substantially equivalent job;

(B) the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy so created with the participant; or

(C) the job is created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation).

(4) HEALTH AND SAFETY – Health and safety standards established under Federal and State law otherwise applicable to working conditions of employees shall be equally applicable to working conditions of participants engaged in specified activities. To the extent that a State workers’ compensation law applies, workers’ compensation shall be provided to participants on the same basis as the compensation is provided to other individuals in the State in similar employment.

(5) EMPLOYMENT CONDITIONS – Individuals in on-the-job training or individuals employed in programs and activities under this title, shall be provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.

(6) OPPORTUNITY TO SUBMIT COMMENTS – Interested members of the public, including representatives of businesses and of labor organizations, shall be provided an opportunity to submit comments to the Secretary with respect to programs and activities proposed to be funded under subtitle B.

(7) NO IMPACT ON UNION ORGANIZING – Each recipient of funds under this title shall provide to the Secretary assurances that none of such funds will be used to assist, promote, or deter union organizing.

**COMPLAINT OR GRIEVANCE  
REGARDING A WIA SUBRECIPIENT/  
CONTRACTOR**

Each WIA contractor and grantee is to establish and maintain a grievance procedure for complaints and grievances about its programs and activities from participants, subgrantees, subcontractors, and other interested persons. Recipients of WIA financial assistance that employ WIA participants shall provide a complaint procedure relating to the terms and conditions of employment, and are to notify participants of the procedure to be followed. [Workforce Investment Act, Section 144(a)-(b)].

1. ***Individuals who have complaints at the subrecipient/contractor level which allege a violation of the Act, regulations, grant or other agreement under the Act are to be instructed to follow The Job Council's grievance procedure, which will assure that all time limits, notice requirements, etc., are met.***

**Note:** If the individual alleges a violation of Section 181 of the Act (labor standards), s/he may elect to submit the grievance to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides (Ref. 20 CFR 667.600). In this case, binding arbitration must be selected before, and in lieu of, the WIA grievance procedure. Remedies are limited to those listed in Section 181(c)(3) of the Act

2. ***If a complaint is not related to a violation of the Act, regulations, grant or other agreement under the Act, the subrecipient/contractor's own complaint procedure is followed.***

**APPEAL PROCESS**

1. Grievances regarding a subrecipient which are processed following The Job Council's grievance procedure may be appealed the same as other WIA grievances.
2. There is no appeal process for grievances alleging Section 181 violations which are submitted for binding arbitration rather than using The Job Council grievance procedure.
3. A complainant who is not satisfied with the result of a subrecipient level decision on a complaint may file a written **complaint** with The Job Council.
  - a. If the Grievance Officer determines that the complaint is related to a Job Council program or activity, the Job Council **complaint procedure** is followed.
  - b. If the Grievance Officer determines that the complaint is not related to a Job Council program or activity, s/he notifies the Executive Director of this determination. The Executive Director verifies that the determination is correct and notifies the complainant in writing that the complaint is subject to the subrecipient's complaint procedure and does not have standing to be processed under The Job Council Complaint and Grievance Procedures.

## COMPLAINTS

This procedure is used for complaints about Job Council programs, activities, and/or operations that are not required by the funding source or The Job Council Complaint and Grievance Procedures to be processed following another procedure. Complaints may relate to any program or activity operated by The Job Council, regardless of funding source. The **complaint procedure** is identical to the **WIA grievance procedure** with the following exceptions:

1. The complaint is referred to as a **complaint**, rather than a grievance, throughout the procedure/ process.
2. If the complaint relates to a WIA-funded program or activity, the Grievance Officer's written notification to the complainant notes that it has been determined that there is *no* allegation of a violation of the Act, regulations, grant or other agreement under the Act, and therefore the Job Council **complaint procedure** will be followed.
3. For staff complaints, the Employee Personnel Committee may assist with informal resolution and/or resolving disagreements regarding the scheduling and/or impartiality of the hearing, at the employee's request.
4. Timelines may always be waived by mutual agreement of The Job Council and the complainant.

## APPEAL PROCESS

If the complainant is dissatisfied with the Executive Director's decision, s/he may request, within ten (10) days of receiving notice of the decision, that The Job Council review the complaint again to determine if it alleges a violation of the Act, regulations, grant or other agreement under the Act. In this case, the Grievance Officer will again review the complaint to determine if it includes such an allegation.

- a. If it does not, the Grievance Officer notifies the complainant of this in writing, along with a statement that **the Executive Director's decision is final**.
- b. If it does, the Grievance Officer will determine the date of the request to be a new **date of filing** and will commence processing under the **grievance procedure**.

For staff complaints only, the Executive Director's decision may be appealed to The Job Council Board of Directors. The Board of Directors will determine whether and how to proceed, at their discretion. All decisions of the Board of Directors are final.

**NON-WIA COMPLAINTS OF  
DISCRIMINATION**

Individuals who feel they have been discriminated against in a Job Council program or as a result of a Job Council action, but who do **not** meet the requirements for a WIA complaint of discrimination, have other avenues for filing complaints. This is not a comprehensive list, but is provided as a resource to assist in the process.

1. The Job Council **complaint procedure** may be followed, if the individual chooses.
2. For complaints of **employment discrimination** on the basis of race, color, religion, sex, national origin, marital status, age, expunged juvenile record, disability, family relationship, or association with anyone of a particular race, color, sex, national origin, marital status, age or religion, individuals may contact:

Civil Rights Division  
Oregon Bureau of Labor and Industries  
(541) 776-6270 (Medford) or (503) 731-4075 (Portland)

Civil Rights Division staff can assist in determining where and how the particular type of discrimination complaint is to be filed.

3. For complaints of employment discrimination or complaints of **discrimination prohibited by the Americans with Disabilities Act of 1992**, individuals may contact:

U.S. Equal Employment Opportunity Commission  
(800) 669-4000 or (800) 669-6820 (TDD)

**ALLEGATIONS OF  
FRAUD OR OTHER CRIMINAL ACTIVITY**

Upon determining that a complaint alleges fraud, program abuse, or child abuse/neglect, the Grievance Officer will notify the Executive Director immediately.

1. ***WIA Fraud, Program Abuse, or Other Criminal Activity***

Allegations of WIA fraud or program abuse will be reported immediately to the State WIA Administration and the Department of Labor following State WIA Policy #589-40.2. Reportable incidents are as defined by the Department of Labor in "U. S. Department of Labor Special Distribution Bulletin No. 1-85" (included with the State policy).

2. ***Fraud or Program Abuse Involving Other Funding Sources***

Allegations of fraud or program abuse involving programs funded by sources other than WIA will be reported immediately to the funding agency. The Job Council will become involved in investigating the allegations (beyond identifying sufficient facts to make the report to the agency) only as directed to do so by the funding agency.

3. ***Child Abuse or Neglect***

Allegations of suspected child abuse or neglect will be reported ***immediately*** by telephone or in person to the local office of Child Welfare Services or to a law enforcement agency within the County where the person making the report is located at the time of the contact.

4. ***Other Criminal Activity***

When a complaint alleges criminal activity that does not fall into the above categories, the Executive Director shall determine the action to be taken. In making this decision, s/he may consult with law enforcement officials, funding sources, the Job Council attorney, Board of Directors, etc., as appropriate to the situation.

***WIA FRAUD & ABUSE HOTLINE***

Individuals may also report suspected WIA fraud and program abuse directly to the State WIA Administration, at (503) 378-8648 or to the U. S. Department of Labor's Office of Inspector General (OIG) Hotline at (800) 347-3756.

Reports to the Hotline may be made anonymously.

**COMPLAINTS RELATING TO  
THE JOB COUNCIL'S  
CHILD CARE REFERRAL PROGRAM**

Complaints about or by child care providers to whom The Job Council's Child Care Resource Network (CCRN) has made referrals will be processed as outlined in Sections 1 and 2 below. Section 3 outlines the hearing procedure for a provider who objects to being suspended or removed from the CCRN's referral list.

All pertinent information about complaints, including follow-up and resolution/determination, shall be documented clearly in complaint files maintained by the Grievance Officer.

1. ***Complaints Not Alleging Child Abuse or Licensing/ Registration/Certification Violations***

An individual with a complaint about a child care provider that does not include allegations of child abuse or licensing violations may either discuss the complaint with CCRN staff and seek informal resolution or may file a written complaint following The Job Council's regular complaint procedure (page 11). The same procedure will be used for providers with complaints about parent referrals or about any aspect of the CCRN service. Examples of complaints in this category are problems in the parent/provider relationship involving such matters as differences in style, child rearing philosophy, or business disagreements.

CCRN staff will keep a log of complaints brought to their attention but not filed in writing. The log shall include dates, summary of the problem and resolution or lack of resolution. This will enable CCRN staff to identify if there is a pattern of complaints, particularly unresolved complaints, regarding a particular provider or providers. Each time a new complaint is added to the log, a copy shall be forwarded to the Grievance Officer.

CCRN staff may recommend temporary suspension or permanent removal of a provider from the referral list if several parents make the same or similar complaints, if a single complaint is considered serious enough to warrant the action, and/or the provider fails to respond to inquiries or offers of assistance. The Executive Director or designee must approve the suspension or removal action.

2. ***Allegations of Child Abuse or Licensing/Registration/ Certification Violations***

a. **Receipt of Complaint**

A person reporting alleged child abuse (as defined in ORS 419B.010) or licensing/ registration/certification violations by a child care provider on the CCRN referral list may provide information about the alleged abuse/violation either verbally or in writing.

- (1) If the complaint is made in writing, the individual will be asked to provide complete information on the Statement of Complaint/Grievance form, or to include the same information in a written statement.

- (2) If the complaint is made verbally, CCRN staff or The Job Council's Grievance Officer will record the information on the Statement of Complaint/ Grievance.

**Note:** Reports of suspected child abuse should contain the following information: name, age and address of the child and his/her parents or other persons responsible for his or her care; nature and extent of abuse, including any evidence of previous abuse and any explanation given by caretakers for injuries; any other information which might be helpful in establishing the cause of the abuse and for identifying the abuser.

Whether the complaint is received verbally or in writing, the Statement of Complaint/ Grievance will be date-stamped with the date of receipt and the original will be sent immediately to the Job Council Grievance Officer.

**b. Reporting to Authorities**

- (1) Allegations of child abuse will be reported immediately to the local Child Welfare Services (776-6120 or 474-3120) [Ask for a CWS screener.] If after normal work hours, allegations will be reported to a law enforcement agency -Oregon State Police, Sheriff's Department, or city police.
- (2) Allegations of licensing or certification violations will be reported to Child Welfare Services or the local certifier. Allegations of registration violation will be reported directly to Child Welfare Services' family day care phone number, 1-800-556-6616.
- (3) The Statement of Complaint/Grievance will be documented with complete information about the report to Child Welfare Services and/or other authorities: date of report, Job Council staff making the report, name of agency and individual to whom report was made, and any other pertinent information about the contact.
- (4) The Job Council staff making the report will request that a report be made to The Job Council following the agency's investigation.
- (5) Designated Job Council staff will follow up with the responsible agency for a status report on the agency's action/investigation within 10 working days of making the report and periodically thereafter. All follow-up contacts shall be documented in the complaint file.
- (6) Persons reporting alleged abuse or licensing/ registration/certification violations to The Job Council will be advised to report to the proper authorities as well.

**c. Job Council Action on Complaint**

- (1) **Temporary Suspension.** The provider about whom the allegation of child abuse or licensing violations is made shall be temporarily suspended from the Child Care Resource Network's referral list pending the results of an investigation by the responsible authorities.
  - (a) The Job Council Executive Director or designee shall approve the temporary suspension action. The action shall be noted on the Statement of Grievance/Complaint and signed by the Director or designee.

- (b) The Job Council shall notify the provider in writing within ten working days of the suspension, unless the responsible agency requests that the provider not be notified due to the nature of the alleged violation and the agency's planned investigation. Notice to the provider shall include a brief statement of the reason for the suspension, the conditions for lifting the suspension or making it permanent, and the opportunity to appeal the decision.
  - (c) CCRN staff shall be notified immediately of the temporary suspension. Responses to inquiries concerning the provider shall be limited to the information that the provider is not currently included on the CCRN referral list.
- (2) **Investigation.** When the complaint is reported to The Job Council, Job Council staff will make every effort to obtain complete and thorough information for reporting to the proper authorities. Designated Job Council staff will follow up with the responsible agency for a status report on the agency's action/ investigation within 10 working days of making the report and periodically thereafter. All follow-up contacts shall be documented in the complaint file and copies of documentation shall be sent to the Grievance Officer.
- (3) **Determination.** Upon receipt of the results of the responsible agency's investigation, the employee who receives the agency's report shall make a written recommendation, including rationale/justification for the recommendation, to the Executive Director to either lift the suspension or make it permanent. The provider shall be notified in writing of the decision. If the decision is to permanently remove the provider from the referral list, the provider shall be informed of the opportunity to appeal (see Section 3 below).

The written recommendation, determination, and notice to the provider shall be documented in the official complaint file.

### 3. ***Provider Suspension, Removal, Reinstatement and Appeals***

Temporary suspension, permanent removal, and reinstatement of a suspended/removed provider are subject to Executive Director approval. The Executive Director has the authority to suspend or remove any provider from the referral list.

Unless The Job Council is asked not to notify the provider of a suspension or removal action (per subsection 2(c)(1)(b) above), The Job Council shall notify the provider in writing of the suspension or removal, including a brief statement of the reason for the action and notification of the appeal process.

#### a. **Temporary Suspension**

A provider will be temporarily suspended from the CCRN referral list when The Job Council receives an allegation of child abuse/neglect, and may be suspended upon receipt of an allegation of licensing, registration or certification violations by the provider. Reasons for temporary suspension include, but are not limited to, the following:



- (1) receipt from Child Welfare Services of a "negative action report" indicating either a denial or suspension action;
- (2) incidents of child abuse or neglect by a provider or a member of the provider's household or information that the provider is under investigation by licensing or other agencies because of allegations of child abuse or neglect;
- (3) failure by a provider to report indications of child abuse or neglect in accordance with legal reporting requirements;
- (4) unsafe or chronically unsanitary conditions or information that licensing or other agencies are investigating a provider because of allegations of such conditions;
- (5) failure of a provider to abide by licensing or registration regulations;
- (6) discrimination by a provider, for example, in hiring or enrollment practices; or
- (7) a complaint by a parent or other individual about child mistreatment, unsafe conditions, or any other concern considered by the Executive Director to warrant temporary suspension.

**b. Permanent Removal**

Reasons for permanent removal from the CCRN list include, but are not limited to, the following:

- (1) receipt from the Child Welfare Services of a "negative action report" indicating that the provider's registration or listing has been revoked;
- (2) confirmation of complaints justifying temporary suspension (subsection "b" above) or continuing failure to correct conditions underlying such complaints;
- (3) loss of license, registration, or other certification or permits necessary to do business as a provider;
- (4) serious injury to children caused by provider negligence;
- (5) persistent failure to respond to inquiries by CCRN staff concerning complaints, including failure to provide information in a timely manner;
- (6) a history of complaints regarding children's safety, health, or general well-being;
- (7) indication over time that a provider is unable or unwilling to remedy conditions which impair children's safety, health or general well-being; or
- (8) any other situation considered by the Executive Director to be serious enough to warrant permanent removal.

c. **Reinstatement**

Providers are eligible for reinstatement to the CCRN's referral list following permanent removal under two circumstances:

- (1) The provider successfully appeals the removal decision and the Executive Director's decision is to reinstate the provider to the referral list, with or without conditions; or
- (2) After one year of permanent removal, the provider applies for reinstatement and successfully demonstrates that the original cause for removal has been eliminated.

In this case, the provider must apply in writing to the CCRN requesting reinstatement and must provide documentation or other evidence that the cause of removal from the list has been eliminated. **Confirming documentation from Child Welfare Services or other investigating agency will be required as appropriate.**

After thoroughly reviewing the written application, checking with the appropriate authorities as needed, and obtaining any additional information deemed necessary, the CCRN will make a recommendation to the Executive Director either to reinstate the provider or to deny the request. The provider shall be notified in writing of the Director's decision, including the right to appeal using The Job Council's complaint procedure.

The request for reinstatement, documents or other information relied upon in the review, the CCRN's recommendation, the Director's determination, and the notice to the provider shall all be included in the official complaint file.

d. **Provider Appeal Process**

A provider may appeal the suspension or removal action, or the denial of a request for reinstatement, by filing a written complaint with The Job Council following the complaint procedure, page 11.

## **CIVIL ACTIONS & OTHER REMEDIES**

Whenever any person, organization or agency believes that The Job Council has engaged in conduct that violates Federal, State or local law, that person or entity may institute a civil action or pursue other remedies authorized under Federal, State or local law. However, for allegations of a violation of WIA law or regulations, the WIA grievance procedures - including the WIA appeal process - must be exhausted before a suit can be filed. Where there is an allegation that includes both a WIA violation and a violation of a Federal, State or local law, a suit may be filed for the non-WIA cause of action without first exhausting the WIA grievance procedure.

**THE JOB COUNCIL  
STATEMENT OF COMPLAINT/GRIEVANCE**

Submit to any of the following Job Council offices:

100 E. Main St., Suite A  
Medford, OR 97501  
776-5100 (Voice/TDD)  
FAX 618-1036

35 S. Bartlett St.  
Medford, OR 97501  
776-5100 (Voice/TDD)  
FAX 776-5125

815 S. Oakdale St.  
Medford, OR 97501  
776-5100 (Voice/TDD)  
FAX 776-5125

1569 N.E. F. Street  
Grants Pass, OR 97526  
476-1187 (Voice/TDD)  
FAX 476-1180

**BEFORE YOU FILE A COMPLAINT OR GRIEVANCE. . .**

If you have a concern or complaint, you may be able to resolve it by discussing it with Job Council staff. Job Council staff will try to resolve the situation informally whenever possible. This is usually the fastest way to resolve a problem.

**IF YOU DECIDE TO FILE A WRITTEN COMPLAINT OR GRIEVANCE. . .**

Please provide all of the information requested on this form. You are not required to use the form, as long as all of the necessary information is provided in writing. Your complaint will not be processed with incomplete information. The date the **complete** information is received at The Job Council is the **date of filing**.

For reports of suspected child abuse, please use the Report of Suspected Child Abuse form or submit the information specified in the Complaint and Grievance Procedures pamphlet.

Note: In completing the form, "you" refers to the complainant. If someone else is filing a complaint as the complainant's authorized representative, please enter information about the complainant where the form indicates "you" or "your."

Your name	Name of person/organization complaint is against
Your mailing address	Address of person/organization complaint is against
Phone number(s) where you can be reached: Home:                                  Work:                                  Message:  When is the best time to contact you at the above phone numbers?	
<b>Statement of allegations (factual information) and date(s) of occurrence(s)</b> (Attach additional sheets if necessary).	

(OVER)

**If you believe that a provision of the Workforce Investment Act (WIA), WIA regulations, WIA grant or other WIA agreement was violated,** state the provision that you believe was violated. If you believe that a WIA violation occurred, but you do not know the specific regulation or provision, please so indicate in the space below. Using the information you provide, The Job Council will determine if your allegation, if true, would be a WIA violation. [Note: If a WIA violation is alleged, the complaint will be processed as a WIA grievance.]

**If you are alleging discrimination,** indicate the type of discrimination (race, religion, sex, age, disability, etc.)

What would you like done to resolve your complaint?

Signature \_\_\_\_\_ Date \_\_\_\_\_

If signed by complainant's authorized representative, attach a signed statement or other documentation that verifies you are authorized by the complainant to represent him or her.

<b>JOB COUNCIL USE ONLY</b>			
Date received at Job Council	Date received by Grievance Officer	Date of filing	<b>Date notice mailed to complainant</b>
Type of complaint/grievance & procedure to be followed			
Distributed to:			
Comments			

**THE JOB COUNCIL  
REPORT OF SUSPECTED CHILD ABUSE**

Submit to either of the following Job Council offices:

100 E. Main St., Suite A  
Medford, OR 97501  
776-5100 (Voice/TDD)  
FAX 618-1036

35 S. Bartlett St.  
Medford, OR 97501  
776-5100 (Voice/TDD)  
FAX 776-5125

815 S. Oakdale St.  
Medford, OR 97501  
776-5100Voice/TDD)  
FAX 776-5125

1569 N.E. F. Street  
Grants Pass, OR 97526  
476-1187 (Voice/TDD)  
FAX 476-1180

**REPORTING SUSPECTED CHILD ABUSE. . .**

Reports of suspected child abuse may be made either verbally or in writing. The Job Council's role is to facilitate the reporting of suspected child abuse to the proper authorities and to suspend any child care provider suspected of child abuse from the Child Care Resource Network referral list while the situation is investigated.

The reporter's identity will remain confidential to the full extent allowable by law. A person who, in good faith, reports suspected child abuse and who has reasonable grounds for making the report, is immune from any civil or criminal liability that might otherwise occur. The State of Oregon encourages all citizens to report suspected cases of child abuse.

***Provide as much of the following information as possible.***

Reporter's name	Phone number where reporter of suspected abuse can be reached
Reporter's address	Reporter's relationship to the child suspected of being abused

For each child suspected of being abused, please provide the following information

Child's Name	Child's Age	Name(s) of Parent(s) or Other Person(s) Responsible for Child's Care	Child's Address

In whose care was the child/children at the time of the suspected abuse?
--

(OVER)

Describe the suspected abuse, including the type and extent of the abuse. Include any information about previous abuse, if any.

What explanation was given by the person(s) responsible for the child's care at the time of the suspected abuse?

Please provide any additional information that might be helpful in investigating the suspected abuse.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(not required)

**JOB COUNCIL USE ONLY**

Date reported to Job Council	Job Council staff receiving report	Date forwarded to Grievance Officer
------------------------------	------------------------------------	-------------------------------------

Date information was reported to CWS or law enforcement agency. Include agency, name of individual receiving report, & agency phone number.	If person suspected of abuse is a CCRN child care provider, indicate suspension action & date. Attach copy of suspension letter.
---	--

Comments





**Worksystems, Inc.**

WIA Adult & WIA Dislocated Worker

# Data Entry Manual



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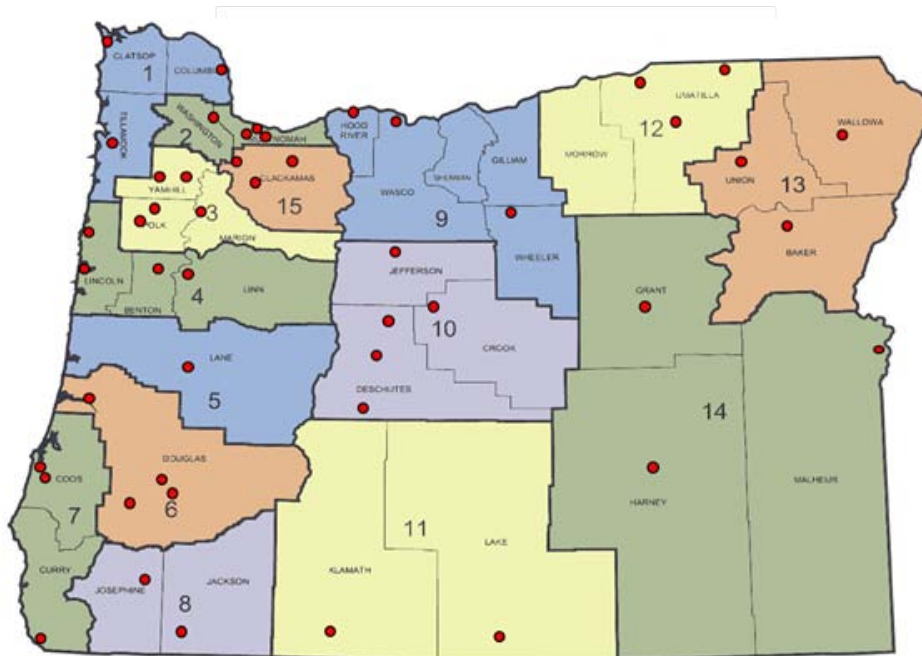
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# About I-Trac

I-Trac is a comprehensive management information system for workforce development programs and is managed by Worksystems, Inc., the Local Workforce Investment Board (LWIB) for the city of Portland, Multnomah and Washington Counties. The I-Trac database is currently tracking customers attached to a variety of grants, including Workforce Investment Act (WIA) for Adults, Dislocated Workers (DW) and Youth for all Local Workforce Investment Boards in Oregon.

Currently in the state of Oregon, an integrated effort has been launched where customers complete an online registration (usually taking place in a WorkSource Oregon center) and customers are screened for eligibility for several grants at one time, including: Trade Act, Migrant Farm Worker, Wagner-Peyser, WIA Adult and WIA DW. This online customer registration data is managed by the State of Oregon; however, eligibility for WIA Adult and DW will import into the I-Trac database for service tracking management in the regions it serves.

**Map of Oregon WorkSource Centers by Region**



**Local Workforce Investment Board by Region List:**

- Region 2: Worksystems, Inc. (WSI)
- Region 3: Job Growers
- Region 4: Community Services Consortium (CSC)
- Region 5: Lane Workforce Partnership (LWP)
- Region 8: The Job Council (TJC)
- Regions 1, 6, 7, 8, 9, 10, 11, 12, 13, 14: The Oregon Consortium – Oregon Workforce Alliance (TOC/OWA)

# WorkSource Customer Registration

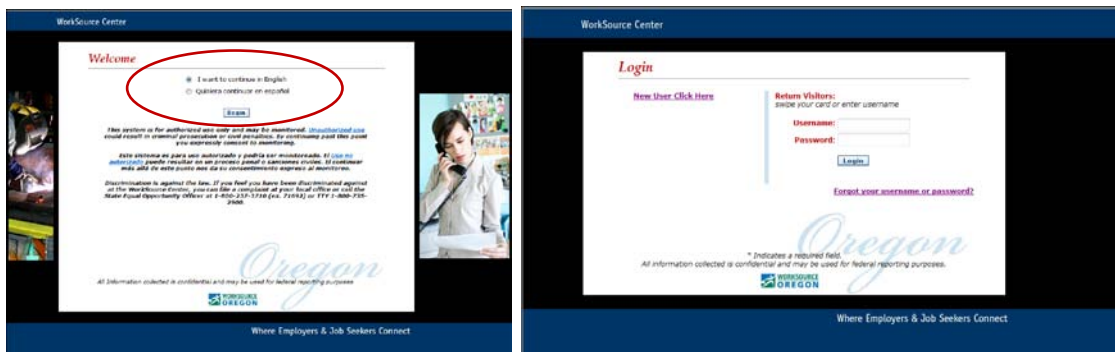
All customers visiting a local WorkSource center experience the same customer registration process throughout Oregon. This registration data is managed by Oregon Employment Department (OED) databases where the eligibility determination is made, and through secure methods, the data is shared with I-Trac.

The following process outlines the steps taken by customers and staff to create a customer record and determine eligibility status in the statewide system (WOMIS) and then is imported to I-Trac for WIA service tracking.

## Customer Registration

All customers complete the WorkSource Oregon customer registration. This online customer registration is accessed through various front end web portals that link to the WorkSource Oregon Customer Registration website.

- 1) Customer follows prompts to sign in using an existing account or create a new account. New customers will be prompted to create a new username and password and complete customer registration. Returning customers will be prompted to use existing login information and WOMIS will determine whether customer needs to complete customer registration or skip customer registration because they are already enrolled.



- 2) Customers that need customer registration will have to answer the customer registration questions. The answers to these questions will be used by the State to determine initial customer eligibility.

## Eligibility Determination

Eligibility elements are collected during the customer registration and the answers are evaluated by WOMIS and eligibility is determined. The eligibility level determines the types of service the customer qualifies to receive. Customer enrollment episodes are only created in I-Trac if they are WIA Adult or WIA DW eligible.

Eligibility Level	Eligibility Elements	Services
Wagner Peyser	Citizen or Legal to Work Agree to self attestation disclaimer	WorkSource Services Self Service & Informational
WIA Adult	Wagner-Peyser Eligibility Elements Age 18+ Males are registered for Selective Service as appropriate	Wagner-Peyser Staff Assisted Services Intensive Services Training Services
WIA DW*	WIA Adult Eligibility Elements One of the following applies: <ul style="list-style-type: none"> <li>Displaced Homemaker</li> <li>Unemployment Insurance Recipient</li> <li>Exhausted Unemployment Insurance</li> <li>Have been laid-off within the past two years</li> <li>Have received a notice of lay-off</li> <li>Were self-employed and now unemployed</li> </ul>	WIA Adult

\*Customers that are WIA DW eligible are co-enrolled in WIA Adult. The enrollment episode is presented as an enrollment in WIA DW only in I-Trac; however, the customer may receive WIA DW and WIA Adult funded services and prioritization of service if applicable.

## Welcome Process

The customer must complete all steps of the Welcome process to be registered in I-Trac. In other words, services cannot be provided or tracked in I-Trac until the following steps are complete.

1. WSO Customer registration completed by the customer or staff (including customer attestation)
2. iMatchSkills record is saved
3. Initial Skills Review is complete OR a deferral is granted by staff in WOMIS
4. Date of Birth (DOB) is verified in WOMIS
5. Debrief service is complete with Welcome Staff and flag is set in WOMIS

# Import Rules & Process

---

There are rules built into I-Trac that determine when a record will be imported and how the enrollment episode is set up. I-Trac will be checking the WOMIS database every one minute for new data to import. Once staff check that the debrief is complete in the WOMIS database, I-Trac will create a WIA Adult or WIA DW enrollment episode as appropriate based on eligibility determined by WOMIS.



**Enrollment Episodes:** I-Trac tracks each enrollment episode separately. If a customer engages in a WIA enrollment episode and is exited from that episode, they will begin a new enrollment episode the next time they engage in the WorkSource center. The new enrollment episode will have new dates and services associated with that enrollment episode.

## Registration Rules

- Customer record will exist in I-Trac at the time the customer completes the online customer registration for the first time.
- The new WIA enrollment episode will exist in I-Trac when staff indicates debrief is complete in WOMIS. This enrollment episode is imported and cannot be added by staff manually. At the point the enrollment episode is created, the customer will be eligible to begin receiving WIA services. Additionally, the customer is fully enrolled in WIA because the first WIA Staff Assisted service 'Welcome Debrief' is automated as being completed at the time the Debrief button is clicked in WOMIS and the data imported.
- Service Provider will be the name of the center where DOB Verification was completed. *If the computer (IP address) is not on file where this verification occurs, the service provider will default to a generic site, 'OnlineSite', which must be edited by staff to specify the name of the center.*
- Application date will be the date the debrief was checked as complete in WOMIS for this enrollment episode.
- Registration date will be the date the debrief was checked as complete in WOMIS for this enrollment episode.
- Participation date (also known as Enrollment Date) is the date of the first WIA Staff Assisted Service. The first service is automated when I-Trac imports the record. The first Staff Assisted Service is called 'Welcome Debrief'. An enrollment episode with a participation date will be considered enrolled and will count in WIA performance.
- Customer information that is collected during the customer registration process cannot be updated by staff in I-Trac. Customers or staff will have to update the customer record in WOMIS and that updated information will import into I-Trac.

## New Customer Registraton Process

Customers that have never been enrolled in WIA Adult or WIA DW, must complete all steps outlined in the Welcome Process before an enrollment will be available in I-Trac. (See WorkSource Customer Registration - Welcome Process section of this manual). Completing debrief in WOMIS is the final step in the process and triggers the enrollment to import to I-Trac. I-Trac will import the enrollment as follows:

1. Service Provider = IP Address associated with the DOB Validation completed most recent to the Debrief
2. Application Date = Debrief Date
3. Registration Date = Debrief Date
4. Participation Date = 'Welcome Debrief' Staff Assisted service that was automated as of the Debrief Date



## Re-registration Process

Customers that have previously been enrolled in WIA Adult or WIA Dislocated Worker (DW) and have been exited from all WIA Adult or WIA DW enrollment episodes in I-Trac (including all regions and 'OnlineSite'), may return for services. Below are the steps for re-registration. It is important that the following steps are completed in order.

1. The customer completes Customer Registration again. This will ensure eligibility is current. Customer should automatically be prompted to update when they login, but if they are not – staff should assist and update customer registration.
2. Staff completes a new DOB Validation in WOMIS. This will trigger I-Trac to import the correct Service Provider (Site) once the debrief occurs.
3. Staff completes a new Debrief in WOMIS. This will trigger I-Trac to import an enrollment.
4. I-Trac will import as follows:
  - a. Service Provider = IP Address associated with the DOB Validation completed most recent to the Debrief
  - b. Application Date = recent Debrief Date
  - c. Registration Date = recent Debrief Date
  - d. Participation Date = recent 'Welcome Debrief' Staff Assisted service that was automated as of the Debrief Date

## Co-enrollment Process

Customers frequently travel between WorkSource centers. I-Trac has rules in place to keep only one active enrollment episode at a time per Local Workforce Investment Board (LWIB) area. The primary reason for only one enrollment per LWIB area is to minimize duplicate enrollments. Additionally, the reason one enrollment is not shared across the state is because each LWIB manages their own set of services and it allows a level of data security and integrity to limit the number of staff accessing and potentially editing other regional data as it relates to performance for that LWIB area. Therefore, staff will have permissions to track WIA service engagement for customers that are enrolled initially at one center and then visit another within their LWIB area, but will not be able to track services in an enrollment episode outside their LWIB area. Below are the processes for tracking WIA service data by circumstance:

### **Customer's active enrollment episode has a Service Provider that is within my LWIB area but is not my site:**

All staff in the LWIB area will have the ability to access and track services under this enrollment as long as there is not an exit date. The Service Provider only indicates where the debrief occurred within the region. Staff can track services to the location they were provided.

### **Customer's active enrollment episode has a Service Provider that is not my site AND is not within my LWIB area:**

Staff will be unable to select the current enrollment and will need to co-enroll the customer. Below are the steps for co-enrollment. It is important that the following steps are completed in order.

1. Staff completes a new DOB Validation in WOMIS. This will trigger I-Trac to import the correct Service Provider (Site) once the debrief occurs.

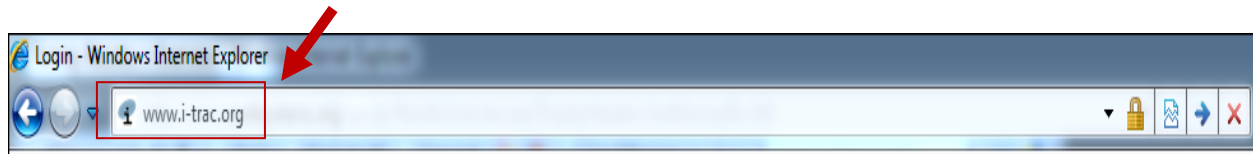
2. Staff clicks Debrief Complete in WOMIS. This will trigger I-Trac to import a new enrollment. (NOTE: WOMIS will not change the Debrief Date because one already exists in the system for the existing enrollment episode. This step is only a trigger for I-Trac to import the record)
3. I-Trac will import as follows:
  - a. Service Provider = IP Address associated with the DOB Validation completed most recent to the Debrief
  - b. Application Date = Debrief Date associated with the first active enrollment episode
  - c. Registration Date = Debrief Date associated with the first active enrollment episode
  - d. Participation Date = 'Welcome Debrief' Staff Assisted service that was automated as of the Debrief Date associated with the first active enrollment episode

# Navigating I-Trac

---

Access I-Trac by going to the following web address using **Internet Explorer** version 6.0 or higher:

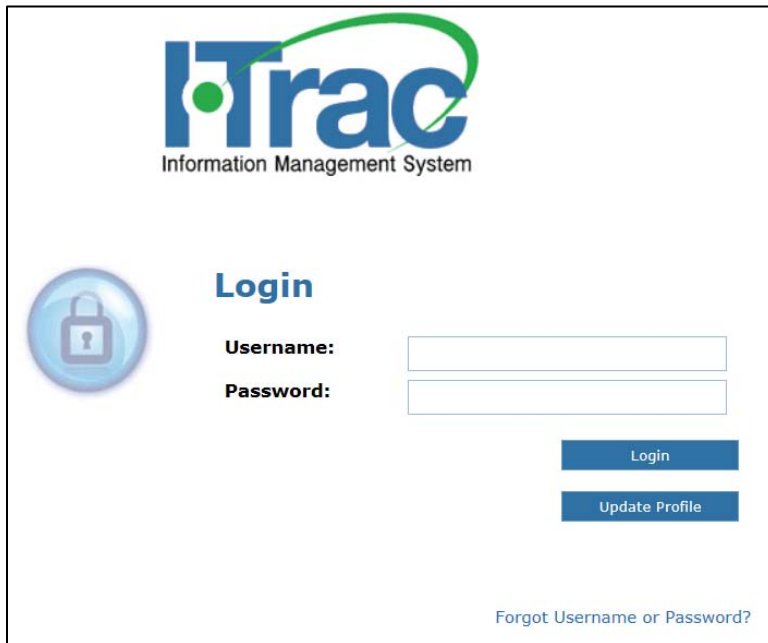
[www.i-trac.org](http://www.i-trac.org)



## Login


The I-Trac Login screen requires entry of a username and password to be able to proceed with the data entry / data management process.

1. Enter your User Name and Password.
2. Click the **Login** button.



**I-Trac**  
Information Management System

**Login**




**Username:**


**Password:**

[Forgot Username or Password?](#)

## Update Profile

To modify a password or update security question and answer, click **Update Profile** instead of logging in. The password must be at least eight characters and contain at least two numbers. First time users login they will be prompted to complete this step upon initial login.





### R2Adult's Profile

If your name or email are incorrect, please contact [support@i-trac.org](mailto:support@i-trac.org).

**Name:** Training, R2Adult

**Email Address:** [jmedhaug@worksystems.org](mailto:jmedhaug@worksystems.org)

---

**Update Password**  
Passwords must be at least 8 characters and contain at least 2 numbers.

**New Password:**

**Confirm Password:**

**Update Security Question**  
User profile must have a security question and answer. Users may modify the question or answer at any time.

**Security Question:**

**Answer:**

## Forgot Username or Password

If staff forgets their username or password, I-Trac offers a link from the login page to retrieve and reset these elements. Staff must enter their employer email address that is on file to be able to execute this request.

## Authentication & Staff Permissions

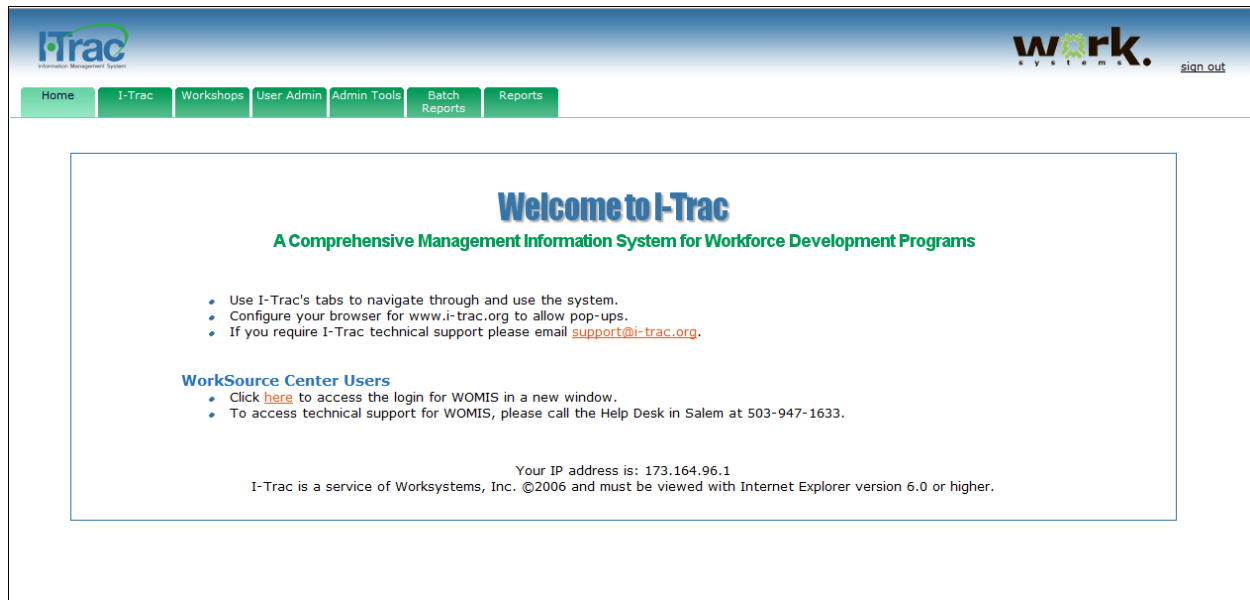
All staff must authenticate (login) to use the I-Trac database. Staff permissions are very complex managed by I-Trac System Administrators and LWIB Managers. Overall, I-Trac assigns staff access levels to the funds and sites they need access to for customer data tracking only; therefore, staff only have access to enrollment data that they have a need to access for completing their job functions. The following provides a general description of these access levels:

- **Read Only** - designed for staff that do not have data entry responsibilities but may have a need to view data for informational or verification purposes.
- **Data Entry** - designed for staff responsible for data entry for all customers at a specific site. Data Entry accounts allow the authorized user to attach/assign staff other than themselves to data records. Delete and edit rights are limited.
- **Admin** - Admin accounts have the highest level of staff authorization. Administrative rights allow the user to correct data previously entered and protected against update. This level of access is issued to an advanced user responsible for validating and correcting data entered by other users whose data access is limited. Most data can be edited or deleted by an admin user.

## I-Trac Home Page

This initial screen is what is referred to as the I-Trac Home page. This serves as the gateway to:

- Data Entry
- Reports
- Help, Support and Feedback
- Messages and Updates



## I-Trac Data Entry Interface

To go to the data entry screens, from the Home page click the green I-Trac tab.



The screenshot shows the I-Trac Beta interface. At the top, there are logos for I-Trac and work. Below the logos is a navigation menu with tabs: Home, I-Trac, Workshops, Reports, Providers, WSO Registration, WIA Documentation, Assessments, Services, Payments, Outcomes, Prosperity Budget, and Case Notes. The main content area displays customer information for Record-B Smith (I-Trac ID: 1262023) and a table of providers. The user is logged in as trainR2adult: R2Adult Training (2,1).

add	Providers	Application Date	Registration Date	Participation Date	Exit Date
<a href="#">edit</a>	WIA WS Adult - WSPM SE - WSPM SE	10/17/2011	10/17/2011	10/17/2011	

The data entry interface (above) consists of a header and tabs. The header section provides the following information:

1. Customer name
2. Customer ID number (system generated)
3. The active/selected Service Provider
4. User identification
5. User authorization level

The header section also contains the following static hyperlinks:

- a. [Find customers](#): returns customer to search screen
- b. [Sign out](#): sign out of current I-Trac session
- c. [Edit customer](#): edit Last Name, First Name, MI, DOB, SSN, Gender
- d. [Reports](#): link to customer reports and enrollment documents
- e. [Tools](#): link to tools like email support, print page, and universal account management

This interface has tabs (also called screens) that are presented procedurally as would an enrollment process flow. The screens have a consistent look and feel throughout; however, specific content may vary between funds.

## Data Controls

These are sections within a screen that serve as the user's access to add and/or edit data. This is accomplished by selecting [add](#) or [edit](#). Once you have a data control open you can [save](#) the data to the database or [cancel](#). Not all fields in a data control are editable. The fields not editable are either accessible elsewhere because they are data elements shared with other programs (Name, SSN, DOB, and Gender) or program rules dictate whether data can be modified.

The screenshot shows a form with several sections. On the left, four red callout boxes point to specific areas of the form:

- Email Control:** Points to the 'add' button above the 'Email Address' field.
- Customer Registration Details Control:** Points to the 'edit' button above the 'Customer Registration Details' section.
- Ethnicity and Race Control:** Points to the 'edit' button above the 'Ethnicity and Race' section.
- Veteran Status Control:** Points to the 'edit' button above the 'Veteran Status' section.

The form itself contains the following sections and fields:

- Email Address:** A single text field.
- Customer Registration Details:** A table with four columns: 'Consent to Release SSN', 'SSN Documentation', 'DOB Documentation', and 'Highest Grade Completed'. Below this table are two rows of fields: 'Legal to Work' and 'Legal to Work Documentation', 'Selective Service', and 'SSR Documentation'.
- Ethnicity and Race:** A single text field.
- Veteran Status:** A table with two columns: 'Veteran Status' and 'Documentation'.

## Control Buttons and Entry

Control buttons are used to initiate an action. The buttons available in I-Trac are: [select](#), [add](#), [edit](#), [save](#), [cancel](#) and [delete](#).

- [select](#): activates the program data for selection or edit.
- [select](#): chooses a selection from a list for data field to be populated. Used in lookups of find fields.
- [add](#): used to add a new data row within a control.
- [edit](#): used in a data control where all data is required or to modify a row of information within a control.
- [save](#) or [cancel](#): you must save or cancel any new data.
- [delete](#): will delete the row of data within a control.
- [find](#): requires you to find or [search](#) for an item in a list.
- [Yellow-shaded fields](#): are the minimum required fields necessary to be completed to initially save the data.
- [Dates](#): can be entered mmddyyyy or click on calendar to select date
- **Error Messages**: indicates there is something wrong with the data you are trying to enter. Read message and try to trouble shoot based on the message feedback.

## Types of Data Entry

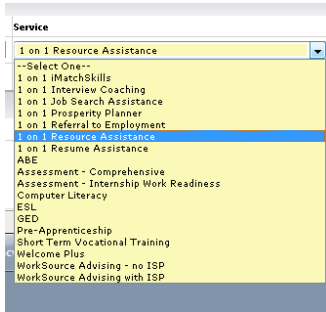
### Text Box

Displays text entered that can be edited by users when data control is activated.

The screenshot shows a text box control. On the left side, there are two buttons: 'save' and 'cancel'. To the right of these buttons is a text input field with the label 'Email Address' above it. The input field is currently empty.

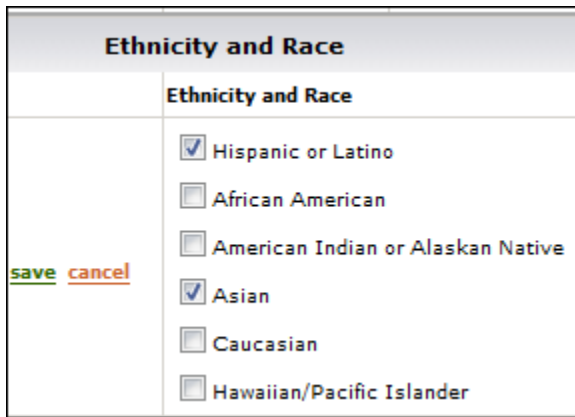
### Drop Down Box

Also called a Combo Box, displays a list of pre-defined selectable items.



### Check Box

Allows for multiple selections within the control and displays as a list upon save.

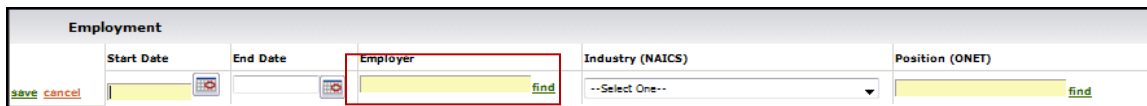


Selected items will be displayed as a list upon save.



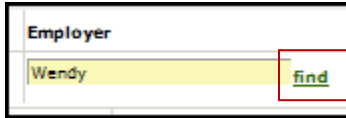
### Lookup Box

Operates like a text box, except the text entered will serve as a keyword search criteria, then the user will click the **find** button right next to this box, after which a Lookup window will be displayed containing search results based on the keyword(s) entered in the lookup box. Once an item is selected from the Lookup window, the selected item will populate the Lookup box.





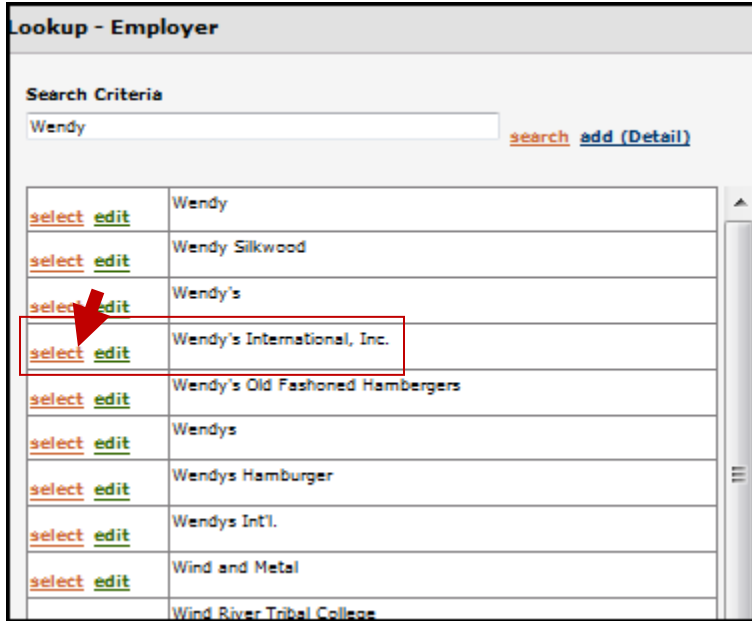
Type in your search criteria and click [find](#)



Employer

Wendy [find](#)

Select from the list, alter search criteria, or add search results to the list if you cannot find what you are looking for. If you [add \(Detail\)](#), it will be added exactly as it is displayed in the Search Criteria box and will be permanently added to the list. Care should be taken that proper spelling and capitalization is used.



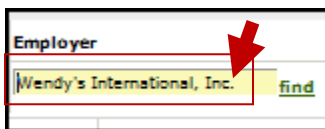
Lookup - Employer

Search Criteria

Wendy [search](#) [add \(Detail\)](#)

<a href="#">select</a> <a href="#">edit</a>	Wendy
<a href="#">select</a> <a href="#">edit</a>	Wendy Silkwood
<a href="#">select</a> <a href="#">edit</a>	Wendy's
<a href="#">select</a> <a href="#">edit</a>	Wendy's International, Inc.
<a href="#">select</a> <a href="#">edit</a>	Wendy's Old Fashioned Hamburgers
<a href="#">select</a> <a href="#">edit</a>	Wendys
<a href="#">select</a> <a href="#">edit</a>	Wendys Hamburger
<a href="#">select</a> <a href="#">edit</a>	Wendys Int'l.
<a href="#">select</a> <a href="#">edit</a>	Wind and Metal
<a href="#">select</a> <a href="#">edit</a>	Wind River Tribal College

Once the record is selected, it will appear in the field.



Employer

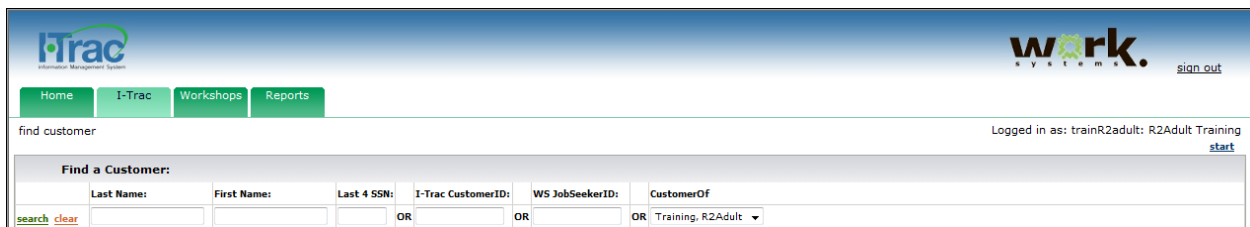
Wendy's International, Inc. [find](#)

# Find Customers in I-Trac

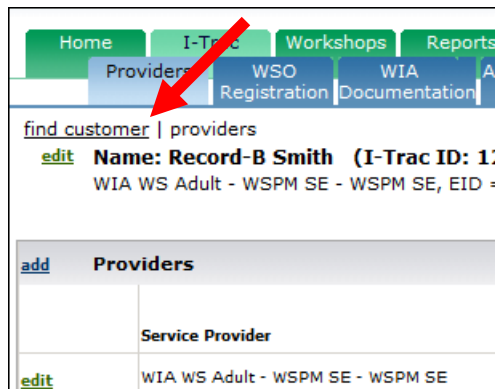
I-Trac customers may be participating in multiple programs that are tracking different information in I-Trac. It is preferred that a customer have **one** customer record in I-Trac, which may have **multiple** enrollments into separate funds/programs. Therefore, new customers to your program may not actually be new customers to I-Trac. Before entering a new customer, always execute a search for that customer to see if they exist. If they do exist, users will simply add the specific program to their record. If they do not exist, users will add the customer to the database and then add the specific program to their record.

## Find a Customer

From the I-Trac Home tab, click the [I-Trac](#) tab or link. This action will open a new window called *Find a Customer*.



This window is also accessible from within the data entry window by clicking the [Find Customer](#) link.



## Search Criteria

This is the data entered to indicate the record(s) to be retrieved. Data can be searched by:

- Last Name
- First Name
- Last 4 SSN
- I-Trac Customer ID
- WS Job Seeker ID
- Customer Of (the staff person assigned to the customer enrollment from the Providers Tab)

The most efficient means of search for an existing individual customer record is by I-Trac Customer ID or WS Job Seeker ID. This will always return only one customer record as it is a unique identifier number assigned when the initial customer record was established.

All records matching the search criteria will be retrieved and displayed in a list. Users have the option of selecting from the names displayed in the list. This is the first step in creating a new customer data record provided the criteria entered did not result to an existing record.

**Search: Find Customer by Name**

The list displayed below is the result of using the last name **test** as the search criteria. This search results in a list of all customers in the database with a last name beginning with **test**.

**Find a Customer:**

Last Name:  First Name:  Birth Date:  Last 4 SSN:  OR  OR  Customers Of:  [search](#) [clear](#)

**Search Results / Add Customer:**

<a href="#">add</a>	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers
<a href="#">I-Trac</a>	Test	123	H	11/27/1989	1073	841260		C-TEC Advisor
<a href="#">I-Trac</a>	Test	97205nexusnichols		8/17/1987	REFUSED	622586	1894827	OnlineSite, Outside In
<a href="#">I-Trac</a>	Test	A	B	1/1/1956	REFUSED	127628	1685510	WSPM SE, WSPM SE, Albany
<a href="#">I-Trac</a>	Test	A	Z	4/15/1990	REFUSED	327504	1767581	YESS, WSPM SE, WSPM East
<a href="#">I-Trac</a>	Test	Abode		5/1/1989	REFUSED	506019	1831018	PCC, OnlineSite
<a href="#">I-Trac</a>	Test	Aby		1/1/1970	0001	570670	1867403	OnlineSite
<a href="#">I-Trac</a>	Test	Abode	A	1/1/1980	6666	118893	1831018	WSPM SE, WSPM SE, Albany

**Search: Expand results or Narrow results**

The more letters provided in First and Last names, the fewer the number of records that will be returned. Fewer letters will return more records.

The list displayed below is the result of using the last name **test** and first name **z-01** as the search criteria. The system retrieved all records with a last name beginning with **Test** and a first name beginning with **z-01**.

Search results that bring back a lot of records will not all be visible. There is a scroll within the search results that will allow you to scroll through the entire list.

**Find a Customer:**

Last Name:  First Name:  Birth Date:  Last 4 SSN:  OR  OR  Customers Of:

**Search Results / Add Customer:**

<a href="#">add</a>	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeeker
<a href="#">I-Trac</a>	Test	Z-01		1/1/1978	REFUSED	514614	1835516

**Search: Find Customer by Customer Of**

The **Customer Of** drop-down allows the user to access all customers that have that staff person’s name established in the ‘Customer Of’ field for the enrollment in the Provider’s control. Staff member names are made available

from the list after he or she is assigned at least one customer. This will return all customer's with that staff member's name as the Customer Of, including enrollments where the customer has been exited.

The Customer Of name can be changed by any user who has either a Data Entry Account or an Administrative Account for the specified Service Provider.

To get this type of list,

1. Clear or delete the Last Name, First Name, and SSN text boxes
2. Select a specific staff name in the **Customer Of** drop-down list (this is defaulted to the user who is currently logged-in)
3. Click the [search](#) button

**Search Results: Customer Results/Open Record**

Search results are displayed where pertinent customer information allows you to determine if this is the correct customer. Click the [I-Trac](#) link to open the customer record. In the example below, the customer needed has the last name **Test** and first name of **Aby**.

Find a Customer:

Last Name:  First Name:  Birth Date:  Last 4 SSN:  OR  OR  Customers Of:  [search](#) [clear](#)

Search Results / Add Customer:

add	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers
<a href="#">I-Trac</a>	Test	123	H	11/27/1989	1073	841260		C-TEC Advisor
<a href="#">I-Trac</a>	Test	97205nexusnichols		8/17/1987	REFUSED	622586	1894827	OnlineSite, Outside In
<a href="#">I-Trac</a>	Test	A	B	1/1/1956	REFUSED	127628	1685510	WSPM SE, WSPM SE, Albany
<a href="#">I-Trac</a>	Test	A	Z	4/15/1990	REFUSED	327504	1767581	YESS, WSPM SE, WSPM East
<a href="#">I-Trac</a>	Test	Abede		5/1/1989	REFUSED	506019	1831018	PCC, OnlineSite
<a href="#">I-Trac</a>	Test	Aby		1/1/1970	0001	570670	1867403	OnlineSite
<a href="#">I-Trac</a>	Test	Abdullah	A	1/12/1988	4222	112223	122223	WSPM SE, WSPM SE, WSPM

**Search Results: Brings no results**

The last name **Test** and the first name **CustomerTest** was used to search for the customer data record as shown in the following image. The search could not find a record with the last name **Test** and a first name **TestCustomer** in the database. This will indicate the customer did not complete the Welcome Process (For more information, see Welcome Process Complete in the WorkSource Customer Registration section of this manual).

find customer

**Find a Customer:**

No Records Were Found for selected Criteria

Last Name: First Name: Last 4 SSN: I-Trac CustomerID: WS JobSeekerID: CustomerOf

test customer OR OR OR Train, DataEntry

**Search Results / Add Customer:**

Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers
-----------	------------	----	------------	------------	-------------------	----------------	-----------

## Add Customer

WIA Adult and WIA DW customers are not added to the database by staff directly. Customer records are imported from the State's WOMIS database after the customer completes the Welcome Process. (For more information, see the WorkSource Customer Registration section of this manual.) The import process from WOMIS to I-Trac takes approximately one minute.

## Edit Customer

Customer information that is collected during the online customer registration process is maintained by Oregon Employment Department and can only be updated in the State's WOMIS data system. Any customer information that is updated in WOMIS will import and update the customer record in I-Trac. (For more information, see WorkSource Customer Registration section of this manual.) The update process from WOMIS to I-Trac takes approximately one minute.

# Providers Tab

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Service Providers are the agencies that have contractual agreements to provide Employment and Training Services by fund. Staff/user permissions and access are set up by Service Provider.

After a new customer has been added OR once an existing customer is selected from the search results window, the system will transition into the main data entry screens with the Providers Tab as the only tab accessible to the user at this point. The Providers tab is accessible by ALL I-Trac users; however, rights will restrict the enrollment episodes or Service Providers that can be selected and then accessed for data tracking. ***If a customer record exists, but the enrollment episode you expect is not visible, the customer has not completed the Welcome Process and a new enrollment episode has not been imported.*** (For more information, see WorkSource Customer Registration section of this manual.)

Once a user selects the provider enrollment episode, all the other remaining (blue) data collection tabs relative to that enrollment episode will become visible.

## Providers Control

The Providers Control tracks all enrollment episodes for this customer and is where enrollment episodes are initially set. The Service Provider is identified by the combination of **[Fund Name – Site Name / Provider Name]**. Each Service Provider entered is considered a separate enrollment. Enrollment episodes may be from different funds or where a customer is enrolled in a fund at different enrollment periods with different dates.

### Fields Definitions

Service Provider: WIA Adult and WIA DW enrollment episodes will be created automatically through the import process of the online customer registration process. (For more information, see WorkSource Customer Registration section of this manual). Service Provider will be the name of the center where DOB Verification was completed. ***If the computer (IP address) is not on file where this verification occurs, the service provider will default to a generic site, 'OnlineSite', which must be edited by staff to specify the name of the center.***

Customer of: This field represents the staff person working with this customer. This field will be blank when customer enrollment episode imports from the WOMIS database. This field is not mandatory to be completed and is usually blank until customers are engaged in intensive and/or training services. I-Trac reports can filter customers by staff person.

Application Date: This date is automated during the import process and is the date the debrief was checked as complete in WOMIS

Registration Date: This date is automated during the import process and is the date the debrief was checked as complete in WOMIS

Participation Date: This date is populated when the first Staff Assisted or Workshop service is added to the WIA enrollment episode on the Services Tab with a status of 'started', 'completed', or 'Attended'. Once the customer has a participation date they are considered 'Enrolled in WIA performance measures'. If a customer never receives a participation date in an enrollment episode, they are never considered to be 'Enrolled in WIA performance' for that enrollment episode.

**Exit Date:** This date is populated from the Program Status control on the Outcomes tab. This date will be automated by I-Trac to be the last date of service when the customer experiences 90 days without a WIA or Wagner Peyser service. This is calculated by the Last Qualifying Oregon Employment Department (LQOED) service date and the Last Qualifying Workforce Investment Act (LQWIA) service date on the WSO Registration Tab.

Providers						
	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
	HOPE - WSI - Mt. Hood Community College	Kauffman, Angelique	6/3/2011	6/3/2011	6/20/2011	8/2/2011
<a href="#">select</a>	WIA WS Adult - WSPM East - WSPM East	Team, Welcome	5/12/2011	5/25/2011	5/25/2011	

### Selecting Existing Enrollment Episode

Staff permissions indicate whether they will be able to access an enrollment. When the provider enrollment selection is activated (by clicking [select](#)), the system opens the data entry screens as blue tabs at the top of the page and also displays informative data for that provider enrollment. The information is displayed in the header which is visible on all screens. The information included is:

- 1) Program / Fund Name
- 2) Site / Provider Name
- 3) Staff assigned to this provider enrollment
- 4) Enrollment ID (EID) Number (system generated)

Staff with WIA access will have ability to select any WIA enrollment with a Service Provider in their own region.

Staff cannot access

Staff can access

Providers						
	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
	HOPE - WSI - Mt. Hood Community College	Kauffman, Angelique	6/3/2011	6/3/2011	6/20/2011	8/2/2011
<a href="#">select</a>	WIA WS Adult - WSPM East - WSPM East	Team, Welcome	5/12/2011	5/25/2011	5/25/2011	

Home
I-Trac
Workshops
Reports

Providers

---

[find\\_customer](#) | providers  
[edit](#) **Name: Record-B Smith (I-Trac ID: 1262023)**

add
Providers

	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
<a href="#">select</a>	WIA WS Adult - WSPM SE - WSPM SE		10/17/2011	10/17/2011	10/17/2011	

Home
I-Trac
Workshops
Reports

Providers
WSO Registration
WIA Documentation
Assessments
Services
Payments
Outcomes
Prosperity Budget
Case Notes

---

[find\\_customer](#) | providers  
[edit](#) **Name: Record-B Smith (I-Trac ID: 1262023)**  
 WIA WS Adult - WSPM SE - WSPM SE, EID = 1846070

add
Providers

	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
<a href="#">edit</a>	WIA WS Adult - WSPM SE - WSPM SE		10/17/2011	10/17/2011	10/17/2011	





# WSO Registration Tab

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This tab reflects the data related to enrollment eligibility and is imported data collected in WOMIS during customer registration. For more information about customer registration process, please see WorkSource Customer Registration section of this manual.

## WIA Adult/DW Program Status Control

This is a read only control which contains data related to the enrollment.

WS Job Seeker ID: this I-Trac customer record was created from this WS Job Seeker ID in WOMIS. This ID cannot be modified.

Application Date: a date imported from WOMIS and is the date the staff indicates debrief was completed in WOMIS.

Registration Date: a date imported from WOMIS and is the date the staff indicates debrief was completed in WOMIS. A registration date must be present for the customer to begin receiving WIA services and indicates the customer has completed all WIA eligibility criteria.

Participation Date: this date reflects the first WIA service entered in the Services Tab of this enrollment episode.

Exit Date: this is the date the customer was exited. If this date is blank, the customer enrollment episode has not been exited. An exit occurs when the customer does not engage in a service for 90 days. The exit is automated by I-Trac as the most recent of the following:

- LQOED Service Date
- LQ Fund Service Date
- LQ Partner Fund Service Date

WIA Documentation Date: this is the date that WIA Documentation was completed. The date comes from the Documentation Completion control on the WIA Documentation Tab.

LQOED Service Date: 'Last Qualifying Oregon Employment Department' Service Date. This date is imported from WOMIS and is the last iMatchSkills or Trade Act (TAA) service date recorded for this customer. This date is considered in the I-Trac automated exit procedure.

LQ Fund Service Date: 'Last Qualifying' Service Date. This date reflects the most recent service date entered into this enrollment. This date is considered in the I-Trac automated exit procedure. This is the most recent date of the following elements:

- Service Start Date
- Service End Date
- Date of a Case Note that Extends Participation

**LQ Partner Fund Service Date:** ‘Last Qualifying’ Fund Service Date in the I-Trac Partner Fund(s). In other words, the fund name(s) listed in this field represent all the funds the customer is co-enrolled in anytime during the WIA enrollment episode. This date is considered in the I-Trac automated exit procedure.

**Definitions Link:** provides definitions for these data elements.

WIA Adult/DW Program Status						definitions
WS Job Seeker ID	Application Date	Registration Date	Participation Date	Exit Date	WIA Documentation Date	
2212712	10/17/2011	10/17/2011	10/17/2011			
LQ OED Service Date	LQ Fund Service Date	LQ Partner Fund Service Date				
10/18/2011	6/4/2012	Fund Name	Last Service Date	Fund Status		
		WIA WS Adult	6/4/2012	Active		

## Customer Contact Control

This is a read only control and is data imported from WOMIS. If this information needs to be updated, it must be updated in the WOMIS database by staff or the customer.

Customer Contact				
	Mailing Address	City	State	Zip
	123 Sample St.	Portland	OR	97201
	Email	Home Phone	Cell Phone	Message Phone

## WSO Eligibility Control

This is a read only control and is data imported from WOMIS. This information is related to customer WIA eligibility for this enrollment. If this information needs to be updated, it must be updated in the WOMIS database by staff or the customer.

Since customers and WorkSource center staff have the ability to modify the customer registration mid enrollment and staff can also modify eligibility, this section will reflect the current eligibility status from WOMIS for the participant. Once the exit occurs, the enrollment’s eligibility will no longer change and any changes in eligibility are reflected as current in any new enrollment episodes if the customer completes registration process.

WSO Eligibility	
Fund	Status
WIA DW	No
WIA Adult	No
Wagner-Peyser	No
Other Eligibility Elements	Status
DOB	1/1/1978
Legal to Work	Yes - Citizen
Gender	Female
Selective Service	Not Required – Female
Dislocation Reason (if DW Eligible)	
Dislocation Date	

## Eligibility Notes Control

This is a read only control and reflects any changes in eligibility that occurs during the lifetime of the enrollment (between Registration Date and Exit Date of this enrollment). An eligibility status change means a customer changed from Adult to DW, DW to Adult, Adult to Not WIA Eligible, or DW to Not WIA Eligible. The message will be reflected as follows: 'Date of update – Eligibility has been changed from  (FUND)  to  (FUND) .'

If a note exists in the enrollment, a pop-up will always appear when the enrollment is selected to view the information provided in this control. Staff should pay attention to this information as it can impact what funds may be spent on services to the customer moving forward and will document allowable expenses based on the eligibility determination date and change data.

Lastly, if the customer's eligibility changes from WIA to Not WIA Eligible, the enrollment will be exited. The customer must receive a new debrief to be re-enrolled if they meet the eligibility criteria.

Eligibility Notes	
	<b>Eligibility Notes</b>
	7/27/2011: Eligibility has changed from WIA WS Adult to WIA WS DW.

## Customer Details Control

This is a read only control and is data imported from WOMIS. This data reflects other demographics data elements collected during the customer registration process that are relevant to WIA and report to the state.

Customer Details	
Name	Status
Ethnicity/Race	American Indian or Alaskan Native, Asian
Family Size	9
Family Low Income	
Highest Grade Completed	High School Diploma
Veteran	No
Employment	Employed

## Welcome Process Complete Control

This is a read only control and is data imported from WOMIS. This data is related to the steps of the welcome process for this enrollment.

Welcome Process Complete	
Name	Status
Initial Skills Review Complete	Yes
Initial Skills Review Deferral	
ID Verification Complete	No
Debrief Complete	
Debrief Date	

# WIA Documentation Tab

---

Documentation of eligibility elements is required to validate the integrity of the workforce system data. The primary purpose of this tab is to document WIA eligibility and determine appropriate priority of service for customers that will engage in WIA intensive and training services. Documentation is not required for the customer to engage in WIA self directed & informational or staff assisted services.

Rules are built into I-Trac service controls to prevent intensive and/or training services from being added to the customer record until all required eligibility elements are documented as appropriate and the Documentation Completion control is populated.

Some eligibility elements may be considered documented with a customer attestation, which is secured during the WSO customer registration process. Where a customer attestation is allowable, the documentation dropdown allows staff to select 'WSO Customer Registration Attestation'.

I-Trac will go through a process to determine the documentation completion status (Documentation Results control), which include Pending Missing Information and WIA Prioritization.

- Pending Missing Information: will indicate the data elements that are missing and required in order to document eligibility.
- WIA Prioritization: will indicate the type of prioritization for this customer.
  - **Veteran**: requires the customer is a documented veteran. If the documentation selected is 'No Document – Eligible/Not Prioritized', then the customer is a non-documented veteran and priority cannot be provided. (WIA Adult or WIA DW funds)
  - **Low Income**: requires the customer is documented low income. (WIA Adult funds only)
  - **Public Assistance**: requires the customer is a documented public assistance recipient. If the document selected is 'No Document – Eligible/Not Prioritized', then the customer is a non-documented public assistance recipient and priority cannot be provided. (WIA Adult funds only).

Documentation is complete when staff enters a date and staff name into the Documentation Completion control. I-Trac rules will prevent staff from being able to do this until all missing information has been entered. Once this step is complete, all controls are locked and cannot be modified.

## WIA Adult/DW Program Status Control

This is a read only control which contains data related to the enrollment.

WS Job Seeker ID: this I-Trac customer record was created from this WS Job Seeker ID in WOMIS. This ID cannot be modified.

Application Date: a date imported from WOMIS and is the date the staff indicates debrief was completed in WOMIS.

Registration Date: a date imported from WOMIS and is the date the staff indicates debrief was completed in WOMIS. A registration date must be present for the customer to begin receiving WIA services and indicates the customer has completed all WIA eligibility criteria.

**Participation Date:** this date reflects the first WIA service entered in the Services Tab of this enrollment episode.

**Exit Date:** this is the date the customer was exited. If this date is blank, the customer enrollment episode has not been exited. An exit occurs when the customer does not engage in a service for 90 days. The exit is automated by I-Trac as the most recent of the following:

- LQOED Service Date
- LQ Fund Service Date
- LQ Partner Fund Service Date

**WIA Documentation Date:** this is the date that WIA Documentation was completed. The date comes from the Documentation Completion control on the WIA Documentation Tab.

**LQOED Service Date:** 'Last Qualifying Oregon Employment Department' Service Date. This date is imported from WOMIS and is the last iMatchSkills or Trade Act (TAA) service date recorded for this customer. This date is considered in the I-Trac automated exit procedure.

**LQ Fund Service Date:** 'Last Qualifying' Service Date. This date reflects the most recent service date entered into this enrollment. This date is considered in the I-Trac automated exit procedure. This is the most recent date of the following elements:

- Service Start Date
- Service End Date
- Date of a Case Note that Extends Participation

**LQ Partner Fund Service Date:** 'Last Qualifying' Fund Service Date in the I-Trac Partner Fund(s). In other words, the fund name(s) listed in this field represent all the funds the customer is co-enrolled in anytime during the WIA enrollment episode. This date is considered in the I-Trac automated exit procedure.

**Definitions Link:** provides definitions for these data elements.

WIA Adult/DW Program Status							<a href="#">definitions</a>
WS Job Seeker ID	Application Date	Registration Date	Participation Date	Exit Date	WIA Documentation Date		
2212712	10/17/2011	10/17/2011	10/17/2011				
LQ OED Service Date	LQ Fund Service Date	LQ Partner Fund Service Date					
10/18/2011	6/4/2012	Fund Name	Last Service Date	Fund Status			
		WIA WS Adult	6/4/2012	Active			

## Birth Date Control

Date of Birth (DOB) is an eligibility element and will import from WOMIS. Staff selects the DOB Documentation as appropriate. DOB is read only data from WOMIS. If the DOB is inaccurate, it must be modified through WOMIS.

To enter data: click [edit](#), enter data and click [save](#)

<a href="#">edit</a>	Birth Date	
	<b>DOB</b>	<b>DOB Documentation</b>
	4/24/1991	

Birth Date		
	DOB	DOB Documentation
<a href="#">save</a> <a href="#">cancel</a>	4/24/1991	Government issued photo ID

## Legal to Work Control

Legal to work is an eligibility element. Legal to Work status is read only data from WOMIS. If the status is inaccurate, it must be modified through WOMIS. Staff selects the Legal to Work Documentation as appropriate.

To enter data: click [edit](#), enter data and click [save](#)

Legal To Work		
	Legal to Work	Legal to Work Documentation
<a href="#">edit</a>	Yes - Citizen	

Legal To Work		
	Legal to Work	Legal to Work Documentation
<a href="#">save</a> <a href="#">cancel</a>	Yes - Citizen	I-9 Acceptable Documents

## Selective Service Control

Selective Service is an eligibility element. Selective Service status is read only data based on customer gender and age imported from WOMIS. If gender and age are inaccurate, staff must modify this data in WOMIS. Selective Service Documentation is a dropdown to be selected by staff only where the customer Selective Service status is 'Required to Register'.

To enter data: click [edit](#), enter data and click [save](#). NOTE: There will not be an edit where Selective Service is 'Not Required'

Selective Service		
	Selective Service	Selective Service Documentation
<a href="#">edit</a>	Required	

Selective Service		
	Selective Service	Selective Service Documentation
<a href="#">save</a> <a href="#">cancel</a>	Required	WSO Customer Registration Attestation

## Dislocated Worker Control

This control reflects the dislocation information for this customer. The dislocation date and dislocation type will be imported by WOMIS. If this needs to be changed it must be updated by staff in WOMIS. Dislocated worker documentation is selected by staff as appropriate. This control will have no data if the customer is enrolled in WIA Adult.

To enter data: click [edit](#), enter data and click [save](#). NOTE: There will not be an edit where the customer is enrolled in WIA Adult.

<a href="#">edit</a> <b>Dislocated Worker</b>			
<p>This section reflects dislocation status at the time of documentation completion. If this enrollment status changes after documentation completion due to a change in WSO eligibility determination, WSO Customer Registration Attestation is the accepted document; therefore, information in this section will not be updated.</p>			
Dislocation Date	Dislocation Type	Dislocated Worker Documentation	
1/14/2008	Displaced Homemaker		

<b>Dislocated Worker</b>			
<p>This section reflects dislocation status at the time of documentation completion. If this enrollment status changes after documentation completion due to a change in WSO eligibility determination, WSO Customer Registration Attestation is the accepted document; therefore, information in this section will not be updated.</p>			
Dislocation Date	Dislocation Type	Dislocated Worker Documentation	
1/14/2008	Displaced Homemaker	WSO Customer Registration Attestation ▼	

## Veteran Status Control

Veteran Status is a priority of service data element. For a veteran to benefit from the priority of service, they must be able to document veteran status. If a veteran does not document their veteran status, they may still identify as a veteran and be eligible for services; however, the status will not be reported to the state or DOL.

Veteran Status fields (including campaign veteran, disabled veteran, and recently separated veteran) will be read only data imported from WOMIS. If the status needs to be updated, the customer or staff must update in WOMIS. Staff selects the Documentation as appropriate only where Veteran Status is 'Yes'.

To enter data: click [edit](#), enter data and click [save](#). NOTE: There will not be an edit where Veteran Status is 'No'

<a href="#">edit</a> <b>Veteran Status</b>	
<b>Veteran Status</b>	Yes - 180 Days or Less
<b>Documentation</b>	
<b>Campaign Veteran</b>	No
<b>Disabled Veteran</b>	No
<b>Recently Separated Veteran</b>	No

Veteran Status	
<a href="#">save</a> <a href="#">cancel</a>	<b>Veteran Status</b> Yes - 180 Days or Less <b>Documentation</b> DD-214 Military Separation Record <b>Campaign Veteran</b> <input checked="" type="radio"/> No <input type="radio"/> Yes <b>Disabled Veteran</b> <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Yes - Special Disabled <b>Recently Separated Veteran</b> <input checked="" type="radio"/> No <input type="radio"/> Yes - Discharged within 4 years

## Low Income Control

Low income status is a priority of service data element. Low income status will import from WOMIS. If the low income status needs to be changed, the customer or staff must update this information in WOMIS. Low Income Documentation is selected by staff as appropriate when the Low Income status is 'Yes'. If a low income participant chooses not to provide documentation, they are still eligible to receive services; however, the status will not be reported to the state or DOL and they will not receive the priority of service.

To enter data: click [edit](#), enter data and click [save](#). NOTE: There will not be an edit where Low Income status is 'No'

Low Income	
Low Income	Low Income Documentation
Yes	

Low Income	
Low Income	Low Income Documentation
<a href="#">save</a> <a href="#">cancel</a> Yes	WSO Customer Registration Attestation

## Public Assistance Control

Public Assistance is a priority of service data element. Each public assistance type will be imported by WOMIS. If this needs to be changed, the customer or staff must update this status in WOMIS. Public Assistance Documentation is selected by staff when the Public Assistance status is not 'None'. If a public assistance participant chooses not to provide documentation, they are still eligible to receive services; however, the status will not be reported to the state or DOL and they will not receive the priority of service.

To enter data: click [edit](#), enter data and click [save](#). NOTE: There will not be an edit where Public Assistance status is 'None'



Public Assistance		
	Public Assistance	Public Assistance Documentation
<a href="#">edit</a>	Food stamp recipient anytime in last six months	
<a href="#">edit</a>	Receiving Supplemental Security Income	

Public Assistance		
	Public Assistance	Public Assistance Documentation
<a href="#">edit</a>	Food stamp recipient anytime in last six months	No Document - Eligible/Not Prioritized
<a href="#">save</a> <a href="#">cancel</a>	Receiving Supplemental Security Income	No Document - Eligible/Not Prioritized ▼

## Documentation Results Control

**Missing Information:** This is a read only field. Data elements have been determined as required for the program/fund. This field is looking to see that all data elements have been entered for documentation to be complete. This field will begin with a list of all information that is missing in a new record. As data elements are saved, they will be removed from the field. For documentation completion to occur, this field should state '(none).'

**WIA Prioritization:** This is a read only field and indicates the type of WIA prioritization for this customer. If the customer does not qualify for WIA Prioritization, the field will state 'Eligible/Not Prioritized'.

- **Veteran:** requires the customer is a documented veteran. If the documentation selected is 'No Document – Eligible/Not Prioritized', then the customer is a non-documented veteran and priority cannot be provided. (WIA Adult or WIA DW funds)
- **Low Income:** requires the customer is documented low income. (WIA Adult funds only)
- **Public Assistance:** requires the customer is a documented public assistance recipient. If the document selected is 'No Document – Eligible/Not Prioritized', then the customer is a non-documented public assistance recipient and priority cannot be provided. (WIA Adult funds only).

Example A: Information is missing

Documentation Results		
	Missing Information	WIA Prioritization
	Dislocated Worker Documentation, DOB Documentation, Legal to Work Documentation, Low Income Documentation, Public Assistance Documentation, Selective Service Documentation, Veteran Documentation	

Example B: No information is missing

Documentation Results		
	Missing Information	WIA Prioritization
	(All required registration information has been entered)	(Eligible/Not Prioritized)

Example C: Priority of Service

Documentation Results	
<b>Missing Information</b>	<b>WIA Prioritization</b>
(All required registration information has been entered)	Public Assistance

## Documentation Completion Control

This is the data control where documentation is finalized. The edit link will not be available to enter the registration dates until the following is true.

- 1) Customer has a Participation Date (set by having at least one WIA Staff Assisted Service), and
- 2) The Documentation Results control reflects Missing Information as '(none)'

The staff names that appear in the dropdown Documented By are established through the user permissions/rights set up. For the documentation to be complete, the staff that collects and reviews the documentation must save their name in the Documented By field.

The Documentation Location will indicate the WorkSource Center location in which documentation was collected and copies filed.

Once documentation date, staff, and location record is complete, all of the following will occur:

- 1) All data elements on the tab will be locked from future editing
- 2) An Intensive service 'WIA Documentation' will be automated as complete
- 3) Staff will have the ability to add Intensive services
- 4) Staff will have the ability to add Training services

If these documentation data elements need to be edited, only I-Trac support can assist.

To enter data: click [edit](#), enter data and click [save](#)

Documentation Completion			
	Date	Documented By	Documentation Location
<a href="#">edit</a>			

Documentation Completion			
	Date	Documented By	Documentation Location
<a href="#">save</a> <a href="#">cancel</a>	09/19/2011	Training, R2Adult ▼	WSPM B-H ▼

# Assessments Tab


This tab maintains all assessment tracking. Rules are built into I-Trac that allows assessments to be entered that were conducted up to one year prior to application. Assessments that occur after WIA participation will count as a WIA Assessment Service and be automated to the Universal Services & Assessments control on the services tab

## Initial Skills Review Control

Initial Skills Review scores may be entered manually by staff. These scores also appear in the customer's WOMIS record.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Initial Skills Review				
	Date	Applied Mathematics	Locating Information	Reading for Information
<a href="#">edit</a> <a href="#">delete</a>	9/8/2010	2	0	5

Initial Skills Review				
	Date	Applied Mathematics	Locating Information	Reading for Information
<a href="#">save</a> <a href="#">cancel</a>	09/16/2011 	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>
<a href="#">edit</a> <a href="#">delete</a>	9/8/2010	2	0	5

## NCRC - National Career Readiness Certificate Control

Staff will add test scores for each NCRC test taken and I-Trac will indicate certificate levels as scores are entered:

- **Bronze Certificate:** Minimum of a level 3 score on all 3 test types
- **Silver Certificate:** Minimum of a level 4 score on all 3 test types
- **Gold Certificate:** Minimum of a level 5 score on all 3 test types
- **Platinum Certificate:** Minimum of a level 6 score on all 3 test types

Customers can earn multiple certificates. Tests that count for one certificate may be applied to future certificates. Customer can skip certificate levels (ie earn Bronze with scores of 3-5-5 and then increase the score of 3 to a 5 and earn the Gold without earning the Silver). Customers cannot earn a lower certificate level (ie. earn a Silver Certificate with scores of 4-4-3 and then decrease scores in both subjects where a 4 was earned before and now 3's are earned, I-Trac will not issue a Bronze Certificate). To enter data: click [add](#), enter data and click [save](#)

[add](#) **NCRC - National Career Readiness Certificate**

Date	Test Name	Score	Location
------	-----------	-------	----------

**NCRC - National Career Readiness Certificate**

Date	Test Name	Score	Location
09/16/2011	Applied Mathematics	3	WSPM East

[save](#) [cancel](#)

Once the first record is saved, the sub-header will appear with the Certificate Status. Pending will change to Passed on 'Date' once the certificate is attained.

[add](#) **NCRC - National Career Readiness Certificate**

**Certificate Status:**  
 Platinum Certificate: Pending  
 Gold Certificate: Passed on 11/15/2010  
 Silver Certificate: Pending  
 Bronze Certificate: Passed on 11/1/2010

Date	Test Name	Score	Location
11/15/2010	Reading for Information	5	Other
11/1/2010	Locating Information	5	Other
11/1/2010	Applied Mathematics	5	Other
11/1/2010	Reading for Information	3	Other

Once a certificate is attained and the certificate status indicates 'Passed on date', an NCRC Certificate will be automated in the Credentials Control as a read only data element. Any modifications needed to the Credential must be made through the NCRC – National Career Readiness Certificate control.

**Credentials**

Date	Credential	Status	Documentation
11/15/2010	NCRC Certificate	Attained	Certificate
11/1/2010	NCRC Certificate	Attained	Certificate

## Basic Skills Tests Control

Allows staff to track formal basic skills assessments. When the staff enters the score of the assessment, I-Trac will calculate the EFL (Educational Functioning Level) and Grade Level for the specific Test Name and Test Type.

To enter data: click [add](#), enter data and click [save](#)

[add](#) **Basic Skills Tests**

Date	Test Name	Test Type	Score	Grade Level	EFL	Location
------	-----------	-----------	-------	-------------	-----	----------

**Basic Skills Tests**

Date	Test Name	Test Type	Score	Grade Level	EFL	Location
09/16/2011	CASAS	Reading	214			WSPM East

[save](#) [cancel](#)

<a href="#">add</a> <b>Basic Skills Tests</b>							
	Date	Test Name	Test Type	Score	Grade Level	EFL	Location
<a href="#">edit</a> <a href="#">delete</a>	9/16/2011	CASAS	Reading	214	3rd	5	WSPM East

# Services Tab

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Services are entered once a customer meets the required eligibility and registration protocols defined by the fund. Rules are built into I-Trac that requires staff to follow the progression of service program rules and documentation requirements for intensive and training services. Many of the rules outlined below are specific to WIA Adult and WIA DW funds. I-Trac uses sub-headers and error messages to relay these rules to staff entering data.

## **Progression of Service Rules:**

- Completion of the Welcome process qualifies as the first **Self Service & Informational** service.
- The first **Staff Assisted** service with a status of 'started', 'completed' or 'Attended' will set the participation date and the customer is enrolled in WIA performance.
- A customer must complete WIA Documentation (see WIA Documentation Tab) before **Intensive, Training, or Internship/OJT** services can be entered.
- When WIA Documentation is completed (see WIA Documentation Tab), the first **Intensive** service will be automated by I-Trac. This automated **Intensive** service is needed before additional **Intensive, Training or Internship/OJT** services can be entered by staff

## **Service Status and Date Rules:**

- **Start Date:** the actual start date of the service. This can be a future date.
- **End Date:** is only entered when the service is actually ended . Cannot be a future date.
- **Status:** select from dropdown.

**Next Step:** indicates the service is planned or scheduled to begin in the future. The Start Date must be a greater than or equal to today's date.

**Started:** indicates the service has started and has not yet ended. The Start Date can only be between the Registration Date and today's date.

**Completed:** indicates the service is completed successfully. The Start and End Dates must be between Registration Date and today's date.

**Not Completed:** indicates the service had some level of activity and was not completed successfully. The Start Date and End Date must be between Registration Date and today's date.

**Cancelled:** indicates the customer was intended to participate in the service or workshop and did not participate. The start date must be between Registration Date and today's date. End date is not required.

**Attended:** specific to workshops control only and indicates the customer 'attended' the workshop. The date is relative to the workshop date and must be between Registration Date and today's date.

**No Show:** specific to workshops control only and indicates the participant registered to attend the workshop and did not cancel prior to the workshop date and did not attend. The date is relative to the workshop date and must be between Registration Date and today's date.

## **Service Payment Rules:**

Some payments are dependent on services. If the service is going to have a related payment, the service detail must be entered in the service control first. The service must have started and not completed. The service will then appear in the Payment Types dropdown on the Payments Tab for Direct Payments and Partner Payments.

Services that have a Service Payment saved on the Payments Tab cannot be deleted before the payment is deleted or unattached from the service.

## Partnering Agency Control

This control is regionally available. This control is used to flag participants that are engaged in contracted WIA partnerships.

To enter data: click [add](#), enter data and click [save](#)

Partnering Agency				
	Start Date	End Date	Partner	Reference
<a href="#">add</a>				

Partnering Agency				
	Start Date	End Date	Partner	Reference
<a href="#">save</a> <a href="#">cancel</a>	09/16/2011		NAYA-HF	

## Staff Assisted Control

This control tracks services that are categorized as Staff Assisted. The first Staff Assisted service will set the Participation Date for the WIA enrollment.

To enter data: click [add](#), enter data and click [save](#)

Staff Assisted					
	Start Date	End Date	Service	Status	Location
<a href="#">add</a>					

Staff Assisted					
	Start Date	End Date	Service	Status	Location
<a href="#">save</a> <a href="#">cancel</a>	09/16/2011		GED Referral	Started	WSPM B-H

## Workshops Control

This control is regionally available. This control allows staff to register customers for workshops. Customer workshop registrations will appear on a roster for that workshop occurrence within the Workshop Admin Tab (for more information, see Workshop Admin section of this manual) and are viewable for the customer within the Local WorkSource Website (for more information, see Local WorkSource Website section of this manual).

Workshops that are categorized as 'Staff Assisted' have the ability to set the Participation Date. The first staff assisted workshop will set the Participation Date for the WIA enrollment.

Once a Workshop record exists, Workshops can be updated as follows:

- Saved attendance rosters in the Workshop Admin Tab will update the customer’s status and result
- When a workshop is cancelled by staff in this control, the status will automatically change from Next Step to Workshop Cancelled.
- When a customer cancels a workshop from the Local WorkSource website, the status will automatically change from Next Step to Cancelled.

To enter data: click [add](#)

<a href="#">add</a>	Workshops						
Location	Workshop	WorkshopID	Date/Time	Room	Status	Result	

A popup window ‘Find a Workshop’ will appear. Select data as appropriate and click [show results](#).

- **Start Date**: enter the earliest date of your search. If user is entering this data after the date of the workshop, it is important to change this start date to be prior to the date of the workshop.
- **Select Location(s)**: select one or all locations
- **Select Workshop(s)**: lists workshops dynamic to the location selected. Select one.
  - **SPECIAL NOTE**: If your search is too broad, you may not see all the actual results because the search results will only bring back the top 20 that match by date. If it brings back 20 results and you cannot find what you are looking for, it would be best to narrow your search by choosing fewer locations.
- **OR Workshop Occurrence ID**: users can enter the workshop occurrence ID if you have that available to find the specific workshop.

Search results will bring back the best 20 results that match this criteria. Results will be limited to those workshops that will occur within the next 45 days.

Select one or more workshops by checking boxes. Click [save selected workshops](#).

**SPECIAL NOTE**: If customer is already registered for the workshop, the box will be gray with a check in it. You will not be able to select that box.



**Find a Workshop** X

Start Date: 11/25/2009    Location: WSPM Beaverton-Hillsboro    Workshop: Interview Workshop    OR    Workshop Occurrence ID:

[show results](#)   [clear](#)

---

**Search Results**

[save selected workshops](#)

Select	Location	Workshop	Date	Start Time	End Time	Room	WOID
<input checked="" type="checkbox"/>	WSPM Beaverton-Hillsboro	Interview Workshop	12/1/2009	1:00 PM	3:00 PM	Room 107	1296
<input type="checkbox"/>	WSPM Beaverton-Hillsboro	Interview Workshop	12/8/2009	1:00 PM	3:00 PM	Room 107	1297
<input type="checkbox"/>	WSPM Beaverton-Hillsboro	Interview Workshop	12/15/2009	1:00 PM	3:00 PM	Room 107	1298
<input type="checkbox"/>	WSPM Beaverton-Hillsboro	Interview Workshop	12/22/2009	1:00 PM	3:00 PM	Room 107	1299

[save selected workshops](#)   [close](#)

Licensed Practical / Vocational

The window will close and all the selected workshops will appear in the customer's record with a status of Next Step and a blank result.

<a href="#">add</a> Workshops									
	Location	Workshop	WorkshopID	Date	Start Time	End Time	Room	Status	Result
<a href="#">edit</a> <a href="#">delete</a>	WSPM Beaverton-Hillsboro	Interview Workshop	1296	12/1/2009	1:00 PM	3:00 PM	Room 107	Next Step	

## Intensive Control

This control tracks intensive services. Staff will be unable to add a service before WIA Documentation is complete. I-Trac will reflect this rule with a sub-header until WIA Documentation is complete. When WIA Documentation is complete, a service will be automated as the first Intensive service. The service name will vary from region to region and cannot be modified without permissions.

To enter data:

Intensive					
Intensive services require documentation completion on WIA Documentation tab prior to service start date					
Start Date	End Date	Service	Status	Documentation Location	

Staff completes WIA Documentation and the first service is automated. click [add](#), enter data and click [save](#)

<a href="#">add</a> Intensive					
Start Date	End Date	Service	Status	Location	
9/19/2011	9/19/2011	Worksource Advising - WIA Documentation	Completed		

Intensive						
	Start Date	End Date	Service	Status	Location	
save cancel	09/19/2011		ESL	Started	WSPM B-H	
	9/19/2011	9/19/2011	Worksource Advising - WIA Documentation	Completed		

## Training Control

This control tracks training services and other pertinent information related to training. Staff will be unable to add a service before WIA Documentation is complete. I-Trac will reflect this rule with a sub-header until WIA documentation is complete.

Start Date: defined above at the beginning of this section.

End Date: defined above at the beginning of this section.

Target End Date: the date the training is expected to end.

Type: dropdown regional list – usually relates to the payment vehicle

Service: dropdown list is dependent on the Type selected. If type is not selected, there will not be an option to select a service. The Service list is a regional list. See regional service definitions.

Status: defined above at the beginning of this section

Target Industry: dropdown list is dependent on Type selected. If type is not selected, there will not be an option to select a service. The Target Industry list is a regionally established list.

Industry (NAICS): dropdown list of the top 2-digit NAICS code descriptions. Select the industry of training and expected employment. This field will be used to calculate ‘Training Related Employment’.

Target Position (ONET): lookup field to ONET codes and position descriptions. Select the position this training is related to and the position the customer expects to get when placed in employment. This field will be used to calculate ‘Training Related Employment’.

Course of Study (CIP): lookup field to CIP codes and descriptions. Select the Course of Study that best relates to this training.


Training Provider: lookup field to Institutions. Select the institution providing the training course.

Course Name: optional text field. Type the specific course name.

Pell Recipient: dropdown list. Status may change at any time by editing the record.

Location: dropdown list. Select the location setting up the service.

To enter data:



**Target End Date** will not automatically keep the enrollment from exit. It is still required that staff attach a case note to this open ended service at least every 90 days if there is no other engagement in the record that will keep it from an exit.

Training						
Training requires completion of an Intensive Service prior to service start date						
Start Date	End Date	Target End Date	Type	Service	Status	
Target Industry			Industry (NAICS)			
Target Position (ONET)			Course of Study (CIP)			
Training Provider			Course Name			
Pell Recipient		Location				

Staff completes WIA Documentation. Click [add](#), enter data and click [save](#)

Training						
Start Date	End Date	Target End Date	Type	Service	Status	
Target Industry			Industry (NAICS)			
Target Position (ONET)			Course of Study (CIP)			
Training Provider			Course Name			
Pell Recipient		Location				

Training						
Start Date	End Date	Target End Date	Type	Service	Status	
09/19/2011		11/24/2011	Non-ITA	Occupational Skills Training (Non-ITA)	Started	
Target Industry			Industry (NAICS)			
Healthcare			Health Care and Social Assistance			
Target Position (ONET)			Course of Study (CIP)			
29-2061.00, Licensed Practical and Licensed Vocational Nur <a href="#">find</a>			51.1617, Licensed Practical/Vocational Nurse Training (LPN, LVN, Cert, Dipl, AAS) <a href="#">find</a>			
Training Provider			Course Name			
Portland Community College <a href="#">find</a>			Beginning Nursing			
Pell Recipient		Location				
Yes		WSPM B-H				

## Internship/OJT Control

This control tracks Internship, work experience, and On-the-Job training services. Staff will be unable to add a service before WIA Documentation is complete. I-Trac will reflect this rule with a sub-header until WIA documentation is complete. When an OJT service is saved, I-Trac will create an Employment Information record (on the Outcomes Tab) when saved.

Start Date: defined above at the beginning of this section.

End Date: defined above at the beginning of this section.

Target End Date: the date the training is expected to end.

Service: dropdown list. Service list is a regional list. See regional service definitions.

Status: defined above at the beginning of this section.

Target Industry: dropdown list is dependent on Type selected. If type is not selected, there will not be an option to select a service. The Target Industry list is a regionally established list.

Worksite Name: lookup field to Employers. Select the employer providing the service.

Industry (NAICS): dropdown list of the top 2-digit NAICS code descriptions. Select the industry of training and expected employment. This field will be used to calculate 'Training Related Employment'.

Position (ONET): lookup field to ONET codes and position descriptions. Select the position for this service. This field will be used to calculate 'Training Related Employment'.

Pay: conditionally required text field. Requirement depends on the service. Does not accept characters (\$).

Hours/Week: conditionally required text field. Requirement depends on the service.

Benefits: conditionally required dropdown. Requirement depends on the service.

Location: dropdown list. Select the location setting up the service.

To enter data:

Internship/OJT						
Internship/OJT requires completion of an Intensive Service prior to service start date						
Start Date	End Date	Target End Date	Service	Status	Target Industry	
Worksite Name			Industry (NAICS)	Position (ONET)		
Pay	Hours/week	Benefits	Location			

Staff completes WIA Documentation. Click [add](#), enter data and click [save](#)

add Internship/OJT						
Start Date	End Date	Target End Date	Service	Status	Target Industry	
Worksite Name			Industry (NAICS)	Position (ONET)		
Pay	Hours/week	Benefits	Location			

add Internship/OJT						
Start Date	End Date	Target End Date	Service	Status	Target Industry	
Worksite Name			Industry (NAICS)	Position (ONET)		
Pay	Hours/week	Benefits	Location			
09/20/2011		11/30/2011	OJT	Started	Metals Manufacturing	
PCC Structurals <a href="#">find</a>			Manufacturing	51-9198.01, Production Laborers <a href="#">find</a>		
12.00	40	No Benefits	WSPM SE			

# Payments Tab

---

This tab allows staff to track payments related to this enrollment. The payments tab header is read only and will calculate the total dollars spent and planned as follows:

**Total Direct Paid:** The sum amount of Direct Payments with a status of 'Paid'

**Total Direct Planned:** The sum amount of Direct Payments with a status of 'Planned'

**Total Partner Paid:** The sum amount of Partner Payments with a status of 'Paid'

**Total Partner Planned:** The sum amount of Partner Payments with a status of 'Planned'

	Application Date	Registration Date	Participation Date	Exit Date	Total Direct Paid	Total Direct Planned	Total Partner Paid	Total Partner Planned
	10/17/2011	10/17/2011	10/18/2011		\$70.00	\$100.00	\$75.00	\$50.00

### **Service Payment Rules:**

Some payments are dependent on services. If the service is going to have a related payment, the service detail must be entered in the service control first. The service must have started and not completed. The service will then appear in the Payment Types dropdown on the Payments Tab for Direct Payments and Partner Payments.

Services that have a Service Payment saved on the Payments Tab cannot be deleted before the payment is deleted or unattached from the service.

## Direct Payments Control

Direct payments track payments that are related to this enrollment and paid for using the funding source for this fund. For example, WIA Adult funds are used to pay for a service attached to a WIA enrollment. Rules will prevent staff from adding a direct payment until WIA Documentation is complete. I-Trac will reflect this rule with a sub-header until WIA documentation is complete.

**Date:** the date of payment

**Status:**

- **Planned:** a payment that is planned to occur in the future. A planned payment will not keep the record from exit.
- **Paid:** once the approved payment has been paid.
- **Unpaid:** a planned payment that is not paid. The auto-exit procedure will modify any planned payments to unpaid when an exit is automated by I-Trac.

**Payment Type:** choose from the regionally approved dropdown list.

**Amount:** the amount that has been approved for this payment. Do not type dollar sign (\$).

**Paid To:** lookup field to Organizations. If the participant is being reimbursed, select 'Participant' from lookups.

**Location:** select the center that approved and made the payment

**Reference:** text field is locally defined by region or center

**Source:** select the fiscal funding source

To enter data:

Direct Payments							
Direct Payments require completion of an Intensive Service prior to service start date							
Date	Status	Payment Type	Amount	Paid To	Location	Reference	

Once WIA Documentation is complete, click [add](#), enter data and click [save](#)

Direct Payments							
Date	Status	Payment Type	Amount	Paid To	Location	Reference	

Direct Payments							
Date	Status	Payment Type	Amount	Paid To	Location	Reference	
10/24/2011	Paid	Transportation	70.00	Participant (Record- find)	WSPM B-H	PO 123456	

## Partner Payments Control

Partner payments track payments that are related to this enrollment and paid for using a funding source other than this fund. For example Trade Adjustment Act funds are used to pay for a service in the WIA enrollment.

Date: the date of payment

Status:

- Planned: a payment that is planned to occur in the future. A planned payment will not keep the record from exit.
- Paid: once the approved payment has been paid.
- Unpaid: a planned payment that is not paid. The auto-exit procedure will modify any planned payments to unpaid when an exit is automated by I-Trac.

Payment Type: choose from the regionally approved dropdown list.

Amount: the amount that has been approved for this payment. Do not type dollar sign (\$).

Paid To: lookup field to Organizations. If the participant is being reimbursed, select 'Participant' from lookups.

Partner: select the partner that approved and made the payment

Reference: text field is locally defined by region or center

To enter data: click [add](#), enter data and click [save](#)

Partner Payments							
Date	Status	Payment Type	Amount	Paid To	Partner	Reference	

Partner Payments							
Date	Status	Payment Type	Amount	Paid To	Partner	Reference	
11/8/2011	Planr	Parking	50.00	Participant (Record- find)	Access-CCC		

# Outcomes Tab

The Outcomes screen is where exit data, outcomes/performance and placement data are entered and tracked.

## Program Status Control

This data control is used to display current program status and enter exit and followup status data (as appropriate). The Program Status data control displays a customer's progression through the system. The Application, Registration and Participation statuses are set on their respective screens.

WIA customers are primarily exited automatically by I-Trac when the customer does not have a State or WIA service for 90 days calculated by the LQOED Service Date and the LQWIA Service Date (for more information, see the WSO Registration Tab section of this manual). The last date of service will become the exit date.

There are some special circumstances where customers must manually exit due to reasons beyond the customer's control to continue engagement in WIA Services. These reasons will remove the participant from WIA performance:

- Called to Active Duty
- Deceased
- Family Care
- Health/Medical
- Incarcerated/Institutionalized
- Reservist Called to Active Military Duty

There are many rules related to manual exit. Staff must first end all open services with appropriate dates and statuses before an exit can be entered. When an exit is automated, I-Trac will close all open services with a status of 'Not Completed' and the end date is set to the last date of service.

If there is an exit in the enrollment, the customer may be required to complete the Welcome process again to re-register.

To enter data: click [add](#), enter data and click [save](#)

Program Status	
	Date
Participation	6/1/2010
Application	6/1/2010

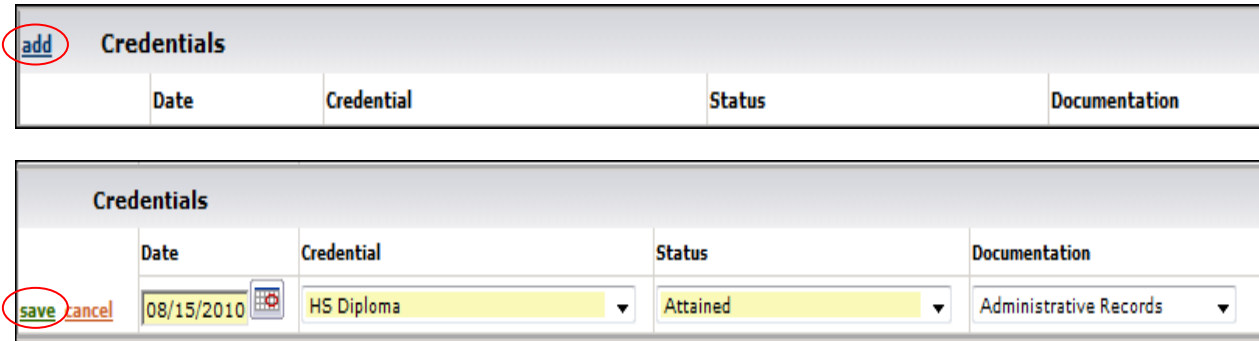
Program Status	
Program Status	Effective Date
<a href="#">save</a> <a href="#">cancel</a> --Select One--	2/7/2008
Participation	8/1/2007
Registration	8/1/2007
Application	8/1/2007



## Credentials Control

Track credentials the customer earns as a result of the enrollment. Rules require the enrollment has a Participation Date before staff can add a credential.

To enter data: click [add](#), enter data and click [save](#)



Credentials				
	Date	Credential	Status	Documentation
<a href="#">add</a>				
<a href="#">save</a> <a href="#">cancel</a>	08/15/2010	HS Diploma	Attained	Administrative Records

## Employment Information Control

This control will show all pre-program, in-program, and post exit employment. New employment records require a two part save, shown below where the employer details are entered and saved before the pay and benefits are entered and saved. This allows multiple pay/benefits entries to one job, so you can show position changes and wage or hour increases/decreases over time by saving with a new effective date. The effective date indicates the date in which the position/pay/benefit went into effect. The first position/pay/benefit entered would have a date equal to the start date (hire date).

The employment record will only count towards performance if there are Employment Confirmations with respect to the appropriate post-exit quarters. See Employment Confirmation Control.

Start Date: the hire date.

End Date: the termination date.

Employer: lookup field to Employers. Select the employer providing the service.

Industry (NAICS): dropdown list of the top 2-digit NAICS code descriptions. Select the industry for this Employer. This field will be used to calculate 'Training Related Employment'.

Effective Date: the effective date for this position, pay, hours or benefits record. The first record entered should have the same date as the 'start date' to reflect this information at the time of hire. When the position, pay, hours or benefits change, add a new record with the effective date set as the date the change occurred.

Position (ONET): lookup field to ONET codes and position descriptions. Select the position. This field will be used to calculate 'Training Related Employment'.

Pay: text field. Does not accept characters (\$).

Hours/Week: text field.

Benefits: dropdown list.

To enter employment details data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Employment Information				
	Start Date	End Date	Employer	Industry (NAICS)

<a href="#">add</a> Employment Information				
	Start Date	End Date	Employer	Industry (NAICS)
<a href="#">save</a> <a href="#">cancel</a>	06/01/2011		Fred Meyer <a href="#">find</a>	Retail

To enter position/pay/benefits data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Employment Information					
	Start Date	End Date	Employer	Industry (NAICS)	
<a href="#">edit</a> <a href="#">delete</a>	6/1/2011		Fred Meyer	Retail	
<a href="#">add</a>	Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits

<a href="#">add</a> Employment Information					
	Start Date	End Date	Employer	Industry (NAICS)	
<a href="#">edit</a> <a href="#">delete</a>	6/1/2011		Fred Meyer	Retail	
<a href="#">add</a>	Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits
<a href="#">save</a> <a href="#">cancel</a>	06/01/2011	41-2011.00, Cashiers <a href="#">find</a>	9.00	20	No Benefits

## Employment Confirmation Control

This control is used to confirm the customer’s employment during specific performance periods. The confirmation types may vary by region and by fund.

**UI Cross-Match:** Customers that provide an SSN during customer registration will be cross-matched with Unemployment Insurance (UI) records to see if the customer is employed during the ‘after exit’ performance periods as appropriate. I-Trac will automate a Confirmation Type as ‘QX After Exit UI Confirmation’ if there is a match. I-Trac will not receive the employment details which would make up the Confirmation Detail field when there is a UI Confirmation.

Field definitions are defined in the following table. Some additional rules also apply:

1. Staff will be unable to modify Employment Information that has been confirmed.
2. Staff will be unable to modify exit dates, hire dates, or training end dates if these dates are relevant to a saved Employment Confirmation.

These rules are in place because confirmation data is a reporting element for performance. The confirmation is stating that this data is true and accurate; therefore, it should not need modification. If the data is not correct, the related confirmation record(s) must be deleted first. This will require admin level access

Field	Description of Data	Rules
<b>Date</b>	The date the confirmation occurs by staff.	Date cannot pre-date 'From' date in Confirmation Period. In other words, the Date cannot occur on a Confirmation Period in the future, but it is ok if the date is within or after Confirmation Period.
<b>Confirmation Type</b>	Describes the time period you are confirming employment for. This will help to calculate the Confirmation Period Field. Dropdowns will be dependent on fund.	Each Confirmation Type has a definition of which date the Confirmation Period calculates from. For example 'Q1 After Hire Employment Confirmation' will calculate from the Start Date of the Employment Record selected in this confirmation record when saved. Likewise, 'Q1 After Exit Employment Confirmation' will calculate from the Exit Date.
<b>Status</b>	<p><b>Working</b> – the customer met the fund definition of working during the Confirmation Period.</p> <p><b>Not Working</b> – the customer did not meet the fund definition of working during the Confirmation Period.</p>	<p><b>Working</b> – If working is selected, staff MUST select an employment record in the confirmation detail field to be able to save</p> <p><b>Not Working</b> – Confirmation Detail field may be blank with no selection when saved.</p>
<b>Confirmation Detail</b>	Select the Employment Information that you are confirming. Be sure to select the proper position/wage/hours/benefits option.	Reads to Employment Information control. Shows individual records of Employment Instances (there may be multiple positions or wages for one employer, or they may be multiple employers). If there is not an Employment Record (that includes a position), then nothing will appear hear. If staff selects a status of 'working' then the customer must have an employment record selected.
<b>Confirmation Period</b>	Read only field that will populate when record is saved. Will calculate the Confirmation Period based on the Confirmation Type and other defined dates for that specific Confirmation Type as appropriate.	<p><b>QX After Exit:</b> Reflects 'quarter start date – quarter end date' dates calculated by I-Trac and based on the Exit Date and the quarter of confirmation.</p> <p><b>QX After Hire:</b> Reflects 'quarter start date – quarter end date' dates calculated by I-Trac and based on the Hire Date of selected employment and the quarter of confirmation.</p> <p><b>X Days After Training End:</b> Reflects a single date calculated by I-Trac and based on the Training End Date and number of days.</p>
<b>Staff</b>	Read only field that will populate when record is saved.	Reflects the Staff Name of the person logged in that saved the record.

To enter data: Click [add](#), enter data and click [save](#)

Employment Confirmation						
Date	Confirmation Type	Status	Confirmation Detail	Confirmation Period	Staff	

Employment Confirmation						
Date	Confirmation Type	Status	Confirmation Detail	Confirmation Period	Staff	
05/07/2012	Q1 After Exit Employment Co	Working	McDonalds, Cashiers, Started: 01/01/2009			

# Case Notes Tab

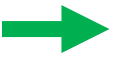

---

Case notes are a detailed account of the interaction between the program staff, the customer, and partners. This documentation allows staff a narrative to clarify customer information in further detail. In addition, case notes can be attached to specific data elements - assessments, services, payments, and outcomes.

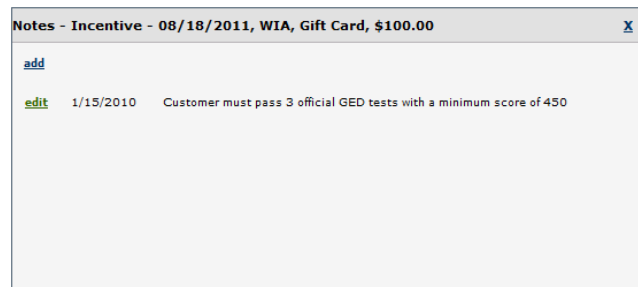
Case notes are an important way to document that open ended services have ongoing participation. If a case note indicates that a service that extends participation was delivered and the service had activity on the date of that case note, then the case note date is calculated into the customer's Last Fund Service Date.

All case notes may be opened, viewed, and printed by clicking on the Case Notes customer enrollment report found in the header of the selected enrollment.

## Case Notes Icon

Data elements in I-Trac that can have case notes attached will have a case notes icon once the data element has been saved. By clicking on this icon, a pop-up layer will open where staff can do the following:  

- 1) view case notes attached to the data element
- 2) edit specific case notes attached to the data element by clicking [edit](#) link and being advanced to the case notes control on the case notes tab with that note opened for editing.
- 3) add a new case note by clicking [add](#) and being advanced to the case notes tab.



## Case Notes Control

The case notes control is where a record of ALL case notes are viewed, added, edited, and deleted. The case notes control will list all case notes chronologically by date, where the most recent date is at the top of the page. This standard view will restrict the note to 100 characters. If the note is longer than 100 characters, there will be a [more>>](#) link that will expand the entire note.

add Case Notes <span style="float: right;">start</span>				
<a href="#">edit</a> <a href="#">delete</a> Case Note Does Not Extend Participation				
<b>Date</b>		<b>Note</b>		
1/23/2012		Called to confirm customer is still engaged in training. No answer - left a message to return my ca <a href="#">more&gt;&gt;</a>		
<b>Contact Type</b>		<b>Staff</b>	<b>Attachments</b>	<b>Service Delivered</b>
Telephone		Jennifer Medhaug		No
<a href="#">edit</a> <a href="#">delete</a> Case Note Extends Participation				
<b>Date</b>		<b>Note</b>		
1/1/2012		Talked to customer and they are engaged in training activity. Would like come into the center to ge <a href="#">more&gt;&gt;</a>		
<b>Contact Type</b>		<b>Staff</b>	<b>Attachments</b>	<b>Service Delivered</b>
Telephone		Jennifer Medhaug	Service - Occupational Skills Training (ITA)	Yes

### Add/Edit Case Notes

Any staff person with permissions (greater than read only) to that service provider, will have the ability to add case notes to the customer record. I-Trac will track the staff person that data entered the specific note.

- **Date**: This is the date of the case note – *not necessarily the date of data entry*. This date can be back-dated.
- **Note**: This is a free form field. There is an 8,000 character limit. When saved will only show 100 characters in the control. Click [more>>](#) to expand the note. Click [<<hide](#) to collapse the note.
- **Spell check**: Spell check the data entered in the note.
- **Contact Type**: Select the contact type for this note. List is fund based.
- **Staff**: This is a read only field and is populated with the staff name of the person that saves the note.
- **Attachments**: check all data elements - assessments, service, payments and/or outcomes that are relevant to the case note being saved. This note will appear from the data element's case notes icon once saved.
- **Service Delivered**: This field will help to determine whether the case note will extend participation and the case note date is used to determine the Last Fund Service Date.
  - **No**: if there was not service engagement (by definition of the service) in ALL of the selected services in the Attachments dropdown. Selecting 'No' will not extend participation or count the case note date in the Last Fund Service Date as appropriate.
  - **Yes**: if there was service engagement (by definition of the service) in ANY of the selected services in the Attachments dropdown. Selecting 'Yes' will extend participation or count the case note date in the Last Fund Service Date ONLY if the service is also a service that is defined to extend participation.
  - **N/A**: this option will only be available when this field does not apply to the fund. This usually means that the fund does not depend on Last Fund Service Date to determine the Exit Date.
- **Case Note Header Calculation**: I-Trac will calculate whether this case note date will be calculated in the Last Fund Service Date and extend participation or not.



**RULES:** staff must adhere to the following rules to attach data elements to a case note:

- 1) The data element must first be entered in that control before it can be selected and attached to the case note.
- 2) Only the most recent of a particular data element type will be available for selection as an attachment.
- 3) Case note date must be within the service start and end date if that data element is going to be attached to the note.

- **Case note will extend participation:** means the case note date is calculating in LQ Fund Service Date. This is important for keeping the record from exit where the customer is engaged in ongoing services. This is calculated as
  - Service Delivered = Yes
  - AND at least ONE service selected in the Attachment field is defined as a service that extends participation
- **Case note will not extend participation:** means the case note date will not calculate in the Last Fund Service Date. This is calculated as:
  - Service Delivered = No
  - OR Service Delivered = Yes AND NO services selected in the Attachment field are defined as a service that extend participation
- **Blank Text** will appear for funds that do not use a last service date to determine an exit date. This will be defined as:
  - Service Delivered = N/A

To enter data: click **add**, enter data and click **save**

The screenshot shows the top of the Case Notes interface. A button labeled 'add' is circled in red. Below it is a table with the following columns: Date, Note, Contact Type, Staff, Attachments, and Service Delivered.

The screenshot shows the Case Notes form with data entered. The 'Date' field contains '02/01/2012'. The 'Note' field contains the text: 'Customer confirmed still engaged in training and came in to the center to get information about Resume and Job Search Workshops. Signed him up for both workshops.' The 'Contact Type' field is set to '--Select One--'. The 'Attachments' field contains a list of services with checkboxes:
 

- Service - 1 on 1 Resume Assistance, 11/01/2011 TO 11/01/2011
- Service - Occupational Skills Training (ITA), ITA, 01/23/2012
- Service - Worksource Advising - WIA Documentation, 12/01/2011 TO 12/01/2011
- Workshops - Job Search Workshop 02/16/2012 TO 03/01/2012 (9:30 AM - 11:30 AM)
- Workshops - Resume Workshop 02/07/2012 TO 02/28/2012 (9:30 AM - 11:30 AM)

 The 'Service Delivered' dropdown menu is set to 'Yes'. The 'save' button is circled in red.

# Prosperity Budgets Tab

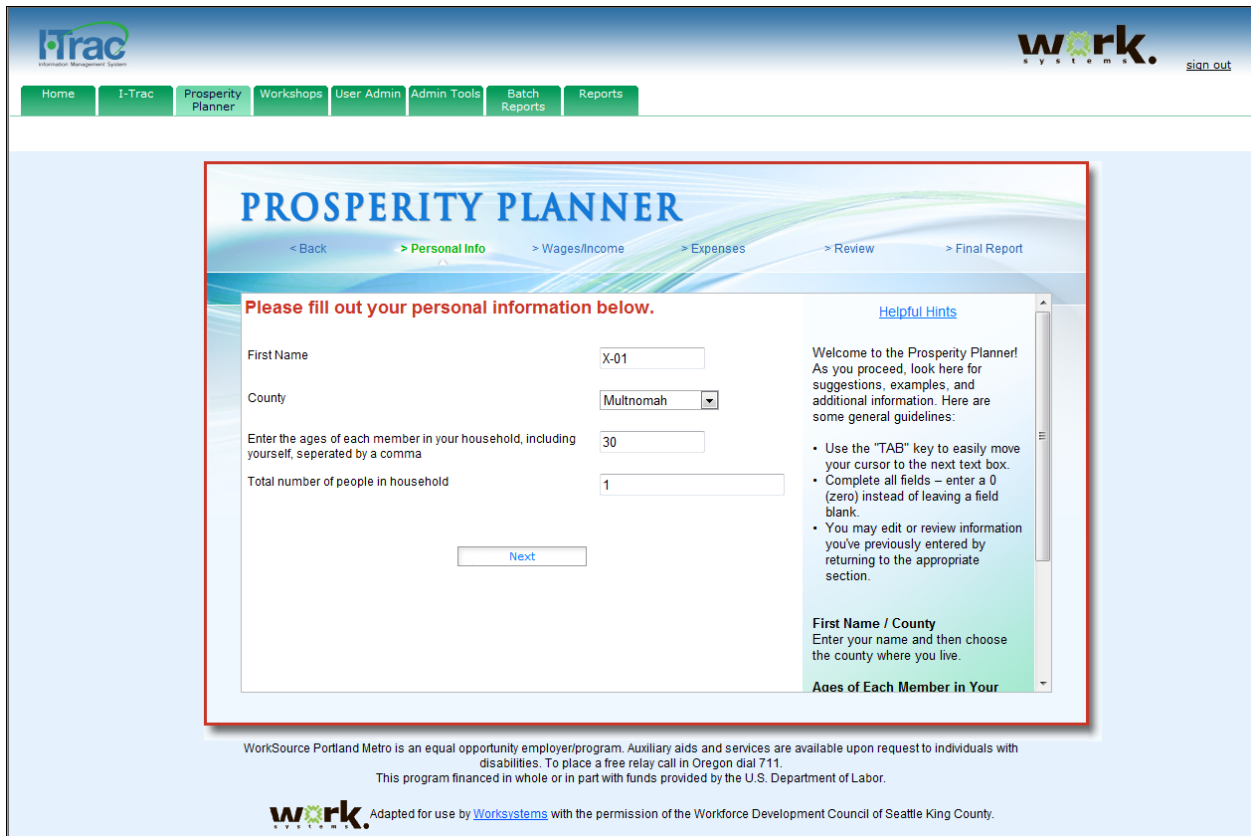
This tab is regionally available. The Prosperity Budgets Tab tracks the customer's saved budgets that have been developed and saved in the Prosperity Planner tool.

## Budgets Control

Budgets cannot be added from the Budgets control; however, staff can click on existing budget names for direct access to the customer budget.

 **NOTE:** Prosperity Planner will only open in I-Trac and show the correct values on the Final Report if **\*.prosperityplanner.org** is set up in the Internet Explorer Trusted Sites.

Budgets			
	Budget Name	Budget Type	Budget Date
<a href="#">edit</a> <a href="#">delete</a>	<a href="#">Test</a>	SavedBudget	5/21/2010



**PROSPERITY PLANNER**

< Back > Personal Info > Wages/Income > Expenses > Review > Final Report

**Please fill out your personal information below.**

First Name: X-01

County: Multnomah

Enter the ages of each member in your household, including yourself, seperated by a comma: 30

Total number of people in household: 1

[Next](#)

[Helpful Hints](#)

Welcome to the Prosperity Planner! As you proceed, look here for suggestions, examples, and additional information. Here are some general guidelines.

- Use the "TAB" key to easily move your cursor to the next text box.
- Complete all fields - enter a 0 (zero) instead of leaving a field blank.
- You may edit or review information you've previously entered by returning to the appropriate section.

**First Name / County**  
Enter your name and then choose the county where you live.

**Ages of Each Member in Your**

WorkSource Portland Metro is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. To place a free relay call in Oregon dial 711.  
This program financed in whole or in part with funds provided by the U.S. Department of Labor.


**work.** Adapted for use by [Worksystems](#) with the permission of the Workforce Development Council of Seattle King County.



Staff can also modify budget types by clicking edit in the budget control and changing a 'saved budget' to a 'Enrollment budget' or 'Exit budget.'

To enter data: click [edit](#), enter data and click [save](#)

Budgets			
	Budget Name	Budget Type	Budget Date
<a href="#">edit</a> <a href="#">delete</a>	Test	SavedBudget	5/21/2010

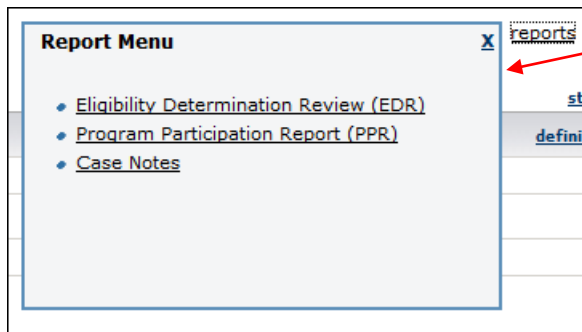
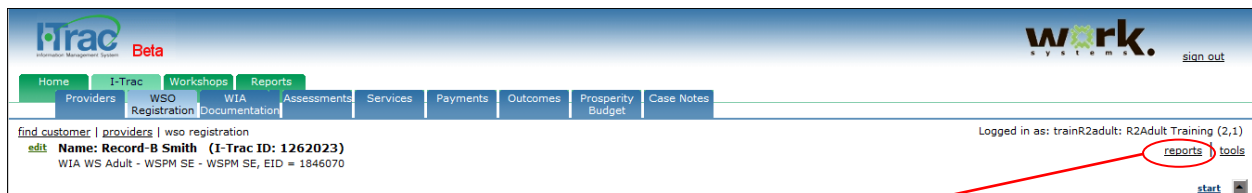
Budgets			
	Budget Name	Budget Type	Budget Date
<a href="#">save</a> <a href="#">cancel</a>	Test	<div style="border: 1px solid black; padding: 2px;">           SavedBudget ▼           <ul style="list-style-type: none"> <li>-- Select One --</li> <li>SavedBudget</li> <li>EnrollmentBudget</li> <li>ExitBudget</li> <li>SelfExitBudget</li> </ul> </div>	5/21/2010 

# Customer Enrollment Documents

I-Trac develops several individual customer enrollment documents that combine specified data elements from the selected enrollment’s data collection. These reports are printable and can help to finalize files for data validation purposes.

Data validation audits are conducted to ensure that the data elements entered into I-Trac and reported to funders are accurate. For data validation audit purposes, I-Trac requires staff to track the documentation used to verify particular eligibility, service, and outcome data elements. In addition, Department of Labor (DOL) data validation allows a case note to be the source documentation for many data elements; furthermore, a case note is defined as ANY data entered into I-Trac. The data elements can be easily printed in the form of customer enrollment reports outlined below.

Links to each individual customer’s enrollment reports are found in the customer header.



## Eligibility Determination Review (EDR)

This printable I-Trac document confirms registration data and file documentation collected for a particular customer enrollment and is made up of all WIA Documentation Tab controls. This document is printed once, signed by all parties (if required by the funder and signature lines available), and maintained in the file with other eligibility documentation. Staff must have permission to print this report.

## Program Participation Report (PPR)

This printable I-Trac document combines all I-Trac data elements for a particular customer enrollment; in-other-words, it prints the entire I-Trac record – all tabs and all controls. This form is a case note for the file according to audit standards. Because this record becomes a formal case note and can be printed at any point in time during the enrollment, all service tracking simply needs to be tracked in I-Trac. Like case notes, this document does not

need to be printed every time the record is updated, but can be printed at key points during an enrollment (as defined by funder). Each printed copy should replace the previous printed copy.

## Case Notes

This is a printable I-Trac document of narrative case notes that are entered into I-Trac by staff for a particular customer enrollment. This document will list the notes chronologically by date with the most recent date at the top, the staff member that saved the note, and whether the note is linked to data elements. This document does not need to be printed every time the record is updated, but can be printed key points during an enrollment (as defined by the funder). Each printed copy should replace the previous printed copy.

# Workshop Admin Tab

This tab is regionally available and the Workshop Admin tab requires a specific level of permissions to manage local WorkSource center workshop scheduling, workshop rosters, and workshop attendance tracking. Within this tab, staff with Workshop Administrator permission can manage a workshop/events calendar. I-Trac will inform staff of scheduling conflicts and can print a workshop calendar for staff to distribute to customers.

Workshops that are scheduled are then available for customer (or staff of behalf of the customer) registration. Customers can register themselves through the local Worksource website, or staff can register customers through the Workshop control in the customer WIA enrollment.

Customers that are registered for workshops, are tracked in a roster for the specific workshop occurrence. The roster can be printed by staff with Workshop Facilitator or Workshop Admin permissions. This tool saves time when entering workshop attendance by allowing staff the ability to write attendance for all attendees directly into the roster, rather than into each individual customer's enrollment.



## Select a Workshop Control

This control allows you to search for the existing workshop schedules by location, workshop name or by Workshop Occurrence ID. This is the first step to making any edits or additions to Workshop Schedules. When the search is executed, the results will appear in the Workshop Schedules control.

The Workshop Name is dependent on the Location selected. Once the Workshop Name is selected, the Registration/Schedule Type will populate. 'Staff Only' means that only staff can register customers. 'Customer or Staff' means the customer can register themselves through the local WorkSource website or a staff can register the customer. 'Single Day' means the workshop has only a one day occurrence. 'Multi Day' means the workshop has several sessions to make up the whole workshop.

Each Workshop is assigned a workshop occurrence ID. This ID will print on the calendars and appears in the various workshop searches. Staff can search for the workshop directly by Workshop Occurrence ID (WOID). When

this search is executed, both the related Workshop Schedule will appear in the Workshop Schedules Control and the Workshop Occurrence will appear in the Workshop Occurrence Control.

Click [search](#) to execute the search

Select a Workshop				
	Location	Workshop Name	Registration / Schedule Type	OR Workshop Occurrence ID
<a href="#">search</a>	WSPM B-H	Advanced Resume Workshop	Customer or Staff / Single Day	

The corresponding Workshop Schedules will now appear:

Select a Workshop					
	Location	Workshop Name	Registration / Schedule Type	OR Workshop Occurrence ID	
<a href="#">search</a>	WSPM B-H	Advanced Resume Workshop	Customer or Staff / Single Day		
<b>Workshop Schedules</b>					
	Workshop Name	Schedule	Room	Capacity	Status
<a href="#">edit</a> <a href="#">show</a> <a href="#">occurrences</a>	Advanced Resume Workshop	02/02/2011 - 02/16/2011, 9:30AM - 11:30AM, BiWeekly, Wed	Room 109	32	Active
<a href="#">edit</a> <a href="#">show</a> <a href="#">occurrences</a>	Advanced Resume Workshop	03/01/2011 - 03/15/2011, 9:30AM - 11:30AM, BiWeekly, Tue	Room 109	32	Active
<a href="#">edit</a> <a href="#">show</a> <a href="#">occurrences</a>	Advanced Resume Workshop	04/06/2011 - 04/13/2011, 9:30AM - 11:30AM, Weekly, Wed	Room 109	32	Active
<a href="#">edit</a> <a href="#">show</a> <a href="#">occurrences</a>	Advanced Resume Workshop	05/04/2011 - 05/18/2011, 9:30AM - 11:30AM, BiWeekly, Wed	Room 109	32	Active
<a href="#">edit</a> <a href="#">show</a> <a href="#">occurrences</a>	Advanced Resume Workshop	06/01/2011 - 06/15/2011, 9:30AM - 11:30AM, BiWeekly, Wed	Room 109	32	Active

## Workshop Schedules Control

Workshop Schedules track the schedules as they will appear in the calendar. Staff will determine the frequency of this schedule, the room and capacity. This is also where the schedule status can be inactivated, which removes the schedule from the calendar and from the Workshop Schedules control.

I-Trac will check and provide notification if there is a scheduling conflict. Also, permissions are built into this control. Workshop Admin staff can view, add and edit workshop schedules. Workshop Facilitator staff can only view schedules and click to [show occurrences](#).

### Add Workshop Schedules

To enter data: click [add](#), enter data and click [save](#)

Select a Workshop					
	Location	Workshop Name	Registration / Schedule Type	OR Workshop Occurrence ID	
<a href="#">search</a>	WSPM B-H	Advanced Resume Workshop	Customer or Staff / Single Day		
<a href="#">add</a>	<b>Workshop Schedules</b>				
	Workshop Name	Schedule	Room	Capacity	Status
<a href="#">edit</a> <a href="#">show</a> <a href="#">occurrences</a>	Advanced Resume Workshop	02/02/2011 - 02/16/2011, 9:30AM - 11:30AM, BiWeekly, Wed	Room 109	32	Active
<a href="#">edit</a> <a href="#">show</a> <a href="#">occurrences</a>	Advanced Resume Workshop	03/01/2011 - 03/15/2011, 9:30AM - 11:30AM, BiWeekly, Tue	Room 109	32	Active
<a href="#">edit</a> <a href="#">show</a> <a href="#">occurrences</a>	Advanced Resume Workshop	04/06/2011 - 04/13/2011, 9:30AM - 11:30AM, Weekly, Wed	Room 109	32	Active
<a href="#">edit</a> <a href="#">show</a> <a href="#">occurrences</a>	Advanced Resume Workshop	05/04/2011 - 05/18/2011, 9:30AM - 11:30AM, BiWeekly, Wed	Room 109	32	Active
<a href="#">edit</a> <a href="#">show</a> <a href="#">occurrences</a>	Advanced Resume Workshop	06/01/2011 - 06/15/2011, 9:30AM - 11:30AM, BiWeekly, Wed	Room 109	32	Active


Click the calendar icon to enter the schedule time/dates/frequency. Click [apply](#)


Workshop Schedules					
	Workshop Name	Schedule	Room	Capacity	Status
<a href="#">save</a> <a href="#">cancel</a>	Advanced Resume Workshop		--Select One--		--Select

**Schedule** X

---

**Date** **Time**

Start Date:   Start Time:

End Date:   End Time:

Duration: 1 hr 0 min

---

**Frequency** **Day of Week**

One Time   
  Monday   
  Tuesday   
  Wednesday   
  Thursday

Mon-Fri   
  Friday   
  Saturday   
  Sunday

Weekly

BiWeekly


Monthly

Every Day

[apply](#) [cancel](#)

Enter the room, capacity, and status and click [save](#).

- Room: Select the room that the workshop will occur in. This list is dependent on workshop location.
- Capacity: This will default to the capacity that was set up for the room. You can choose to change the capacity to be fewer than the room capacity. This will be the capacity for every workshop occurrence from this workshop schedule.
- Status: Select active when adding a new workshop. When Inactive is selected, that particular workshop schedule and all corresponding workshop occurrences will no longer be visible in the Workshop Management tool.

Workshop Schedules					
	Workshop Name	Schedule	Room	Capacity	Status
<a href="#">save</a> <a href="#">cancel</a>	Advanced Resume Workshop	9/12/2011 - 12/01/2011, 11:00AM - 11:30AM, Weekly, Mon/Wed 	Room 107	32	Active

### Edit Workshop Schedules

Click [edit](#) to modify a workshop schedule.

Rules will restrict some specific editing. Staff will receive a red notification if the edits will affect customers that are enrolled to attend specific workshop occurrences within that schedule. Can only edit the following fields:

- End Date: can only be changed to be a later date
- Start Time: can only be modified if previous workshop occurrences have not yet occurred
- End Time: can only be modified if previous workshop occurrences have not yet occurred
- Room
- Capacity
- Status
  - Active: This workshop and all occurrences are still scheduled to occur
  - Inactive: This workshop schedule will have no further occurrences that need to be on the calendar and the schedule can be hidden from future access by staff.

### Workshop Occurrences Control

The Workshop Occurrences will show the specific occurrence of a workshop from the selected Workshop Schedules. To view all of the associated occurrences of a workshop, click the show occurrences link in the Workshop Schedules Control for the specific workshop. I-Trac will highlight the selected Workshop Schedule, and show all occurrences in this control.

Workshop Schedules						
	Workshop Name	Schedule	Room	Capacity	Status	
<a href="#">edit</a> <a href="#">show occurrences</a>	Advanced Resume Workshop	02/02/2011 - 02/16/2011, 9:30AM - 11:30AM, BiWeekly, Wed	Room 109	32	Active	
<a href="#">edit</a> <a href="#">show occurrences</a>	Advanced Resume Workshop	03/01/2011 - 03/15/2011, 9:30AM - 11:30AM, BiWeekly, Tue	Room 109	32	Active	
<a href="#">edit</a> <a href="#">show occurrences</a>	Advanced Resume Workshop	04/06/2011 - 04/13/2011, 9:30AM - 11:30AM, Weekly, Wed	Room 109	32	Active	
<a href="#">edit</a> <a href="#">show occurrences</a>	Advanced Resume Workshop	05/04/2011 - 05/18/2011, 9:30AM - 11:30AM, BiWeekly, Wed	Room 109	32	Active	
<a href="#">edit</a> <a href="#">show occurrences</a>	Advanced Resume Workshop	06/01/2011 - 06/15/2011, 9:30AM - 11:30AM, BiWeekly, Wed	Room 109	32	Active	

Workshop Occurrences									
	Workshop Name	Day	Date	Start Time	End Time	Room	# Registered	Status	Workshop Occurrence ID
<a href="#">edit</a> <a href="#">show roster</a> <a href="#">print roster</a>	Advanced Resume Workshop	Wednesday	6/1/2011	9:30 AM	11:30 AM	Room 109	11	Completed	12018
<a href="#">edit</a> <a href="#">show roster</a> <a href="#">print roster</a>	Advanced Resume Workshop	Wednesday	6/15/2011	9:30 AM	11:30 AM	Room 109	0	Workshop Cancelled	12019

Editing the Workshop Occurrence requires the user has a permissions level of Workshop Administrator. The only field that is editable is the status field. The status options are:

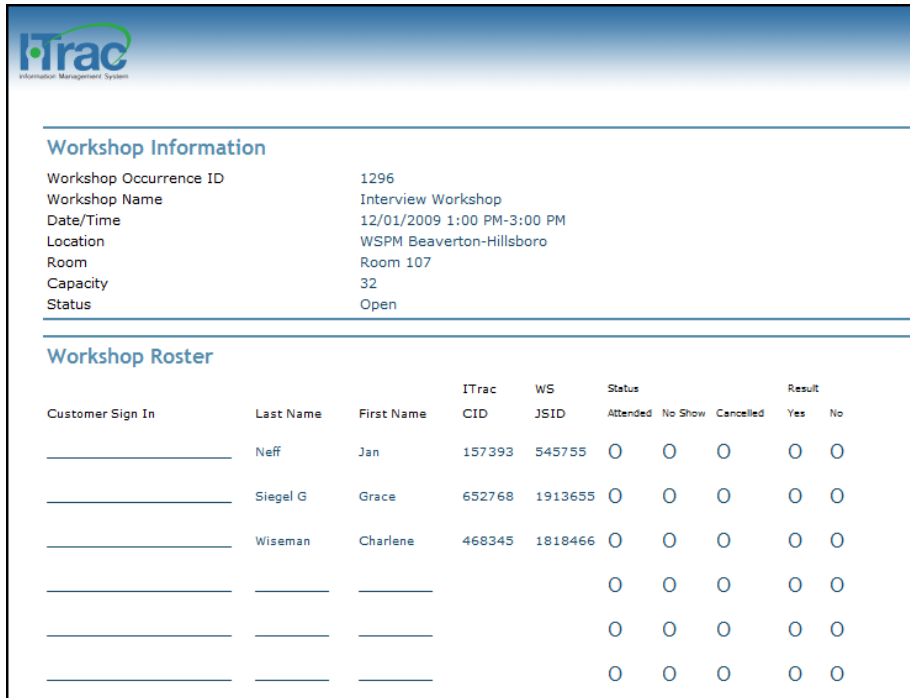
- Open: This is a status where customers can be registered for this occurrence. This status is automated when the workshop schedule is created and is based on the capacity of the room and the number of customers signed up.
- Full: This is a status where customers can no longer register for the occurrence and is based on the capacity of the room and the number of customers signed up. I-Trac will always automate this status.

- **Closed:** This means that the workshop is closed to signing up more customers and the workshop is still scheduled to occur. Staff will have the ability to choose this status prior to a workshop becoming “Full”
- **Cancelled:** This means this particular workshop time must be cancelled and the workshop will not occur. Staff will have the ability to choose this status at any time.

The Workshop Occurrence control allows staff with permissions of Workshop Administrator or Workshop Facilitator to click

**Show roster:** this will show all registered customers in the Workshop Roster control (see Workshop Roster Control below)

**Print roster:** this will open a printable report of registered customers that can be used to have customers sign in, take attendance, and track results by hand.



The screenshot shows the ITrac interface for Workshop Information and Workshop Roster. The Workshop Information section includes details for Workshop Occurrence ID 1296, Interview Workshop, dated 12/01/2009 1:00 PM-3:00 PM, located at WSPM Beaverton-Hillsboro, Room 107, with a capacity of 32 and status of Open.

The Workshop Roster section is a table with the following columns: Customer Sign In, Last Name, First Name, ITrac CID, WS JSID, Status (Attended, No Show, Cancelled), and Result (Yes, No). The table lists three customers: Neff, Jan; Siegel G, Grace; and Wiseman, Charlene, each with their respective IDs and status indicators.

Customer Sign In	Last Name	First Name	ITrac CID	WS JSID	Status			Result	
					Attended	No Show	Cancelled	Yes	No
	Neff	Jan	157393	545755	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Siegel G	Grace	652768	1913655	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Wiseman	Charlene	468345	1818466	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Workshop Roster Control

This control allows staff with permissions of Workshop Administrator or Workshop Facilitator to view the list of customers registered to attend a specific workshop occurrence by clicking [show roster](#) from the Workshop Occurrences control. The Workshop Occurrence that is selected to view the Workshop Roster will be highlighted in the Workshop Occurrence control and the list of registered customers will appear in the Workshop Roster control. Staff can print the roster or edit the roster to enter attendance and results status.

Rules restrict the roster from being edited prior to the date of the workshop occurrence. The status defaults to ‘Cancelled’ and a result of ‘No’. Staff needs to be sure to edit this as appropriate for ALL customers in the roster at



the same time. When the roster is updated with attendance and saved, the Status and Result will write to the Workshop service in each customer's individual I-Trac record.

Workshop Occurrences									
	Workshop Name	Day	Date	Start Time	End Time	Room	# Registered	Status	Workshop Occurrence ID
<a href="#">edit</a> <a href="#">show roster</a> <a href="#">print roster</a>	Resume Workshop	Tuesday	9/13/2011	9:30 AM	11:30 AM	Classroom Two	13	Completed	14022
<a href="#">edit</a> <a href="#">show roster</a> <a href="#">print roster</a>	Resume Workshop	Tuesday	9/20/2011	9:30 AM	11:30 AM	Classroom Two	7	Open	14023
<a href="#">edit</a> <a href="#">show roster</a> <a href="#">print roster</a>	Resume Workshop	Tuesday	9/27/2011	9:30 AM	11:30 AM	Classroom Two	5	Open	14024

Workshop Roster									
	Last Name	First Name	WS JobSeekerID	Signup Type	Win Math	Win Reading	Attendance	Result	
	Azevedo	Robert	2200905	Staff			Attended	Yes	
	Dahlgren	Jason	2220453	Staff			Attended	Yes	

**Special Rules for Multi-day Workshops:** The status and result entered in the LAST day of the workshop occurrences for a Multi-day Workshop will be the Status and Result that will write to the customer status and results in the Workshop Service and in the customer's WorkSource Portfolio. For example, if a customer only attends the first six classes of a seven day multi-day workshop, and the last day is recorded as 'No Show', the service will reflect that the customer did not complete the service and the status is 'No Show'.

To enter data: click [edit](#), enter data and click [save](#)

Workshop Roster									
	Last Name	First Name	WS JobSeekerID	Signup Type	Win Math	Win Reading	Attendance	Result	
<a href="#">edit</a> <a href="#">print roster</a>									

Workshop Roster									
	Last Name	First Name	WS JobSeekerID	Signup Type	Win Math	Win Reading	Attendance	Result	
<a href="#">print roster</a>	Azevedo	Robert	2200905	Staff			<input type="radio"/> No Show <input checked="" type="radio"/> Attended <input type="radio"/> Cancelled	<input type="radio"/> No <input checked="" type="radio"/> Yes	
<a href="#">save</a> <a href="#">cancel</a>	Dahlgren	Jason	2220453	Staff			<input type="radio"/> No Show <input checked="" type="radio"/> Attended <input type="radio"/> Cancelled	<input type="radio"/> No <input checked="" type="radio"/> Yes	

# I-Trac Support

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Requests for support should be sent by email to [support@i-trac.org](mailto:support@i-trac.org). This email account is monitored by all I-Trac system administrators (WSI staff). I-Trac system administrators will try to recreate and evaluate the issue.

Response time varies, but is usually provided within two business days of request. It is helpful if requests include the following as appropriate:

- Detailed description of the issue
- Examples that include customer ID's
- Screen shot of errors pasted directly into the email

**Worksystems, Inc.**

Youth

# Data Entry Manual



Version 1: Effective 2012-11-01

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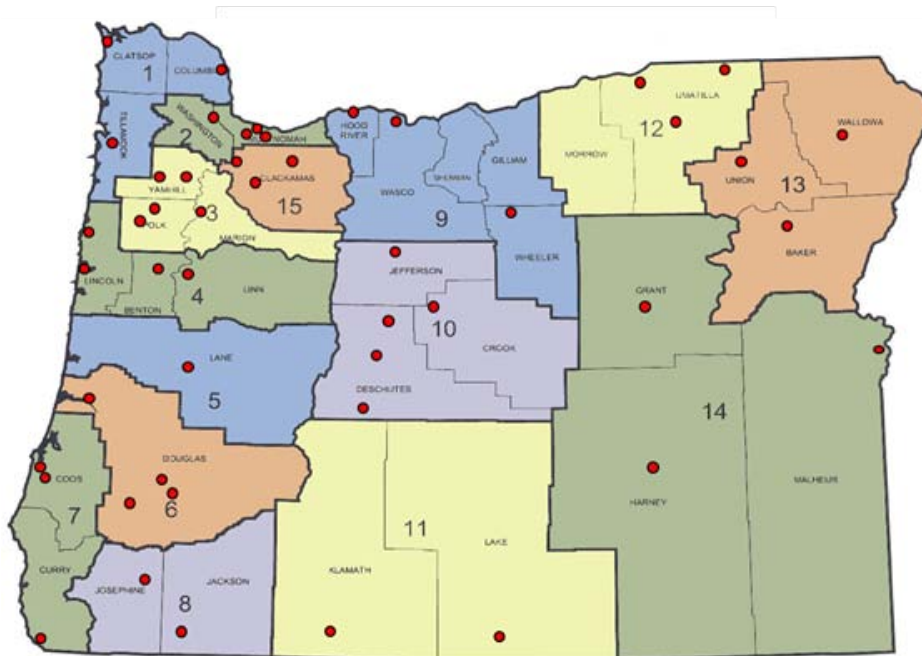
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# About I-Trac

I-Trac is a comprehensive management information system for workforce development programs and is managed by Worksystems, Inc., the Local Workforce Investment Board (LWIB) for the city of Portland, Multnomah and Washington Counties. The I-Trac database is currently tracking customers attached to a variety of grants, including Workforce Investment Act (WIA) for Adults, Dislocated Workers (DW) and Youth for all Local Workforce Investment Boards in Oregon.

Currently in the state of Oregon, an integrated effort has been launched where customers complete an online registration (usually taking place in a WorkSource Oregon center) and customers are screened for eligibility for several grants at one time, including: Trade Act, Migrant Farm Worker, Wagner-Peyser, WIA Adult and WIA DW. This online customer registration data is managed by the State of Oregon; however, eligibility for WIA Adult and DW will import into the I-Trac database for service tracking management in the regions it serves.

**Map of Oregon WorkSource Centers by Region**



**Local Workforce Investment Board by Region List:**

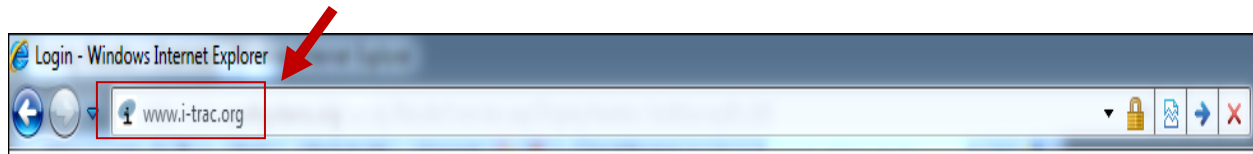
- Region 2: Worksystems, Inc. (WSI)
- Region 3: Job Growers
- Region 4: Community Services Consortium (CSC)
- Region 5: Lane Workforce Partnership (LWP)
- Region 8: The Job Council (TJC)
- Region 15: Workforce Investment Council of Clackamas Count (WICCO)
- Regions 1, 6, 7, 9, 10, 11, 12, 13, 14: The Oregon Consortium – Oregon Workforce Alliance (TOC/OWA)

# Navigating I-Trac

---

Access I-Trac by going to the following web address using **Internet Explorer** version 6.0 or higher:

[www.i-trac.org](http://www.i-trac.org)



## Login

The I-Trac Login screen requires entry of a username and password to be able to proceed with the data entry / data management process.


1. Enter your User Name and Password.
2. Click the **Login** button.


The I-Trac login screen features the I-Trac logo at the top center, with the text "Information Management System" below it. On the left side, there is a circular icon containing a padlock. To the right of the icon, the word "Login" is displayed in a bold blue font. Below "Login" are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Underneath the password field are two blue buttons: "Login" and "Update Profile". At the bottom center of the page, there is a link that says "Forgot Username or Password?".



## Update Profile

To modify a password, update security question and answer, or access the user agreement, click [Update Profile](#) instead of logging in. The password must be at least eight characters and contain at least two numbers. I-Trac will require staff to update passwords every 180 days.





### R2Youth's Profile

If your name or email are incorrect, please contact [support@i-trac.org](mailto:support@i-trac.org).

**Name:** Training, R2Youth

**Email Address:** [support@i-trac.org](mailto:support@i-trac.org)

---

**Update Password**  
Passwords must be at least 8 characters and contain at least 2 numbers.

**New Password:**

**Confirm Password:**


**Update Security Question**  
User profile must have a security question and answer. Users may modify the question or answer at any time.

**Security Question:**

**Answer:**

**User Agreement**  
[Click here](#) to view the user agreement. \*

\* You need Adobe Reader to view this file. [Click the icon below to get the free Reader.](#)



## Forgot Username or Password

If staff forgets their username or password, I-Trac offers a link from the login page to retrieve and reset these elements. Staff must enter their employer email address that is on file to be able to execute this request.

## Authentication & Staff Permissions

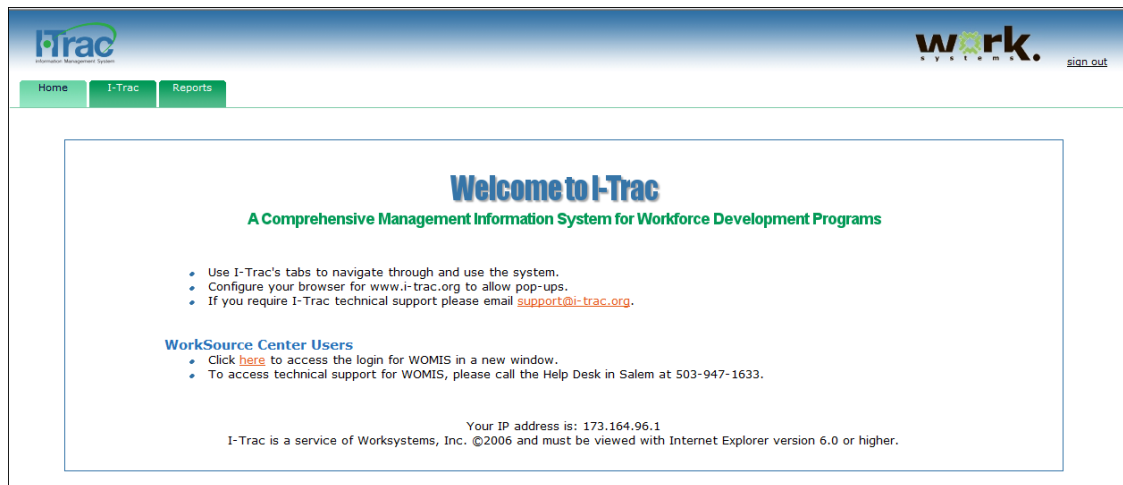
All staff must authenticate (login) to use the I-Trac database. Staff permissions are very complex managed by I-Trac System Administrators and LWIB Managers. Overall, I-Trac assigns staff access levels to the funds and sites they need access to for customer data tracking only; therefore, staff only have access to enrollment data that they have a need to access for completing their job functions. The following provides a general description of these access levels:

- **Read Only** - designed for staff that do not have data entry responsibilities but may have a need to view data for informational or verification purposes.
- **Data Entry** - designed for staff responsible for data entry for all customers at a specific site. Data Entry accounts allow the authorized user to attach/assign staff other than themselves to data records. Delete and edit rights are limited.
- **Admin** - Admin accounts have the highest level of staff authorization. Administrative rights allow the user to correct data previously entered and protected against update. This level of access is issued to an advanced user responsible for validating and correcting data entered by other users whose data access is limited. Most data can be edited or deleted by an admin user.

## I-Trac Home Page

This initial screen is what is referred to as the I-Trac Home page. This serves as gateway to:

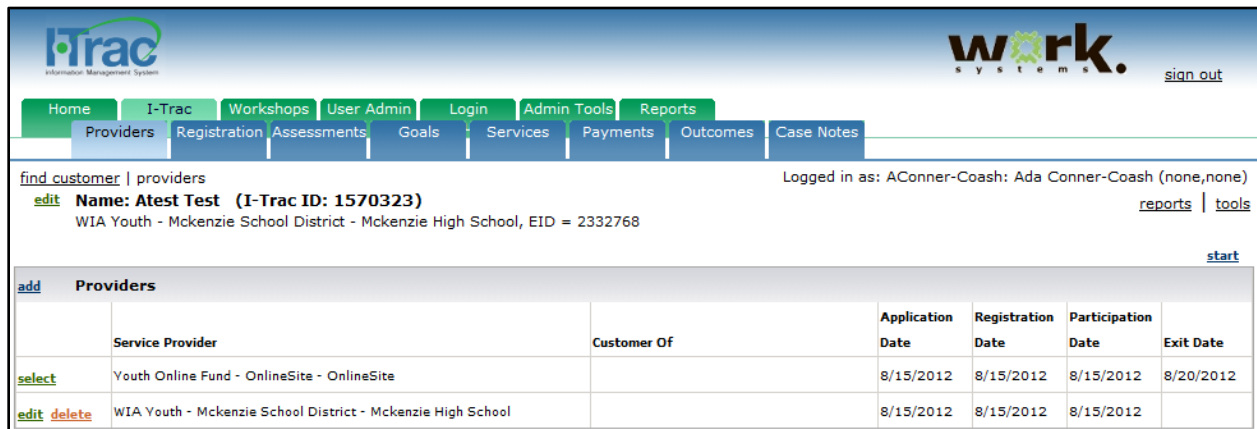
- Data Entry
- Reports
- Help, Support and Feedback
- Messages and Updates



The screenshot shows the I-Trac Home Page interface. At the top left is the I-Trac logo with the tagline 'Information Management System'. At the top right is the 'work systems' logo with a 'sign out' link. Below the logos is a navigation bar with three tabs: 'Home', 'I-Trac', and 'Reports'. The main content area features a large blue heading 'Welcome to I-Trac' followed by a green sub-heading 'A Comprehensive Management Information System for Workforce Development Programs'. Below this are three bullet points: 'Use I-Trac's tabs to navigate through and use the system.', 'Configure your browser for www.i-trac.org to allow pop-ups.', and 'If you require I-Trac technical support please email [support@i-trac.org](mailto:support@i-trac.org).' A section titled 'WorkSource Center Users' contains two bullet points: 'Click [here](#) to access the login for WOMIS in a new window.' and 'To access technical support for WOMIS, please call the Help Desk in Salem at 503-947-1633.' At the bottom, it displays 'Your IP address is: 173.164.96.1' and 'I-Trac is a service of Worksystems, Inc. ©2006 and must be viewed with Internet Explorer version 6.0 or higher.'

## I-Trac Data Entry Interface

To go to the data entry screens, from the Home page click the green I-Trac tab.



The data entry interface (above) consists of a header and tabs. The header section provides the following information:

1. Customer name
2. Customer ID number (system generated)
3. The active/selected Service Provider
4. User identification
5. User authorization level

The header section also contains the following static hyperlinks:

- a. [Find customers](#): returns customer to search screen
- b. [Sign out](#): sign out of current I-Trac session
- c. [Edit customer](#): edit Last Name, First Name, MI, DOB, SSN, Gender
- d. [Reports](#): link to customer reports and enrollment documents
- e. [Tools](#): link to tools like email support, print page, and universal account management

This interface has tabs (also called screens) that are presented procedurally as would an enrollment process flow. The screens have a consistent look and feel throughout; however, specific content may vary between funds.

## Data Controls

These are sections within a screen that serve as the user’s access to add and/or edit data. This is accomplished by selecting [add](#) or [edit](#). Once you have a data control open you can [save](#) the data to the database or [cancel](#). Not all fields in a data control are editable. The fields not editable are either accessible elsewhere because they are data elements shared with other programs (Name, SSN, DOB, and Gender) or program rules dictate whether data can be modified.

<a href="#">add</a> Email Address				
Email Address				
Customer Registration Details				
<a href="#">edit</a>	Consent to Release SSN	SSN Documentation	DOB Documentation	Highest Grade Completed
	Legal to Work	Legal to Work Documentation	Selective Service	SSR Documentation
Ethnicity and Race				
<a href="#">edit</a>	Ethnicity and Race			
Veteran Status				
<a href="#">edit</a>	Veteran Status			
	Documentation			

## Control Buttons and Entry

Control buttons are used to initiate an action. The buttons available in I-Trac are: [select](#), [add](#), [edit](#), [save](#), [cancel](#) and [delete](#).

- [select](#): activates the program data for selection or edit.
- [select](#): chooses a selection from a list for data field to be populated. Used in lookups of find fields.
- [add](#): used to add a new data row within a control.
- [edit](#): used in a data control where all data is required or to modify a row of information within a control.
- [save](#) or [cancel](#): you must save or cancel any new data.
- [delete](#): will delete the row of data within a control.
- [find](#): requires you to find or [search](#) for an item in a list.
- Yellow-shaded fields: are the minimum required fields necessary to be completed to initially save the data.
- Dates: can be entered mmddyyyy or click on calendar to select date
- **Error Messages**: indicates there is something wrong with the data you are trying to enter. Read message and try to trouble shoot based on the message feedback.

## Types of Data Entry

### Text Box

Displays text entered that can be edited by users when data control is activated.

<b>Email Address</b>	
<a href="#">save</a> <a href="#">cancel</a>	<input type="text"/>

### Drop Down Box

Also called a Combo Box, displays a list of pre-defined selectable items.

<b>Service</b>
--Select One--
<ul style="list-style-type: none"> <li>--Select One--</li> <li>Adult Mentoring</li> <li>Alternative School Enrollment</li> <li>Career Assessment</li> <li>Career Guidance and Counseling</li> <li>Career Plan Development</li> <li>College Admissions-Academic Advisor</li> <li>College Entrance Exam</li> <li>College Tour</li> <li>Community and Service Learning 8 hrs</li> <li>Computer Literacy Course</li> <li>CRLE-Company Tour</li> <li>CRLE-Guest Speaker</li> <li>CRLE-Informational Interview</li> <li>CRLE-Internship</li> <li>CRLE-Job Shadow</li> <li>CRLE-Mock Interview</li> <li>ESL Instruction</li> <li>FAFSA</li> <li>Financial Literacy Course</li> <li>GED Instruction</li> <li>High School Diploma Instruction</li> <li>Leadership Development</li> <li>Orientation</li> <li>Pre-Apprenticeship</li> <li>Project Based Learning</li> <li>Scholarship-Grant Application</li> <li>Tutoring</li> <li>Work Readiness Gain</li> <li>Work Readiness Training</li> </ul>

### Check Box

Allows for multiple selections within the control and displays as a list upon save. Selected items will be displayed as a list upon save.

Ethnicity and Race	
	<b>Ethnicity and Race</b>
<a href="#">save</a> <a href="#">cancel</a>	<input checked="" type="checkbox"/> Hispanic or Latino
	<input type="checkbox"/> African American
	<input type="checkbox"/> American Indian or Alaskan Native
	<input checked="" type="checkbox"/> Asian
	<input type="checkbox"/> Caucasian
	<input type="checkbox"/> Hawaiian/Pacific Islander

<a href="#">edit</a>	<b>Ethnicity and Race</b>
	<b>Ethnicity and Race</b>
	Hispanic or Latino,Asian

### Lookup Box

Operates like a text box, except the text entered will serve as a keyword search criteria, then the user will click the **find** button right next to this box, after which a Lookup window will be displayed containing search results based on the keyword(s) entered in the lookup box. Once an item is selected from the Lookup window, the selected item will populate the Lookup box.

The screenshot shows a form titled "Employment" with several fields: Start Date, End Date, Employer, Industry (NAICS), and Position (ONET). The Employer field contains the text "Wendy" and has a "find" button to its right. A red box highlights the Employer field and the "find" button.

Type in your search criteria and click **find**

A close-up of the Employer lookup box. The text "Wendy" is entered into the text box, and a "find" button is located to the right. A red arrow points to the "find" button.

Select from the list, alter search criteria, or add search results to the list if you cannot find what you are looking for. If you **add (Detail)**, it will be added exactly as it is displayed in the Search Criteria box and will be permanently added to the list. Care should be taken that proper spelling and capitalization is used.

The screenshot shows a window titled "Lookup - Employer". At the top, there is a "Search Criteria" section with a text box containing "Wendy" and buttons for "search" and "add (Detail)". Below this is a table of search results. A red box highlights the row for "Wendy's International, Inc.", and a red arrow points to the "select" button in that row.

select	edit	Employer
select	edit	Wendy
select	edit	Wendy Silkwood
select	edit	Wendy's
select	edit	Wendy's International, Inc.
select	edit	Wendy's Old Fashioned Hamburgers
select	edit	Wendys
select	edit	Wendys Hamburger
select	edit	Wendys Int'l.
select	edit	Wind and Metal
select	edit	Wind River Tribal College

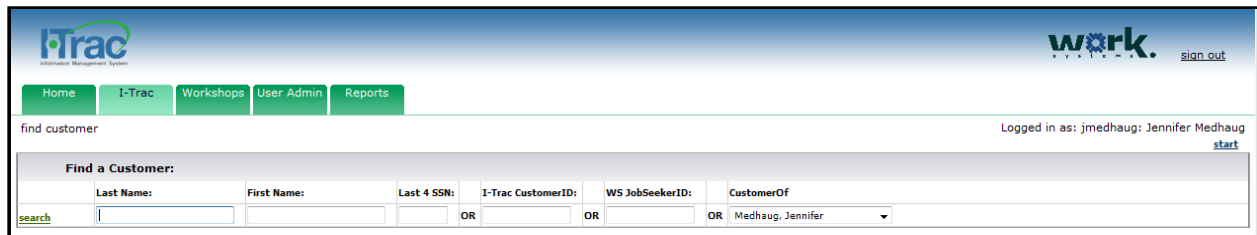
A close-up of the Employer lookup box. The text "Wendy's International, Inc." is entered into the text box, and a "find" button is located to the right. A red arrow points to the "find" button.

# Customers in I-Trac

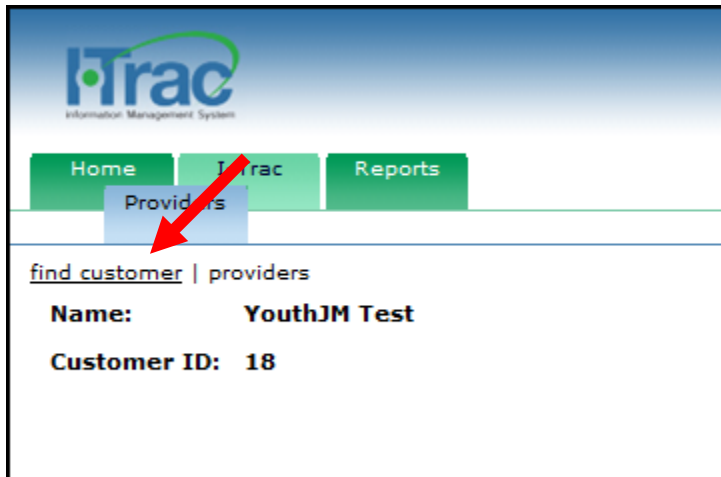
I-Trac customers may be participating in multiple programs that are tracking different information in I-Trac. It is preferred that a customer have **one** customer record in I-Trac, which may have **multiple** enrollments into separate funds/programs. Therefore, new customers to your program may not actually be new customers to I-Trac. Before entering a new customer, always execute a search for that customer to see if they exist. If they do exist, users will simply add the specific program to their record. If they do not exist, users will add the customer to the database and then add the specific program to their record.

## Find a Customer

From the I-Trac Home tab, click the **I-Trac** tab or link. This action will open a new window called *Find a Customer*.



This window is also accessible from within the data entry window by clicking the **Find Customer** link.



## Search Criteria

This is the data entered to indicate the record(s) to be retrieved. Data can be searched by:

- Last Name
- First Name
- Last 4 SSN
- I-Trac Customer ID
- WS Job Seeker ID
- Customer Of (the staff person assigned to the customer enrollment from the Providers Tab)

The most efficient means of search for an existing individual customer record is by I-Trac Customer ID. This will always return only one customer record as it is a unique identifier number assigned when the initial customer record was established.

All records matching the search criteria will be retrieved and displayed in a list. Users have the option of selecting from the names displayed in the list. This is the first step in creating a new customer data record provided the criteria entered did not result to an existing record.

**Search: Find Customer by Name**

The list displayed below is the result of using the last name **test** as the search criteria. This search results in a list of all customers in the database with a last name beginning with **test**.

**Find a Customer:**

Last Name:  First Name:  Birth Date:  Last 4 SSN:  OR  OR  Customers Of:  [search](#) [clear](#)

**Search Results / Add Customer:**

<a href="#">add</a>	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers
<a href="#">I-Trac</a>	Test	123	H	11/27/1989	1073	841260		C-TEC Advisor
<a href="#">I-Trac</a>	Test	97205nexusnichols		8/17/1987	REFUSED	622586	1894827	OnlineSite, Outside In
<a href="#">I-Trac</a>	Test	A	B	1/1/1956	REFUSED	127628	1685510	WSPM SE, WSPM SE, Albany
<a href="#">I-Trac</a>	Test	A	Z	4/15/1990	REFUSED	327504	1767581	YESS, WSPM SE, WSPM East
<a href="#">I-Trac</a>	Test	Abode		5/1/1989	REFUSED	506019	1831018	PCC, OnlineSite
<a href="#">I-Trac</a>	Test	Abby		1/1/1970	0001	570670	1867403	OnlineSite
<a href="#">I-Trac</a>	Test	Abbe	A	1/1/1980	6666	118889	183413	WSPM SE, WSPM SE, NAEV

**Search: Expand or Narrow results**

The more letters provided in First and Last names, the fewer the number of records that will be returned. Fewer letters will return more records.

Search results that bring back a lot of records will not all be visible. There is a scroll within the search results that will allow you to scroll through the entire list.

The list displayed below is the result of using the last name **test** and first name **z-01** as the search criteria. The system retrieved all records with a last name beginning with **Test** and a first name beginning with **z-01**.

**Find a Customer:**

Last Name:  First Name:  Birth Date:  Last 4 SSN:  OR  OR  Customers Of:  [search](#) [clear](#)

**Search Results / Add Customer:**

<a href="#">add</a>	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers
<a href="#">I-Trac</a>	Test	Z-01		1/1/1978	REFUSED	514614	1835516	WSPM SE

**Search: Find Customer by Customer Of**

The **Customer Of** drop-down allows the user to access all customers that have that staff person’s name established in the ‘Customer Of’ field for the enrollment in the Provider’s control. Staff member names are made available from the list after he or she is assigned at least one customer. This will return all customer’s with that staff member’s name as the Customer Of, including enrollments where the customer has been exited.



The Customer Of name can be changed by any user who has either a Data Entry Account or an Administrative Account for the specified Service Provider.

To get this type of list,

1. Clear or delete the Last Name, First Name, and SSN text boxes
2. Select a specific staff name in the **Customer Of** drop-down list (this is defaulted to the user who is currently logged-in)
3. Click the [search](#) button

**Search Results: Customer Results/Open Record**

Search results are displayed where pertinent customer information allows you to determine if this is the correct customer. Click the [select](#) link to open the customer record. In the example below, the customer needed has the last name **Test** and first name of **Test**.

Find a Customer:								
	Last Name:	First Name:	Last 4 SSN:	I-Trac CustomerID:	WS JobSeekerID:	CustomerOf		
<a href="#">search</a> <a href="#">clear</a>	test	test		OR		OR		OR Conner-Coash, Ac ▼
add Search Results / Add Customer:								
	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers
<a href="#">select</a>	Test	Test		5/6/1980	REFUSED	406321		OnlineSite
<a href="#">select</a>	Test	Test		1/1/1992	REFUSED	1235643		WOAPE
<a href="#">select</a>	Test	Test		1/1/1997	refused	1506494		City of Portland
<a href="#">select</a>	Test	Test		1/1/1970	REFUSED	1537642	2307580	
<a href="#">select</a>	Test	Test	A	6/21/1954	4321	1568466	2317511	
<a href="#">select</a>	Test	Test	T	3/22/1969	REFUSED	126050	1679616	Oregon City
<a href="#">select</a>	Test	Test-000	A	1/1/1977	REFUSED	1535164	2305746	I-Trac Test Site
<a href="#">select</a>	Test	Test0820		1/1/1992	REFUSED	1572460		Eugene School District
<a href="#">select</a>	Test	Test2	M	1/1/1994	REFUSED	1521499		OnlineSite

**Search Results: Brings no results**

The last name **Test** and the first name **CustomerTest** was used to search for the customer data record as shown in the following image. The search could not find a record with the last name **Test** and a first name **TestCustomer** in the database. A new record can be created manually or by using the Online Customer Application (see Page 18).

find customer								
Find a Customer:								
No Records Were Found for selected Criteria								
	Last Name:	First Name:	Last 4 SSN:	I-Trac CustomerID:	WS JobSeekerID:	CustomerOf		
<a href="#">search</a> <a href="#">clear</a>	test	customerTest		OR		OR		OR Train, DataEntry ▼
add Search Results / Add Customer:								
	Last Name	First Name	MI	Birth Date	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Providers

## Add Customer Control

Where a customer does not already exist in the database, staff may manually add the customer. This step should only be done if the Online Application (see Online Application section of this manual) will not be used. As pictured above, the [add](#) button will advance entry to an Add Customer control where entry fields are used to create a new customer record.

Staff will need to enter five customer data elements that are required to create a customer record. This is the minimal data required for all I-Trac customer records.

Last Name	Required	Enter the legal last name
First Name	Required	Enter the legal first name
MI	Optional	Enter if applicable
SSN	Required	1) Enter the social security number as xxxxxxxx 2) Enter 'REFUSED' when the customer chooses not to disclose, when the number is not required for the fund or when creating test records.
Date of Birth	Required	1) Enter as mmddyyyy 2) Calendar is optional but not effective for DOB
Gender	Required	Select Male or Female

Once saved, the new customer record has been created and a few things will occur:

- 1) I-Trac will automatically open the customer record and directed to the Providers Tab (displayed below). The Providers Tab is the only tab accessible to the user at this point. Data elements are specific to a Funding Source or Service Provider. A Service Provider must be added for tabs and data elements to become available for data entry. Access is defined by user authorization and input of data required by fund source. See Providers Tab section.
- 2) I-Trac will automatically generate a Customer ID (displayed below)
- 3) The customer will always appear with a record from Search Results when search criteria match those elements for this customer

[find customer](#) | [providers](#) Logged in as: jmedhaug: Jennifer Medhaug [reports](#) | [tools](#)  
[edit](#) **Name: Testyouth123 Test (I-Trac ID: 1577407)** [start](#)

## Edit Customer Control

The Last Name, First Name, MI, DOB, SSN, and Gender data elements are editable by all system users any time prior to registration in an enrollment. This means that upon finalization of registration and after a Registration Date is established in any enrollment, these data elements will become protected against further update. Only users with Admin level permissions are authorized to update/edit data previously protected.

Before the customer information can be edited, the customer must have an enrollment added to the record and this enrollment must be selected for view.

add	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
<a href="#">select</a>	Test WIA Youth R5 - I-Trac Test Site - I-Trac Test Site		8/23/2012	8/23/2012	8/23/2012	

To edit customer information, follow these steps:

[find customer](#) | [providers](#) Logged in as: jmedhaug: Jennifer Medhaug [reports](#) | [tools](#)  
[edit](#) **Name: Testyouth123 Test (I-Trac ID: 1577407)** [start](#)

[find customer](#) | [providers](#) | [edit customer](#)

Edit Customer						
	Last Name	First Name	M.I.	SSN	DOB	Gender
<a href="#">save</a> <a href="#">cancel</a>	Test	CustomerTest	<input type="checkbox"/>	*****	1/1/1992	Female

# Providers Tab

---

Service Providers are the agencies that have contractual agreements to provide Employment and Training Services.

After a new customer has been added OR once an existing customer is selected from the search results window, the system will transition into the main data entry screens with the Providers Tab as the only tab accessible to the user at this point. The Providers tab is accessible by ALL users; however, rights will restrict the enrollments or Service Providers that can be selected and then accessed for data tracking.

New Customers: After a service provider has been added and saved the Registration tab will also be an option for access and all the other remaining blue data entry tabs will become visible.

Existing Customers: Once a user selects a provider enrollment, all the other remaining tabs will become visible.

## Providers Control

The Providers Control tracks all enrollments for this customer and is where enrollments are initially set. The Service Provider is identified by the concatenation of **[Fund Name – Site Name / Provider Name]**. Each Service Provider entered is considered a separate enrollment. Enrollments may be from different funds or where a customer is enrolled in a fund at different enrollment periods with different dates.

### Fields Definitions

Service Provider: These are the service providers the user is authorized to view and/or input data for. Rules can also determine whether you will see a particular service provider. For example, where the registration requires a customer to be a particular age and the customer does not meet that criteria, staff will be unable to see the Service Provider add. Other times, one enrollment may be dependent on another enrollment. If the other enrollment does not exist, there may be issues when trying to add or save the Service Provider.

Customer of: The Customer of list remains blank until the service provider attachment has been saved. At this point the list is populated with staff names for the Service Provider attached. This field is optional.

Application Date: This is the date of application and should match the applicant's (or parent's – depending on the age of the applicant) signature date on the paper application.

Registration, Participation, Exit, and Last Service Dates will display as they become applicable. These dates are not editable from this entry tab and control. These dates are dependent on data entry in other tabs

- Registration Date: Populated from the Registration Tab once the record has been reviewed. Program rules will apply to this date where Registration must occur within XX days of the Application Date. Rules are dependent on the fund.
- Participation Date: Also referred as the enrollment date. This is populated as of the first date of program service. The first service entered will set this date. Program rules will apply to this date where the first service entered must have a date within XX days of Registration Date. Rules are dependent on the fund.
- Exit Date: Date is populated from the Program Status control on the Outcomes tab. This date can be set to be automated based on fund rules.

- Last Service Dates: Looks to the last qualifying date of program service. These dates are derived from the following:
  - Service start date
  - Service end date
  - Case note tied directly to a service


**Adding a New Enrollment**

Staff can manually add any new enrollments when the Online Application was not the source of data collection. (See Online Application section of this manual for more information)

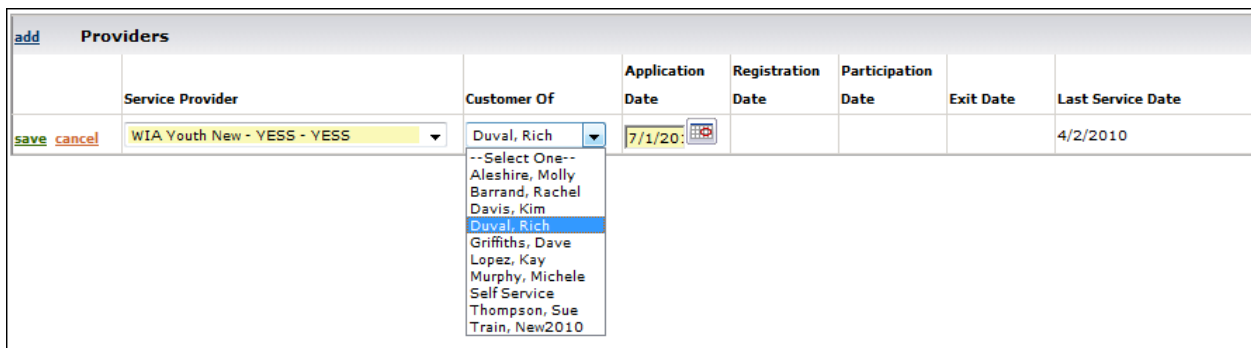
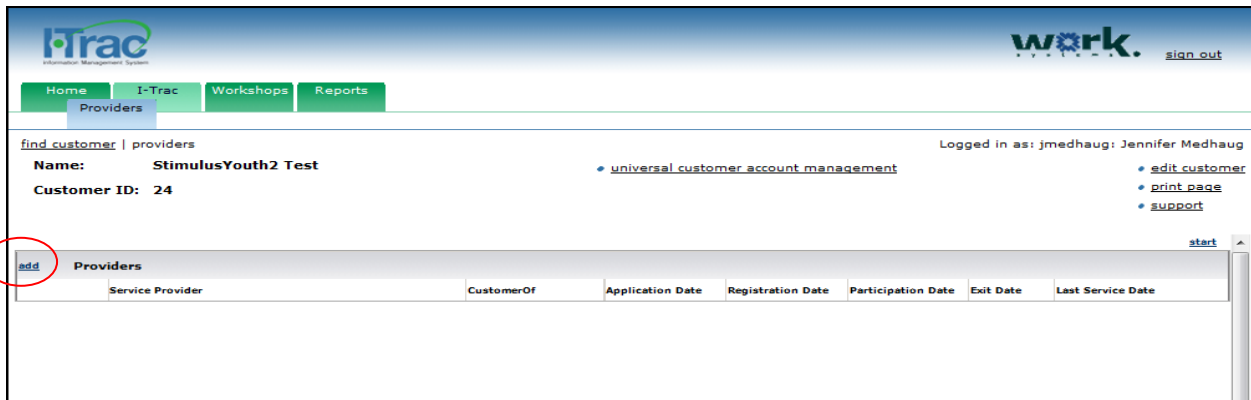
Enrollments are attached by Fund and Service Provider. Staff can only select Service Providers that they have permissions/user rights to access.

To add the enrollment to the customer,

1. Click on the [add](#) button
2. Make a selection from the Service Provider drop-down list
3. Make a selection from the Customer Of drop-down list
4. Enter the appropriate date in the Application Date field
5. Click the [save](#) button.

 **RULES:** staff will only be able to add the enrollment if rules permit:

1. DOB entered for the customer indicates customer age is within age range for the fund.
2. The customer does not have an existing 'open' enrollment in the same fund.
3. The application date is within 180 days of today.



### Selecting Existing Enrollments

Staff permissions indicate whether they will be able to access an enrollment. When the provider enrollment selection is activated (by clicking **select**), the system opens the data entry screens as blue tabs at the top of the page and also displays informative data for that provider enrollment. The information is displayed in the header which is visible on all screens. The information included is:

- 1) Program / Fund Name
- 2) Site / Provider Name
- 3) Staff assigned to this provider enrollment
- 4) Enrollment ID (EID) Number (system generated)

		Providers						
		Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date	Last Service Date
Staff cannot access		WIA Youth - Albany - Linn		3/2/2009	3/2/2009			
		ARRA Summer Youth - C-TEC Youth Services - C-TEC Youth Services		3/2/2009		7/2/2009		
		EOI Youth - IRCO - Youth Transitions	Cutler, Howard	5/1/2010	5/6/2010	5/6/2010		3/30/2010
Staff can access		WIA WS Adult - OnlineSite - CI Online		1/13/2010				
		WIA Youth - Outside In - Outside In	Brown, Cynthia	3/2/2009	3/2/2009	4/1/2009		
		Summer Works - POIC - POIC		3/2/2009	3/2/2009	8/9/2010		5/4/2010
		Summer Works - Tualatin Youth - HSD OHDC		3/2/2009	3/2/2009	9/23/2009		
		STEM Youth - Washington County - PCC Cap Center		3/2/2009	3/2/2009	2/10/2010		

find\_customer | providers Logged in as: Train2010: New2010 Train

Name: CustomerTest Test • universal\_customer\_account\_management

Customer ID: 810026 • edit\_customer  
• print\_page  
• support

start

		Providers						
		Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date	Last Service Date
	<a href="#">select</a>	WIA Youth New - YESS - YESS	Duval, Rich	7/1/2010				4/2/2010

find\_customer | providers Logged in as: Train2010: New2010 Train (2,2)

Name: CustomerTest Test • universal\_customer\_account\_management  
• universal\_services\_application\_form  
• eligibility\_determination\_and\_review\_form  
• program\_participation\_notes

Customer ID: 810026 • edit\_customer  
• print\_page  
• support

WIA Youth New - YESS - YESS , Customer Of Rich Duval, EID = 1174898

start

		Providers						
		Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date	Last Service Date
	<a href="#">edit</a>	WIA Youth New - YESS - YESS	Duval, Rich	7/1/2010				4/2/2010

### Edit Service Provider

The [edit](#) button will allow users to edit the Service Provider, Customer Of and the Application Date fields. The Application Date and Service Provider become locked upon enrollment registration and will only be editable to an Admin user. Note: you must first [select](#) the enrollment to edit the enrollment. Staff permissions must be greater than read only to be able to edit data.

<a href="#">add</a>	Providers						
	Service Provider	CustomerOf	Application Date	Registration Date	Participation Date	Exit Date	Last Service Date
	Test - Green Careers Initiative - *Test Site 2 - *Test Provider 10		5/15/2010				
	Test - WSI Summer Works - *Test Site 3 - *Test Provider 23						
<a href="#">select</a>	WIA Adult - Bridge Counseling Associates - Bridge Counseling Associates		1/1/2010				
<a href="#">edit</a>	Stimulus Youth - Help of Southern Nevada - Help of Southern Nevada	Flores, Nacol	1/1/2010				

Once changes have been made, click [save](#).

# Online Application

The online application is regionally available and is an online data collection tool that allows customers (or staff on behalf of customers) to submit pertinent information related to customer registration electronically. Data entered into the online application will be stored in a customer enrollment in the I-Trac which is reviewed and modified if necessary for registration completion.

## Youth Services Application

Thank you for your interest in education, training and employment services. Completing this online application is the first step in the application process for this program. Youth that are under the age of 18 may submit this online application; however, they will need a parent or guardian's signature approval to complete the application process and participate in the program. Once you have submitted this application, please print the confirmation page and make an appointment with program staff.

Information submitted will be kept confidential and only used by authorized program staff to conduct program eligibility, provide services, and track performance to funders.

**\* indicates required field**

---

**Referred By\*** (Please identify the organization that asked you to complete this application)  
 --Select One--

---

<b>Last Name*</b>	<b>First Name*</b>	<b>MI</b>	<b>Gender*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female
<b>Birth Date*</b> (MM/DD/YYYY)	<b>Age</b>		
<input type="text"/> / <input type="text"/> / 19 <input type="text"/>	<input type="text"/>		

---

**SSN Disclosure:** This is a federally funded program and your SSN is used for performance tracking purposes. Providing your SSN is confidential. Please read our [SSN Disclosure Statement](#).

<b>Social Security Number</b> (No dashes)	<b>SSN Disclosure Statement and Consent to Release SSN*</b> (Check one of the following)
<input type="text"/>	<input type="radio"/> I have read the SSN Disclosure Statement and give my consent to use my SSN
<b>Confirm Social Security Number</b>	<input type="radio"/> I have read the SSN Disclosure Statement and do not give my consent to use my SSN
<input type="text"/>	

## Access

The URL to access the on-line application will be created by I-Trac System Administrators and is unique to each region/local area. This URL will be managed locally. Each region/local area may choose whether it is posted on a website, available on staff computers, or emailed to participants.

## Online Application Data Elements

The following data elements are collected in the Online Application. Where funds require additional information, the data will be collected by staff on the Registration Tab of the enrollment.

- Referred By (Program Referral)



- Last Name
- First Name
- DOB
- SSN (optional – if left Blank, customer is refusing to disclose)
- SSN Disclosure Statement has been read checkbox
- Gender
- Email
- Home Address
- Mailing Address
- Primary Phone
- Ethnicity/Race
- Primary Language
- Legal to Work
- Veteran Status
- Education Status
- Highest Grade Completed
- Current/Last High School Attended
- Employment Characteristics (may check 'none apply')
- Family Size
- Family Income
- Employment Status
- Employment Information (required when customer Employment Status = Employed)

## Cancel Application

The application will not be saved if the customer leaves the URL in the middle of data entry, or if the customer clicks Cancel button.

## Submit Application

Customer must click Submit button at the bottom of the page for data to be saved.

## Missing/Invalid Information

The customer will be unable to submit application until all required information has been entered. If the customer tries to submit while there is still missing information, the page will specify the reasons why the customer cannot submit and will highlight the relevant fields:

**Unable to Submit for the following reasons:**

- Please select Referred By.

**Referred By\*** (Please identify the organization that asked you to complete this application)  
 --Select One--

**Print Confirmation**



Customer will be provided a confirmation number when the application is successfully submitted. This number represents **CustomerID-EnrollmentID**. The customer will be prompted to print confirmation page for their records. This may be helpful for staff when trying to find the customer enrollment in I-Trac and for verification that the application was submitted successfully.

Your application has been submitted successfully.

Your confirmation number is:  
**1529274-2201876**

Please click [here](#) to print the confirmation page.

This is an equal opportunity employer/program.  
 Auxiliary aids and services are available upon request to individuals with disabilities. To place a free relay call in Oregon dial 711.  
 This program is funded in whole or in part with public funds provided by the US Department of Labor.

**Confirmation Page**

<b>Confirmation Number</b>	1529274-2201876
<b>Referred By</b>	Beaverton School District – Merlo High School
<b>Name</b>	onlineYouthB Test
<b>Gender</b>	Male
<b>Social Security Number</b>	
<b>Birth Date</b>	1/1/1992
<b>Email Address</b>	test@test.com
<b>Home Address</b>	123 Portland, OR 97201 (Multnomah County)
<b>Mailing Address</b>	123 Portland, OR 97201 (Multnomah County)
<b>Primary Phone</b>	9999999999
<b>Cell Phone</b>	
<b>Message Phone</b>	
<b>Other Phone</b>	
<b>Alternative Contact Person</b>	home other
<b>Relationship</b>	Other
<b>Phone</b>	9999999999
<b>Ethnicity/Race</b>	Pacific Islander, White
<b>Other Demographics</b>	None Apply
<b>Primary Language</b>	English
<b>Legal to Work in the United States</b>	Yes, I am a US citizen and legal to work in the US
<b>Veteran Status</b>	Yes - 180 Days or Less (Not Dishonorable Discharge)
<b>Education Status</b>	Student - High School or Less
<b>Highest Grade Completed</b>	Certificate of HS Completion
<b>Characteristics</b>	Family receiving Refugee Assistance, Runaway
<b>Family Size</b>	3
<b>Six Months Income</b>	15

## Saved Data

The online application will be saved in I-Trac. I-Trac must determine if the customer already exists in I-Trac or whether the customer is new before it can add the enrollment.

### New/Existing Customer Determination

I-Trac will try to match the customer with existing customer records one of the following ways. If I-Trac cannot match the customer, I-Trac will create a new customer record.

- SSN provided through on-line application = I-Trac Customer SSN, or
- Match Last Name/DOB/Gender = I-Trac Customer Last Name/DOB/Gender

### **WARNING!**

There is still a possibility of duplicate customer records. I-Trac support will try to merge if possible. Send requests to merge to [support@i-trac.org](mailto:support@i-trac.org).

### New Enrollments

I-Trac will automatically add the new enrollment to the customer record, where:

- Service Provider: will be set to generic site called **Youth Online Fund – OnlineSite – Online System**. Later when customer is assigned to a location for application, this site will be edited to be **WIA Youth – ‘Your Service Provider Name’**
- Customer Of: will be left blank, this can be assigned once the online site is specified and a case manager assigned to the customer.
- Application Date: will be set to the Online Application Date which is the date the customer clicked submit. This date will need to be edited when the customer comes in for Eligibility Interview.
- Registration Date: will be blank until the review is complete on the Registration Tab. Customers that do not complete the Eligibility Process will not get a Registration Date.
- Participation Date: also known as the Enrollment Date will be blank until the first service is entered on the Services Tab. Customer that do not complete the Eligibility Process OR never receive services within 45 days will not be enrolled or receive a participation date.
- Exit Date: will be blank until the customer is transitioned from Intensive Services. If the participant is not Registered by completing the Eligibility Process OR is not enrolled, they will be exited ‘Pre-program’.

find\_customer | providers  
[edit](#) **Name: Youth Test (I-Trac ID: 1024076)**  
 Youth Online Fund - OnlineSite - OnlineSite, EID = 1500843

**add Providers**

	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
<a href="#">edit</a>	Youth Online Fund - OnlineSite - OnlineSite		4/1/2011			

### Online Application Tab

When selecting the generic service provider **Youth Online Fund – OnlineSite – OnlineSite**, only the Online Application Tab will become available. This tab shows the data that was submitted from the Online Application. This data is read only. This tab is for informational purposes only and data can be modified by Staff on the Registration Tab of the WIA Fund once the Service Provider is updated to the **WIA Youth – ‘Your Service Provider Name’** enrollment. For more information about completing the Registration, see Registration Tab section of this manual.

find\_customer | providers | online application  
[edit](#) **Name: Youth Test (I-Trac ID: 1024076)**  
 Youth Online Fund - OnlineSite - OnlineSite, EID = 1500843

**Online Application**  
 Information reflected will be updated if data changes are made to data on the Registration Tab

Referred By	
DOB	1/11/1995
Gender	Female
Last 4 SSN	REFUSED
SSN Consent	No
Email	barb@email.com
Primary Phone	503-503-5031
Cell Phone	503-663-6669
Message Phone	503-503-5031
Other Phone	
Home Address	2345 Se Water Ave, Portland, OR 97204
Mailing Address	2345 Se Water Ave, Portland, OR 97204
Ethnicity/Race	White
Primary Language	English
Legal To Work	I am a United States Citizen
Highest Grade Completed	10th Grade Completed
Characteristics	Free and Reduced Lunch, Behind in high school credits
Family Size	5
Six Month Income	17500.00
Veteran	No
Selective Service	Not Required – Female
Employment Status	Not Employed

# Registration Tab

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A primary set of data elements are required for participant record keeping, contract monitoring and data and performance reporting. Accurate recording of these elements is essential. They are used to monitor progress towards obtaining goals/projections outlined in Demographic Plans and Targeted Population focus. Each control and data element value should correspond with the information in the WIA Youth Registration form.

The data controls on this tab are fund/program specific. Certain data elements require collection of official (acceptable) documents to validate the elements as true.

Registration and Review is required for all customers who wish to access services.

Eligibility includes an examination of the information required to determine if a customer meets the eligibility requirements for specific programs/funds. In addition to the Applicants’ attestation of the accuracy of information contained in the Registration Form, they must also present certain legal documents to verify certain information listed on the application is true, complete and accurate.

I-Trac will go through a process to determine the eligibility status (Registration Results control), which include Eligible, Ineligible, or Pending Missing Information.

- Eligible indicates the eligibility interview is complete; the applicant has presented an acceptable legal document for each eligibility requirement; and the eligibility interviewer has examined such documents and determined them to be valid.
- Ineligible indicates the reasons which make the customer ineligible based on the data entered.
- Pending Missing Information: will indicate the data elements that are missing and required in order to determine eligibility.

## Header

This is a read only control which contains data related to registration elements that are collected in various locations from Providers tab, Registration tab, and Customer Add/Edit controls.

<u>Online Application Date</u>	<u>Application Date</u>	<u>Registration Date</u>	<u>Participation Date</u>	<u>Exit Date</u>	<u>LQ Fund Service Date</u>
8/23/2012	8/23/2012	8/23/2012	8/23/2012		8/23/2012
<u>DOB</u>	<u>Gender</u>	<u>Age at Application</u>	<u>Last 4 SSN</u>	<u>In/Out-of-school status</u>	
1/1/1992	Female	20	REFUSED	OSY	

- Online Application Date: the date the online application was submitted. This date will be blank if the record was not created by the online application process.
- Application Date: copied from the Providers tab and represents the date the customer or parent/guardian if under the age of 18 completed the application process or the date the staff completes the Registration Tab with the customer.
- Registration Date: this will be blank until a review is complete in the Registration Completion control. The Registration Date will always equal the Application Date

- **Participation Date:** the date of the first WIA service.
- **Exit Date:** this date represents the last date of service for the WIA enrollment episode. This date is the LQ Fund Service Date and occurs when there has not been activity for 90 consecutive days.
- **LQ Fund Service Date:** Last Qualifying Fund Service Date. This date is calculated by I-Trac and represents services attached to the WIA enrollment episode, specifically the most recent of the following:
  - Start Date of an in-program service with a status of started
  - End Date of an in-program service with a status of completed or not completed
  - Date of a Case Note where Service Delivered = Yes AND Attachement = 'Service – ' AND the case note date is between the start/end dates of the service.
- **SSN (4):** will show the last four of the customer's SSN. If it was not provided this will say 'Refused'.
- **DOB:** will indicate the customer's birth date
- **Age at Application:** will calculate the customer's age on the Application Date
- **Gender:** will indicate the customer's gender
- **In/Out-of-School:** will show the customer as In-School (ISY) or Out-of-School (OSY). The following is how OSY is calculated. If the customer does not meet one of the following conditions for calculating OSY, then they are ISY.
  - **Option 1:** Education Status = Not Attending School – High School Dropout
  - **Option 2:** Education Status = Not Attending School – Diploma/GED/Equivalent
  - **Option 3:** Education Status = Student in Post High School **AND** Basic Skills Characteristic = Basic Skills Deficient

## Address Control

An 'Address Type' of Home (or Homeless) and Mailing address must be saved before registration can occur. Registration addresses used to determine eligibility will become locked upon registration. Additional addresses can be added any time during enrollment, but the registration address can never be modified after registration.

When selecting Address Type of Homeless, a street address is still required, so where a street address is not applicable, please type "Homeless" as the street address. A zip code will also be required if homeless, so where a zip code is not identifiable, please enter your site zip code.

To save time on data entry, there is an Address Type of 'Home and Mailing'. When this Address Type is selected, the record will create two records upon save—one home record and one mailing record with the same address. Another time-saver is where I-Trac will auto-populate the city, state and county when a zip code is entered.

The Effective Date is the date on which this address was valid. During the registration process, this date should be entered as the date of application. When updating an address, simply add a new address and give the Effective Date as the date of the change.

To enter data: click [add](#), enter data and click [save](#)

**add** Addresses

Date	Address Type	Street Address	Zip Code	City	State	County
07/01/2011	Home and Mail	123 Sample St.	97405	Eugene	OR	Lane

**save** **cancel**

## Phone Control

All phone numbers can be entered as xxxxxxxxxx and when saved the phone number will change to the proper format, xxx.xxx.xxxx. At least one customer phone number must be saved upon registration. This field will not be locked and can be modified after registration.

To enter data: click [add](#), enter data and click [save](#)

**add** Phones

Phone Type	Phone
Primary	9999999999

**save** **cancel**

## Email Control

Only one email can be added at a time. Email must be entered in email format [xxx@xxx.xxx](#). Email is not a registration element and not required to be entered. This field will not be locked and can be modified after registration.

To enter data: click [add](#), enter data and click [save](#)

**add** Email Address

Email Address
test@test.com

**save** **cancel**

## Secondary Contact Information Control

This data set tracks a secondary contact and their relationship to the customer. All phone numbers can be entered as xxxxxxxxxx and when saved the phone number will change to the proper format, xxx.xxx.xxxx. One secondary contact is required to register your customer. One contact will be required for registration. This field will not be locked and can be modified after registration.

To enter data: click [add](#), enter data and click [save](#)

Secondary Contact Information					
	Last Name	First Name	Relationship	Phone Type	Phone
<a href="#">add</a>					

Secondary Contact Information					
	Last Name	First Name	Relationship	Phone Type	Phone
<a href="#">save</a> <a href="#">cancel</a>	Contact	First	Other	Other	9999999999

## Ethnicity and Race Control

Ethnicity and race are collected in the same control. Multiple selections can be made. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

Ethnicity and Race	
<a href="#">edit</a>	Ethnicity and Race

Ethnicity and Race	
<a href="#">save</a> <a href="#">cancel</a>	<p>Ethnicity and Race</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Hispanic or Latino</li> <li><input type="checkbox"/> African American</li> <li><input checked="" type="checkbox"/> American Indian or Alaskan Native</li> <li><input type="checkbox"/> Asian</li> <li><input type="checkbox"/> Caucasian</li> <li><input type="checkbox"/> Hawaiian/Pacific Islander</li> </ul>

## Veterans Status Control

This box may vary slightly between funds depending on the level of detail required. Where the customer is not a veteran, the Veteran Status is 'No' and all other fields may be left blank, including documentation, upon save. Where Veteran Status is 'Yes', all fields must have a selection. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)



Veteran Status	
Veteran Status	
Documentation	
Campaign Veteran	
Disabled Veteran	
Recently Separated Veteran	

Veteran Status	
Veteran Status	<input checked="" type="radio"/> No <input type="radio"/> Yes - 180 Days or Less <input type="radio"/> Yes - More than 180 Days <input type="radio"/> Yes - Eligible Spouse
Documentation	--Select One--
Campaign Veteran	<input type="radio"/> No <input type="radio"/> Yes
Disabled Veteran	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Yes - Special Disabled
Recently Separated Veteran	<input type="radio"/> No <input type="radio"/> Yes - Discharged within 4 years

## Customer Registration Details Control

This data control covers the general program eligibility requirements of a particular fund/program (e.g., Legal to work, age, and selective service registration). Other data elements that can be validated may also appear in this control. The Legal to Work Documentation and the SSR Documentation dropdowns are dependent on the selections made in the Legal to Work and Selective Service dropdowns. These are registration elements and will be locked upon registration. Education Status is used in the In/Out-of-School calculation (see Header section above).

To enter data: click [edit](#), enter data and click [save](#)

Customer Registration Details			
Consent to Release SSN	DOB Documentation	Native Language	
		English	
Legal to Work	Legal to Work Documentation	Selective Service	SSR Documentation
Education Status	Highest Grade Completed		

Customer Registration Details			
Consent to Release SSN	DOB Documentation	Native Language	
Yes	Baptismal Record	English	
Legal to Work	Legal to Work Documentation	Selective Service	SSR Documentation
Yes - Citizen	I-9 Acceptable Documents	Registered	Registration Verification
Education Status	Highest Grade Completed		
Student - High School or Les	9th Grade Completed		

## Employment and UI Status Control

Select whether the customer is employed or not employed at the time of application. If Employed, Notice of Lay-off, or Notice of Military Separation is selected, a record in the Employment Information control will be required where there is no end date. If Not Employed or Laid-off is selected, data entry may skip the Employment Information control. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

Employment and UI Status	
<a href="#">edit</a>	
Employment Status	
UI Status	

Employment and UI Status							
<a href="#">save</a> <a href="#">cancel</a>	<table> <tr> <td>Employment Status</td> <td> <input type="radio"/> Employed           <input checked="" type="radio"/> Not Employed           <input type="radio"/> Laid Off         </td> <td> <input type="radio"/> Notice of Lay-off           <input type="radio"/> Notice of Military Separation         </td> </tr> <tr> <td>UI Status</td> <td> <input checked="" type="radio"/> Not a Claimant or Exhaustee           <input type="radio"/> Claimant Referred by WPRS         </td> <td> <input type="radio"/> Claimant Not Referred by WPRS           <input type="radio"/> Exhaustee         </td> </tr> </table>	Employment Status	<input type="radio"/> Employed <input checked="" type="radio"/> Not Employed <input type="radio"/> Laid Off	<input type="radio"/> Notice of Lay-off <input type="radio"/> Notice of Military Separation	UI Status	<input checked="" type="radio"/> Not a Claimant or Exhaustee <input type="radio"/> Claimant Referred by WPRS	<input type="radio"/> Claimant Not Referred by WPRS <input type="radio"/> Exhaustee
Employment Status	<input type="radio"/> Employed <input checked="" type="radio"/> Not Employed <input type="radio"/> Laid Off	<input type="radio"/> Notice of Lay-off <input type="radio"/> Notice of Military Separation					
UI Status	<input checked="" type="radio"/> Not a Claimant or Exhaustee <input type="radio"/> Claimant Referred by WPRS	<input type="radio"/> Claimant Not Referred by WPRS <input type="radio"/> Exhaustee					

## Narratives Control

This is regionally available and is a read only control of employment information that is provided by the customer through the Online Customer Application. This data is informational only and does not report employment performance or appear in the Employment Confirmations control.

When there is data in this control, staff must manually copy this information into the Employment Information control for the purpose of performance tracking. The reason this information does not write to the Employment Information control directly is due to the staff requirement to specify the ONET code for the position and NAICS for industry which requires a level of staff interpretation.

Narratives			
Employer	Job Title	Type of Business	Job Period
McDonald's	Cashier	Restaurant	Start Date: 1/1/2009, End Date: 12/31/2009
Job Wage / Hours	Job Benefits	DateSubmitted	
Wage: \$1800 per Month, Hours per Week: 50	Health, Dental, Retirement/Pension Plan, Life Insurance, Disability	5/7/2012	

Field translation to Employment Information control:

Narratives Control	Employment Information Control
<b>Employer</b>	Employer
<b>Job Title</b>	Position (ONET)
<b>Type of Business</b>	Industry (NAICS)
<b>Job Period</b>	Start Date & End Date
<b>Job Wage / Hours</b>	Hourly Pay* & Hours/Week
<b>Benefits</b>	Benefits

\*Staff may need to convert Job Wage to hourly. Please enter best estimated calculation.

## Employment Information Control

This control collects registration employment data and becomes locked upon registration. This data will also appear in an Employment Information Control that is on the Outcomes Tab. New employment records require a two part save, shown below where the employer details are entered and saved before the pay and benefits are entered and saved. This allows multiple pay/benefits entries to one job, so you can show position changes and wage or hour increases/decreases over time by saving with a new effective date. The effective date indicates the date in which the position/pay/benefit went into effect. The first position/pay/benefit entered would have a date equal to the start date (hire date).

The employment record will only count towards performance if there are Employment Confirmations with respect to the appropriate post-exit quarters. See Employment Confirmation Control.

Start Date: the hire date.

End Date: the termination date.

Employer: lookup field to Employers. Select the employer providing the service.

Industry (NAICS): dropdown list of the top 2-digit NAICS code descriptions. Select the industry for this Employer. This field will be used to calculate 'Training Related Employment'.

Effective Date: the effective date for this position, pay, hours or benefits record. The first record entered should have the same date as the 'start date' to reflect this information at the time of hire. When the position, pay, hours or benefits change, add a new record with the effective date set as the date the change occurred.

Position (ONET): lookup field to ONET codes and position descriptions. Select the position. This field will be used to calculate 'Training Related Employment'.

Pay: text field. Does not accept characters (\$).

Hours/Week: text field.

Benefits: dropdown list.

To enter employment details data: click [add](#), enter data and click [save](#)

add Employment Information				
Start Date	End Date	Employer	Industry (NAICS)	

add Employment Information				
Start Date	End Date	Employer	Industry (NAICS)	
06/01/2011		Fred Meyer	find	Retail

To enter position/pay/benefits data: click [add](#), enter data and click [save](#)

add Employment Information						
Start Date	End Date	Employer	Industry (NAICS)			
6/1/2011		Fred Meyer	Retail			
edit delete						
add						
Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits		

add Employment Information						
Start Date	End Date	Employer	Industry (NAICS)			
6/1/2011		Fred Meyer	Retail			
edit delete						
add						
Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits		
06/01/2011	41-2011.00, Cashiers	9.00	20	No Benefits		

## Basic Skills Characteristic Control

Select whether the customer is Basic Skills Deficient or Not Basic Skills Deficient at the time of application and identify the Basic Skills Documentation method used for the determination. Data in this control is used in the In/Out-of-School calculation and Literacy/Numeracy Gains performance measures. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

edit Basic Skills Characteristic	
Basic Skills Status	Basic Skills Documentation

Basic Skills Characteristic	
Basic Skills Status	Basic Skills Documentation
Basic Skills Deficient	Approved Assessment

## Employment Characteristics Control

Employment Characteristics collects the employment barriers for the customer. Rules are built into each characteristic as applicable for eligibility. Multiple characteristics can be selected. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

<a href="#">edit</a>	<b>Employment Characteristics</b>
	Employment Characteristics

Employment Characteristics			
	Employment Characteristics		
<a href="#">save</a> <a href="#">cancel</a>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> At Risk of Dropping out of High School  <input type="checkbox"/> Behind Grade Level  <input type="checkbox"/> Disabled/Handicapped  <input type="checkbox"/> Foster Child  <input type="checkbox"/> Gang Involved or Affected  <input type="checkbox"/> High School Dropout                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Homeless  <input type="checkbox"/> Juvenile Justice Involvement  <input type="checkbox"/> Limited English Proficiency  <input type="checkbox"/> Parenting  <input type="checkbox"/> Pregnant  <input type="checkbox"/> Runaway                 </td> </tr> </table>	<input type="checkbox"/> At Risk of Dropping out of High School <input type="checkbox"/> Behind Grade Level <input type="checkbox"/> Disabled/Handicapped <input type="checkbox"/> Foster Child <input type="checkbox"/> Gang Involved or Affected <input type="checkbox"/> High School Dropout	<input type="checkbox"/> Homeless <input type="checkbox"/> Juvenile Justice Involvement <input type="checkbox"/> Limited English Proficiency <input type="checkbox"/> Parenting <input type="checkbox"/> Pregnant <input type="checkbox"/> Runaway
<input type="checkbox"/> At Risk of Dropping out of High School <input type="checkbox"/> Behind Grade Level <input type="checkbox"/> Disabled/Handicapped <input type="checkbox"/> Foster Child <input type="checkbox"/> Gang Involved or Affected <input type="checkbox"/> High School Dropout	<input type="checkbox"/> Homeless <input type="checkbox"/> Juvenile Justice Involvement <input type="checkbox"/> Limited English Proficiency <input type="checkbox"/> Parenting <input type="checkbox"/> Pregnant <input type="checkbox"/> Runaway		

## Economic Characteristics Control

Economic Characteristics collect the economic barriers for the customer. Rules are built into each characteristic as applicable for eligibility. Multiple characteristics must be selected separately. This is a registration element and will be locked upon registration.

To enter data: click [edit](#), enter data and click [save](#)

<a href="#">add</a>	<b>Economic Characteristics</b>
	Economic Characteristics      Documentation

Economic Characteristics			
	Economic Characteristics      Documentation		
<a href="#">save</a> <a href="#">cancel</a>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">                 Food stamp recipient anytime in last six months ▼             </td> <td style="width: 50%;">                 Agency Record ▼             </td> </tr> </table>	Food stamp recipient anytime in last six months ▼	Agency Record ▼
Food stamp recipient anytime in last six months ▼	Agency Record ▼		

## Six Month Income Control

This data control is used where Family Size and Income information is needed to determine the customer as low income. Application Date and Received By fields will be auto-filled by I-Trac based on previous information provided. I-Trac will calculate the low income status based on the income charts (e.g. Lower Living Standard Income Levels, LLSIL) in effect at the time of registration. This is a registration element and will be locked upon registration.

To enter data: click [add](#), enter data and click [save](#)

Six Month Income					
	Application Date	Received By	Family Size	Six Month Income	Income Documentation

Six Month Income					
	Application Date	Received By	Family Size	Six Month Income	Income Documentation
<a href="#">save</a> <a href="#">cancel</a>	11/1/2010	Family	1	2560	Check Stub

## Income Waiver Control

The ability to request a waiver will be dependent on a user's permissions and access levels. This is determined by your regional/local area office. If the user's permissions do not permit the user to request a waiver from I-Trac directly, they will receive an error message, "You do not have rights to request an Income Waiver. Please contact your local admin user to complete this operation."

This data control is used where a customer meets all eligibility elements except Income. I-Trac will automatically calculate whether a waiver can be granted based on regulatory rules. The waiver calculation divides the number of new customers in the current fiscal year with a waiver by the number of new customers in the current fiscal year. The percentage will indicate whether a waiver is granted or not.

If the percentage of granted waivers is greater than the program allowable amount, the waiver will be denied and a message to try at another time will appear.

Waivers cannot be requested if the Registration Results control indicates the customer is missing information or is ineligible for reasons other than 'Income.'

Staff will want to confirm the employment characteristics before requesting a waiver.

To confirm Employment Characteristics: click [edit](#), enter data and click [save](#)

Income Waiver <a href="#">request waiver</a>		
	Employment Characteristics	Waiver Status

Income Waiver <a href="#">request waiver</a>		
	Waiver Characteristics	Waiver Status
<a href="#">save</a> <a href="#">cancel</a>	<input checked="" type="checkbox"/> Disabled/Handicapped <input type="checkbox"/> Dropped out of High School <input type="checkbox"/> Foster Care <input type="checkbox"/> Homeless <input type="checkbox"/> Offender	<input type="checkbox"/> Parenting <input type="checkbox"/> Pregnant <input type="checkbox"/> Runaway <input type="checkbox"/> Youth who needs additional assistance

To request waiver: click [request waiver](#)

<a href="#">edit</a>	<b>Income Waiver</b>	<a href="#">request waiver</a>
	<b>Employment Characteristics</b>	<b>Waiver Status</b>
	Aged out of Foster Care, Gang Involved or Affected	

## Registration Results Control

**Missing Information:** This is a read only field. Data elements have been determined as required for the program/fund. This field is looking to see that all data elements have been entered for eligibility and registration to be complete. This field will begin with a list of all information that is missing in a new record. As data elements are saved, they will be removed from the field. For registration to occur, this field should state '(All required registration information has been entered).'

**Ineligible Reasons:** This is a read only field and looks specifically to the eligibility elements to see that they have been answered in accordance with eligibility for this program/fund. For a registration to occur, this field should state '(Eligible)'. If the customer is ineligible, this field will explain the reasons why the customer is ineligible.

Example A: Information is missing that is required for eligibility determination

Registration Results	
Missing Information	Ineligible Reasons
Home Address, Phone, Consent to Release SSN, DOB Documentation, Legal to Work, Legal to Work Documentation, Selective Service, SSR Documentation, Highest Grade Completed, Veteran Status, Veteran Documentation, Income Information, Family Size, Employment Status	

Example B: No information is missing, but the customer does not meet the eligibility criteria for Income.

Registration Results	
Missing Information	Ineligible Reasons
(All required registration information has been entered)	Income

Example C: No information is missing and the customer is eligible

Registration Results	
Missing Information	Ineligible Reasons
(All required registration information has been entered)	(Eligible)

## Registration Control

This is the data control where eligibility certification/determination is finalized. The edit link will not be available to enter the registration dates until the customer is considered "Eligible" by I-Trac. Registration must be complete and a Registration Date set before the customer can be entered into program services.

The staff names that appear in the dropdowns for Registered By and Reviewed By are established through the user permissions/rights set up. For the registration to be complete, the staff that Register and Review MUST be different people.

The Registration can be broken up into steps where Registered By is saved by the case worker completing the interview and eligibility determination with the customer. This data can be saved prior to a Reviewed By and Review Date being entered. WIA Youth rules require that the Review must happen within 45 days of Application Date.

Once the Review is complete, the Registration Date is set automatically by I-Trac and the registration elements are locked from editing. The Registration Date will be set to be equal to the Application Date. This Registration Date will appear in all screens for this enrollment and must be set before any services can start.

If these registration data elements need to be edited, only an admin level user can remove the Review, make appropriate edits, and add the Review again which will re-lock the record.

To enter data: click [edit](#), enter data and click [save](#)

Registration				
	Application Date	Registered By	Review Date	Reviewed By
<a href="#">edit</a>	6/1/2010			

Registration				
	Application Date	Registered By	Review Date	Reviewed By
<a href="#">save</a> <a href="#">cancel</a>	6/1/2010	Arnold, Dyanna	<input type="text"/>	--Select One--

Registration				
	Application Date	Registered By	Review Date	Reviewed By
<a href="#">save</a> <a href="#">cancel</a>	6/1/2010	Arnold, Dyanna	06/03/2010	Burnett, Adriana

Once the record has a saved Review and Reviewed By date, the Registration is set and the process complete.



# Assessments Tab

This tab maintains all assessment tracking. Rules are built into I-Trac that allow assessments to be entered that were conducted up to six months prior to application; therefore, assessments may be entered prior to enrollment (or the existence of a Participation Date) and assessments will not set the enrollment with a Participation Date.

## Literacy/Numeracy Assessments Control

This control is used to collect data for DOL Common Measure of Literacy/Numeracy Gains for performance; however, it is not limited to only track assessments for those that are in the measure.

Customers that are registered as Out-of-School Youth (OSY) must take a minimum of a Pre-Test in reading/writing AND math to confirm basic skills deficiency status. Customer's that are basic skills deficient must continue to post-test in reading/writing OR math for an annual gain in Educational Functioning Level (EFL) for every year of active/in-program participation (max 3 years) or until they are not basic skills deficient.

This performance measure is very complex and I-Trac will show the performance calculation at the customer level within the Literacy/Numeracy Assessments Control.

<b>add Literacy/Numeracy Assessments</b> YEAR 1 PERFORMANCE(PY2009, Q3): Numerator(Yes), Denominator(Yes), Gain(Gain) YEAR 2 PERFORMANCE(PY2010, Q3): Numerator(No), Denominator(Yes), Gain(No Gain) YEAR 3 PERFORMANCE(PY2011, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)								
	Date	Test Name	Test Type	Score	EFL	DOL EFL	Performance Test	
<a href="#">edit</a> <a href="#">delete</a>	5/1/2011	CASAS ABE	Math	223	6.1	6	Year 2 Post-Test	
<a href="#">edit</a> <a href="#">delete</a>	8/8/2010	CASAS ABE	Math	222	6.1	6	Year 1 Post-Test	
<a href="#">edit</a> <a href="#">delete</a>	8/8/2010	CASAS ABE	Reading	215	5.4	5	Year 1 Post-Test	
<a href="#">edit</a> <a href="#">delete</a>	4/1/2010	CASAS ABE	Math	216	5.6	5		
<a href="#">edit</a> <a href="#">delete</a>	4/1/2010	CASAS ABE	Reading	211	5.0	5		
<a href="#">edit</a> <a href="#">delete</a>	3/1/2010	CASAS ABE	Math	215	5.4	5		
<a href="#">edit</a> <a href="#">delete</a>	12/15/2009	CASAS ABE	Math	212	5.1	5	Year 1 Pre-Test	
<a href="#">edit</a> <a href="#">delete</a>	12/1/2009	CASAS ABE	Reading	211	5.0	5	Year 1 Pre-Test	

**Sub-header:** This is a read only section that is only visible once the customer has a Participation Date. The purpose of this section is to calculate performance for this customer enrollment. It breaks out the performance by year, calculates (green text) the Performance Cohort (PYXX, QX) and indicates whether the customer is in the Numerator (Yes/No), Denominator (Yes/No), and whether the customer has achieved a gain (Yes, No, or N/A-Not in Denominator) for each performance year. See Performance Calculations section below.

- YEAR 1 PERFORMANCE (PYXX, QX): Numerator (Yes/No), Denominator (Yes/No), Gain (Yes/No/NA – Not in Denominator)
- YEAR 2 PERFORMANCE (PYXX, QX): Numerator (Yes/No), Denominator (Yes/No), Gain (Yes/No/NA – Not in Denominator)
- YEAR 3 PERFORMANCE (PYXX, QX): Numerator (Yes/No), Denominator (Yes/No), Gain (Yes/No/NA – Not in Denominator)

**Date:** Enter the date the customer completed the assessment. This date must be between 6 months prior to Application Date and Today's Date.

**Test Name:** lists DOL and Region approved assessments. Currently

- CASAS ABE

- CASAS ESL
- TABE 7-8, 9-10 (ABE)
- TABE CLAS-E (ESL)

**Test Type:** lists the test subjects and the list is dependent on the Test Name selected.

**Score:** enter the score. This is the score that correlates to an Educational Functioning Level (EFL) for the DOL approved assessment.

**EFL:** This field takes the score and DOL EFL and calculates the DOL EFL as a decimal point (the nearest tenths) to assist staff decision for remediation to make a DOL EFL gain as it relates to the Literacy/Numeracy Gains performance measure.

**DOL EFL:** is the whole number EFL which is used for performance purposes.

**Performance Test:** this is a read only field that is calculated by I-Trac. The purpose is to show the tests that are being used in performance tracking. The Performance Test is calculated every time a new test is saved. They are calculated as follows:

- **Year 1 Pre-Test:** The First of each Test Name/Test Type combination (each subject of same test instrument) provided between 6 months prior to Participation Date and the earliest of Exit Date or Year 1 anniversary of Participation Date
  - First Reading or Writing or Language Test Type for a specific Test Name
  - First Math Test Type for a specific Test Name
- **Year 1 Post-Test:** The best scores for each Test Name/Test Type combination (each subject of same test instrument) where the test date is between Year 1 Pre-Test Date and the earliest of (Exit or 1 year anniversary of Participation Date)
  - Best Year 1 Reading or Writing or Language Test Type for a specific Test Name
  - Best Year 1 Math Test Type for a specific Test Name
- **Year 2 Post-Test:** The best scores for each Test Name/Test Type combination (each subject of same test instrument) where the test date is between 1 year anniversary of Participation Date and 2 year anniversary of Participation Date or Exit Date of this year
  - Best Year 2 Reading or Writing or Language Test Type for a specific Test Name
  - Best Year 2 Math Test Type for a specific Test Name
- **Year 3 Post-Test:** The best scores for each Test Name/Test Type combination (each subject of same test instrument) where the test date is between 2 year anniversary of Participation Date and 3 year anniversary of Participation Date or Exit Date of this year.
  - Best Year 3 Reading or Writing or Language Test Type for a specific Test Name
  - Best Year 3 Math Test Type for a specific Test Name

### **Performance Tracking:**

The performance calculations will appear in the sub-header of the control. Below are the rules for calculating performance. Each performance year will calculate the performance cohort based on the Participation Date and the Anniversary Year. These calculations are technical. If you need further assistance to understand Literacy Numeracy Performance, please refer to the DOL TEGL 17-05.

- **Year 1 Performance**

- **Year 1 Performance Denominator = Yes**
  - Customer is OSY at Registration
  - **AND** Customer does not have an 'Other Reason For Exit'
  - **AND** Customer does disclose SSN
  - **AND** Customer is Basic Skills Deficient at Registration
  - **AND** Year 1 Pre-Test in either Test Name/Test Type combination (each subject of same test instrument) have EFL<7 **OR** There is no Year 1 Pre-Test
- **Year 1 Performance Denominator = No**
  - Year 1 performance Denominator is not Yes. This should be true where:
    - Customer is ISY at Registration
    - **OR** Customer does have an 'Other Reason For Exit'
    - **OR** Customer does not disclose SSN
    - **OR** Customer is Not Basic Skills Deficient at Registration
    - **OR** Year 1 Pre-Test in BOTH Test Name/Test Type combination (each subject of same test instrument) EFL>=7
- **Year 1 Performance Numerator = Yes**
  - Year 1 Performance Denominator=Yes
  - **AND** Customer DOL EFL increases by at least 1 DOL EFL number between Year 1 Pre-Test and Year 1 Post-Test in either Test Name/Test Type combination (each subject of same test instrument) in Year 1 Pre-Test to Year 1 Post-Test
- **Year 1 Performance Numerator = No**
  - Year 1 Performance Numerator is not Yes. This should be true where:
    - If Year 1 Performance Denominator=No
    - **OR** If no Year 1 Post-Test
    - **OR** If Year 1 Post-Test DOL EFL does not improve by at least 1 DOL EFL in either Test Name/Test Type combination (each subject of same test instrument) in Year 1 Pre-Test to Year 1 Post-Test)
- **Year 1 Performance Gain:**
  - **N/A – Not in Denominator**
    - Year 1 Performance Denominator=No
  - **Gain**
    - Year 1 Performance Numerator=Yes
    - **AND** Year 1 Performance Denominator=Yes
  - **No Gain**
    - Year 1 Performance Numerator=No
    - **AND** Year 1 Performance Denominator=Yes
- **Year 2 Performance**
  - **Year 2 Performance Denominator = Yes**
    - Year 1 Performance Denominator = Yes
    - **AND** Today's Date >= Year 2 Anniversary Date
    - **AND** Customer Exit Date is null at Year 2 Participation Anniversary Date **OR** is greater than Year 2 Participation Anniversary Date
    - **AND** Year 1 Post-Test (**or** Year 1 Pre-Test if there is no Year 1 Post-Test) in either Test Name/Test Type combination (each subject of same test instrument) have EFL<7 **OR** There is no Year 1 Post-Test or Year 1 Pre-Test

- **Year 2 Performance Denominator = No**
  - Year 2 Performance Denominator is not Yes
- **Year 2 Performance Numerator = Yes**
  - Year 2 Performance Denominator=Yes
  - **AND** Customer DOL EFL increases by at least 1 DOL EFL number between Year 1 Post-Test (**OR** Year 1 Pre-Test if there is no Year 1 Post-Test) and Year 2 Post-Test in either Test Name/Test Type combination (each subject of same test instrument) in Year 1 Post-Test to Year 2 Post-Test
- **Year 2 Performance Numerator = No**
  - Year 2 Performance Numerator is not Yes
- **Year 2 Performance Gain:**
  - **N/A – Not in Denominator**
    - Year 2 Performance Denominator=No
  - **Gain**
    - Year 2 Performance Numerator=Yes
    - **AND** Year 2 Performance Denominator=Yes
  - **No Gain**
    - Year 2 Performance Numerator=No
    - **AND** Year 2 Performance Denominator=Yes
- **Year 3 Performance**
  - **Year 3 Performance Denominator = Yes**
    - Year 2 Performance Denominator = Yes
    - **AND** Today's Date >= Year 3 Anniversary Date
    - **AND** Customer Exit Date is null at Year 3 Participation Anniversary Date **OR** is > than Year 3 Participation Anniversary Date
    - **AND** Year 2 Post-Test (**or** Year 1 Post-Test if there is no Year 2 Post-Test **or** Year 1 Pre-Test if there is no Year 1 Post-Test) in Test Name/Test Type combination (each subject of same test instrument) have EFL<7 **OR** There is no Year 2 Post-Test, Year 1 Post-Test, or Year 1 Pre-Test
  - **Year 3 Performance Denominator = No**
    - Year 3 Performance Denominator is not Yes
  - **Year 3 Performance Numerator = Yes**
    - Year 3 Performance Denominator=Yes
    - **AND** Customer DOL EFL increases by at least 1 DOL EFL (GAIN) number between Year 2 Post-Test (**or** Year 1 Post-Test if there is no Year 2 Post-Test **or** Year 1 Pre-Test if there is no Year 1 Post-Test) and Year 3 Post Test in either Test Name/Test Type combination (each subject of same test instrument) in Year 2 Post-Test to Year 3 Post-Test
  - **Year 3 Performance Numerator = No**
    - Year 3 Performance Numerator is not Yes
  - **Year 3 Performance Gain:**
    - **N/A – Not in Denominator**
      - Year 3 Performance Denominator=No
    - **Gain**
      - Year 3 Performance Numerator=Yes

- **AND** Year 3 Performance Denominator=Yes
- **No Gain**
  - Year 3 Performance Numerator=No
  - **AND** Year 3 Performance Denominator=Yes

To enter data: click [add](#), enter data and click [save](#)

Literacy/Numeracy Assessments							
YEAR 1 PERFORMANCE(PY2011, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 2 PERFORMANCE(PY2012, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 3 PERFORMANCE(PY2013, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
Date	Test Name	Test Type	Score	EFL	DOL EFL	Performance Test	

Literacy/Numeracy Assessments							
YEAR 1 PERFORMANCE(PY2011, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 2 PERFORMANCE(PY2012, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 3 PERFORMANCE(PY2013, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
Date	Test Name	Test Type	Score	EFL	DOL EFL	Performance Test	
01/24/2012	CASAS ABE	Math	224				

Literacy/Numeracy Assessments							
YEAR 1 PERFORMANCE(PY2011, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 2 PERFORMANCE(PY2012, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
YEAR 3 PERFORMANCE(PY2013, Q3): Numerator(No), Denominator(No), Gain(N/A - Not in Denominator)							
Date	Test Name	Test Type	Score	EFL	DOL EFL	Performance Test	
1/24/2012	CASAS ABE	Math	224	6.2	6	Year 1 Pre-Test	

## GED Tests Control

This control is regionally available and is used to track GED test scores. When test scores are entered I-Trac will calculate a pass or fail status per test based on the requirements of the GED test rules. I-Trac will also calculate the Total GED Score, Average Passing Score, and GED Attainment status based on the scores of all passing tests. Where one test type may have been entered multiple times, I-Trac will calculate the highest score of that subject into the total, average and attainment status.

Entering GED test scores that result in a status of 'Passing,' will not count as the credential performance measure. The GED credential must still be entered in the Certificates control on the Outcomes Tab.

To enter data: click [add](#), enter data and click [save](#)

GED Tests				
Date	Test Name	Score	Pass/Fail	

GED Tests				
	Date	Test Name	Score	Pass/Fail
<a href="#">save</a> <a href="#">cancel</a>	07/01/2010	GED - Math	430	

GED Tests				
<b>TOTAL GED SCORE: 430</b> <b>AVERAGE PASSING SCORE: 430</b> <b>STATUS: Pending</b>				
	Date	Test Name	Score	Pass/Fail
<a href="#">edit</a> <a href="#">delete</a>	7/1/2010	GED - Math	430	Pass

## COMPASS/Accuplacer Control

This control is regionally available and is where two college placement tests (COMPASS or Accuplacer) are tracked. When the Test Name, Test Type and Score are entered, I-Trac will calculate the College Course and Placement Level based on the requirements of the test. The Test Type is dependent on the Test Name; therefore, the Test Name must be entered before a Test Type can be selected.

To enter data: click [add](#), enter data and click [save](#)

COMPASS/Accuplacer						
	Date	Test Name	Test Type	Score	College Course	Placement Level
<a href="#">add</a>						

COMPASS/Accuplacer						
	Date	Test Name	Test Type	Score	Placement Level	College Course
<a href="#">save</a> <a href="#">cancel</a>	07/01/2010	COMPASS	Algebra	54		

## NCRC - National Career Readiness Certificate Control

This control is regionally available and is where staff will add test scores for each NCRC test taken and I-Trac will indicate certificate levels as scores are entered:

- **Bronze Certificate:** Minimum of a level 3 score on all 3 test types
- **Silver Certificate:** Minimum of a level 4 score on all 3 test types
- **Gold Certificate:** Minimum of a level 5 score on all 3 test types
- **Platinum Certificate:** Minimum of a level 6 score on all 3 test types

Customers can earn multiple certificates. Tests that count for one certificate may be applied to future certificates. Customer can skip certificate levels (ie earn Bronze with scores of 3-5-5 and then increase the score of 3 to a 5 and earn the Gold without earning the Silver). Customers cannot earn a lower certificate level (ie. earn a Silver Certificate with scores of 4-4-3 and then decrease scores in both subjects where a 4 was earned before and now 3's are earned, I-Trac will not issue a Bronze Certificate). To enter data: click [add](#), enter data and click [save](#)

NCRC - National Career Readiness Certificate				
	Date	Test Name	Score	Location
<a href="#">add</a>				

NCRC - National Career Readiness Certificate				
	Date	Test Name	Score	Location
<a href="#">save</a> <a href="#">cancel</a>	09/16/2011	Applied Mathematics	3	WSPM East

Once the first record is saved, the sub-header will appear with the Certificate Status. Pending will change to Passed on 'Date' once the certificate is attained.

NCRC - National Career Readiness Certificate				
<b>Certificate Status:</b> Platinum Certificate: Pending Gold Certificate: Passed on 11/15/2010 Silver Certificate: Pending Bronze Certificate: Passed on 11/1/2010				
	Date	Test Name	Score	Location
<a href="#">edit</a> <a href="#">delete</a>	11/15/2010	Reading for Information	5	Other
<a href="#">edit</a> <a href="#">delete</a>	11/1/2010	Locating Information	5	Other
<a href="#">edit</a> <a href="#">delete</a>	11/1/2010	Applied Mathematics	5	Other
<a href="#">edit</a> <a href="#">delete</a>	11/1/2010	Reading for Information	3	Other

Once a certificate is attained and the certificate status indicates 'Passed on date', an NCRC Certificate will be automated in the Credentials Control as a read only data element. Any modifications needed to the Credential must be made through the NCRC – National Career Readiness Certificate control.


Credentials					
	Date	Credential	Status	Documentation	
	11/15/2010	NCRC Certificate	Attained	Certificate	
	11/1/2010	NCRC Certificate	Attained	Certificate	

## 10 Elements Assessment

This control is regionally available and tracks the specific assessments completed for the 10 WIA mandated elements. The Assessment Name field is tracking the 10 Elements. The Assessment Type field specifies the types of assessments that are done for each of the 10 Elements; therefore, the Assessments Type field is dependent on what is first selected in the Assessment Name field.

To enter data: click [add](#), enter data and click [save](#)

10 Elements Assessment			
	Date	Assessment Name	Assessment Type
<a href="#">add</a>			

10 Elements Assessment			
	Date	Assessment Name	Assessment Type
<a href="#">save</a> <a href="#">cancel</a>	06/03/2011 	Alternative secondary school service: ▼	Grades ▼



# Goals Tab

This tab tracks long-term and short-term goals for the participant. Rules restrict staff from entering any goals prior to the customer having a Registration Date, but not prior to having a Participation Date. The Participation Date will only be set with a service (see Services Tab).

Additional rules below apply when entering goal dates and status information. If you do not follow these rules, error messages will be displayed and you will be unable to save the record until corrected.

- **Start Date:** the actual start date of the service. This can be a future date.
- **End Date:** is only entered when the service is actually completed. Cannot be a future date.
- **Status:** select from dropdown.

**Planned:** indicates the service is scheduled to begin in the future. The Start Date must be a future date.

**Started:** indicates the service has started and has not yet ended. The Start Date can only be between the Registration Date and today's date.

**Completed:** indicates the service is completed. The Start and End Dates must be between Registration Date and today's date.

**Not Completed:** indicates the planned or started service was not completed. The Start Date must be between Registration Date and today's date and the End Date is not required.

Incentives may be dependent on goals. If the goal is going to have a related incentive, the goal detail must be entered in the goal controls first. The service must have started and not completed. The service will then appear in the Payment Types dropdown on the Payments Tab for Direct Payments and Partner Payments.

Lastly, case notes can be attached to goals. To attach a case note to a specific goal, the goal must be entered or updated before the case note is entered.

## Long Term Goals Control

This control is tracking the long term Secondary Education Goals (if applicable), Career Goals, and Post-Secondary Training Goals for the participant as a part of the customer's Individual Service Plan.

To enter data: click [edit](#), enter data and click [save](#)

<a href="#">edit</a> Long Term Goals	
Secondary Education Goal	
Education Goal	
Career Goal	
Target Position (ONET)	
Target Income	\$0.00
Post-Secondary Training Goal	
Target Start Date	
Course of Study	
Training Provider	

[edit](#) **Long Term Goals**

[save](#) [cancel](#) **Secondary Education Goal**

**Education Goal** Diploma

**Career Goal**

**Target Position (ONET)** 29-1111.00, Registered Nurses [find](#)

**Target Income** 40000

**Post-Secondary Training Goal**

**Target Start Date** 09/30/2011

**Course of Study** 51.1699, Nursing, Other [find](#)

**Training Provider** lane community college [find](#)

### Short Term Goals Control

This control is tracking basic skills, occupational skills and workplace readiness skills goals. These goals can be attached to incentive agreements. Many fields in this control are dependent on data entered in other fields. It is important to enter data in the order of the fields.

To enter data: click [add](#), enter data and click [save](#)

[add](#) **Short Term Goals**

Start Date	End Date	Status	Goal Name	Quantity
Measurement of Improvement			Strategies for Improvement	

**Short Term Goals**

[save](#) [cancel](#)

Start Date	End Date	Status	Goal Name	Quantity
06/13/2011		Started	Basic Skills	
Measurement of Improvement			Strategies for Improvement	
Pass official GED tests			3	
Passing scores on GED tests			Other - see notes	

# Services Tab

This is where all in program services are tracked. Rules are built into I-Trac that restricts staff from being able to enter services before Registration is complete. The first service must have a start date that is within 45 days of the Registration Date. The first service entered (where the status is not planned) will also set the Participation Date and considers the customer is enrolled and counted in performance (as applicable).

Additional rules below apply when entering service information. If you do not follow these date and status rules, error messages will be displayed and you will be unable to save the record until corrected.

- **Start Date:** the actual start date of the service. This can be a future date.
- **End Date:** is only entered when the service is actually completed. Cannot be a future date.
- **Status:** select from dropdown.
  - Planned:** indicates the service is scheduled to begin in the future. The Start Date must be a future date.
  - Started:** indicates the service has started and has not yet ended. The Start Date can only be between the Registration Date and today's date.
  - Completed:** indicates the service is completed. The Start and End Dates must be between Registration Date and today's date.
  - Not Completed:** indicates the planned or started service was not completed. The Start Date must be between Registration Date and today's date and the End Date is not required.

Lastly, case notes can be attached to services. To attach a case note to a specific service, the service must be entered or updated before the case note is entered.

## Services Control

To enter data: click [add](#), enter data and click [save](#)

The screenshot shows the 'Services Control' interface. At the top, there is a grey header bar with the word 'Services' and a blue 'add' button circled in red. Below this is a table with the following columns: Start Date, End Date, Service, and Status. The table is currently empty. Below the table is a form for entering a new service. The form has a grey header bar with the word 'Services'. Below this are four input fields: Start Date (containing '07/01/2010'), End Date (empty), Service (a dropdown menu with 'Career Plan Development' selected), and Status (a dropdown menu with 'Started' selected). A red circle highlights the 'save' and 'cancel' buttons at the bottom left of the form.

## Occupational Skills Training/Post-Secondary Education Control

This control tracks the in-program service detail for Occupational Skills Training and Post Secondary Education. This control does not track placement data.

To enter data: click [add](#), enter data and click [save](#)

**add** Occupational Skills Training/Post-Secondary Education

Start Date	End Date	Training	Type	Status
Targeted Industry (NAICS)		Targeted Occupation		
Training Provider	Course of Study - CIP	Course Name	Credits Earned	

**add** Occupational Skills Training/Post-Secondary Education

**save cancel**

Start Date	End Date	Training	Type	Status
09/01/2010		--Select One--	WIA	--Select O
Targeted Industry (NAICS)		Targeted Occupation		
Sector 62 -- Health Care and Social Assistance				
Training Provider	Course of Study - CIP	Course Name	Credits Earned	
MHCC	51.1609, Pediatric Nurse/I			

## Internship/Work Experience Control

This control collects the details related to internship and work experience services.

To enter data: click [add](#), enter data and click [save](#)

**add** Internship/Work Experience

Start Date	End Date	Type	Status	Worksite Name	
Industry (NAICS)		Position (ONET)		Total Hours	Pay

**add** Internship/Work Experience

**save cancel**

Start Date	End Date	Type	Status	Worksite Name	
08/01/2010		Internship	Started	Auto Starr	
Industry (NAICS)		Position (ONET)		Total Hours	Pay
811198, All Other Automotive		49-3021.00, Automotive Body and Related Repair		180	9.00

## Followup Services Control

Followup services can only be added once the Program Status control has a status of 'Exit' and before there is a status of 'Full Program Exit.' Followup services must occur between the dates of Exit and Full Program Exit.

To enter data: click [add](#), enter data and click [save](#)

**add** Followup

Start Date	End Date	Service	Status
------------	----------	---------	--------

**Followup**

**save cancel**

Start Date	End Date	Service	Status
09/01/2010		College Admissions-Academic Advisor	Started

# Payments Tab

Track payments related to this enrollment. Payments related to specific services will require the service entered first on the Services Tab in a status of 'started' before the service will appear in the Payment Type dropdown.

Lastly, case notes can be attached to payments. To attach a case note to a payment, the payment must be entered or updated before the case note is entered.

## Direct Payments Control

Direct payments track payments that are related to this enrollment and paid for using the funding source for this fund. As appropriate, direct payments will automatically be reported as a 'Support Service'.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Direct Payments					
Date	Payment Type	Amount	Vendor	Reference	

<a href="#">add</a> Direct Payments					
Date	Payment Type	Amount	Vendor	Reference	
12/01/2010	Bus Pass	68	Fred Meyer	PO 76425	<a href="#">find</a>

## Partner Payments Control

This control is regionally available and tracks payments that are related to this enrollment and paid for using a funding source other than this fund.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Partner Payments						
Date	Payment Type	Amount	Vendor	Reference	Partner	

<a href="#">add</a> Partner Payments						
Date	Payment Type	Amount	Vendor	Reference	Partner	
01/03/2011	Training Supplies	100	LBCC		PELL	<a href="#">find</a>

## Incentives Control

This control is regionally available. Incentives are rewards for successful achievement of a particular goal or activity. This control tracks incentive payments and provides a printable Incentive Agreement form.

The Incentive Agreement field allows this incentives payment to be linked to a specific goal. To link a specific goal to the incentive payment and to appear in the Incentive Agreement dropdown field, the goal must first be saved.

If the incentive is not linked to a specific goal, the user can select 'Other – see notes'. The 'Other – see notes' Incentive Agreement type needs to have a case note attached with the details outlined in the note.

When an incentive is completed, a service of 'Additional Support for Youth' will be reported.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Incentives						
Start Date	Target End Date	Actual End Date	Paid Date	Status		
Payment Type	Amount	Incentive Agreement	Funds			

Incentives						
Start Date	Target End Date	Actual End Date	Paid Date	Status		
Payment Type	Amount	Incentive Agreement	Funds			
<a href="#">save</a> <a href="#">cancel</a>	06/13/2011	08/18/2011		Started		
Gift Card	100.00	Other - see notes	WIA			

<a href="#">add</a> Incentives						
Start Date	Target End Date	Actual End Date	Paid Date	Status		
Payment Type	Amount	Incentive Agreement	Funds			
<a href="#">edit</a> <a href="#">delete</a> <a href="#">print</a> <a href="#">agreement</a>	6/13/2011	8/18/2011		Started		
Gift Card	\$100.00	Other - see notes	WIA			

Once the Incentive is saved, the Incentive Agreement form can be printed directly from the Incentives control by clicking [print agreement](#) link.

This agreement includes all important data elements for the incentive, has an agreement statement, and provides a place for customer and staff signatures.

Page 1 of 1

**Incentive Agreement**  
6/13/2011 1:10 PM

---

**Incentive Agreement**

Customer Name	Test, R3Youth-JenA
Customer ID	921414
Service Provider	WIA Youth - Mckeanse School District - Mckeanse School District , OSY
Enrollment ID	123120
Application Date	1/1/2010
Registration Date	1/1/2010
Participation Date	1/19/2010

---

**Incentive Details**

Target End Date	8/18/2011
Type	Gift Card
Amount	\$100.00
Funds	WIA
Incentive Agreement	Other - see notes
Status	Started

---

**Case Notes**

Date	Contact Type	Staff	Note
<p>I have participated in the development of this contract and agree to do what is required to receive the incentive specified above. I understand that this contract can change if my instructor and I agree and that the incentive specified above is only for this agreement.</p>			

**Test, R3Youth-JenA**

Participant Printed Name	Participant Signature	Date
Staff Printed Name	Staff Signature	Date

Discrimination shall not occur against anyone on the basis of age, race, gender, religion, national origin, political belief, marital status, disability or type of program in the development and provision of all services, including the terms of this contract.

http://devtest.i-trac.org/reports/LiveXMLR.eport.aspx?tr=ICR&IncentiveID=30&ci=9214... 6/13/2011

# Outcomes Tab

The Outcomes tab is where exit data, enrollment transfer, outcomes/performance and placement data are entered and tracked.

## Program Status Control

This data control is used to display current program status and enter exit and followup status data. The Program Status data control displays a customer's progression through the system. The Application, Registration and Participation statuses are set on their respective screens. A customer can be exited at any time, but should follow program/fund rules. Some funds automate exit.

There are many rules related to manual exit. Staff must first end all open services with appropriate dates and statuses before an exit can be entered.

When an Exit is entered, I-Trac will automatically add the status of Followup. The Full Program Exit is used to close out the record. If the Full Program Exit exists and a customer returns to receive services again, a new provider enrollment record must be started, including a re-determination of eligibility.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Program Status		
	Program Status	Date
	Participation	8/23/2012
	Registration	8/23/2012
	Application	8/23/2012

Program Status		
	Program Status	Effective Date
<a href="#">save</a> <a href="#">cancel</a>	--Select One--	2/7/2008
	Participation	8/1/2007
	Registration	8/1/2007
	Application	8/1/2007

Program Status		
	Program Status	Effective Date
<a href="#">add</a>	Followup - Automated	12/31/2007
	Exit - Completed Services	12/31/2007
	Participation	8/1/2007
	Registration	8/1/2007
	Application	8/1/2007

## Education Status at Exit Control

A customer must be exited to record post program outcomes.

To enter data: click [edit](#), enter data and click [save](#)

Education Status at Exit		
	Date	Education Status
<a href="#">edit</a>		--Select One--

Education Status at Exit		
	Date	Education Status
<a href="#">save</a> <a href="#">cancel</a>	09/01/2010	Not Attending School - High School Dropou

## Transfers Control

The purpose of this control is to transfer a customer between service providers under the same fund. This feature will copy services and registration information so the customer does not have to be exited from one location and complete registration again at another location. The 'Transfer From' site must use this control to indicate that the customer may be transferred to another site.

To enter data, the **TRANSFER FROM SITE** click [add](#), enter data and click [save](#)

Transfers		
	Date	Service Provider
<a href="#">add</a>		

Transfers		
	Date	Service Provider
<a href="#">save</a> <a href="#">cancel</a>	08/01/2010	WIA Youth New - Hillsboro Youth - HSD BSD

The 'Transfer To' site must then complete the following instruction after the 'Transfer From' site has completed the previous in the customer's record.

1. Find the customer in I-Trac
2. Go to the Provider's Tab
3. Click [add](#)
4. Select their own Service Provider from the dropdown, enter customer of as appropriate, and enter the current date (this date will be overwritten by I-Trac)
5. Click [save](#)
6. I-Trac will exit the enrollment where the customer 'transferred from' and copy the application, registration, and participation dates to the 'transferred to' enrollment.



## Credentials Control

Track customer credentials relevant to program in this control.

To enter data: click [add](#), enter data and click [save](#)

Credentials				
	Date	Credential	Status	Documentation
<a href="#">add</a>				

Credentials				
	Date	Credential	Status	Documentation
<a href="#">save</a> <a href="#">cancel</a>	08/15/2010	HS Diploma	Attained	Administrative Records

## Employment Information Control

This control will show all pre-program, in-program, and post exit employment. New employment records require a two part save, shown below where the employer details are entered and saved before the pay and benefits are entered and saved. This allows multiple pay/benefits entries to one job, so you can show wage increase over time by saving with a new effective date. The effective date indicates the date in which the pay/benefit went into effect. The first pay/benefit entered would have an effective date equal to the start date (hire date).

Pre-program employment entered at the time of registration is entered on the Registration Tab in a duplicate control and is a registration element that will become locked upon registration. Updates like wage increases or termination dates related to pre-program employment are made in this control.

The employment record will only count towards performance if there are Employment Confirmations with respect to the appropriate post-exit quarters. See Employment Confirmation Control.

To enter employment details data: click [add](#), enter data and click [save](#)

Employment Information					
	Start Date	End Date	Employer	Industry	Position
<a href="#">add</a>					

Employment Information					
	Start Date	End Date	Employer	Industry	Position
<a href="#">save</a> <a href="#">cancel</a>	05/01/2010		Fred Meyer <a href="#">find</a>	453998, All Other Miscelli <a href="#">find</a>	41-2011.00, Cashiers <a href="#">find</a>

To enter pay/benefits data: click [add](#), enter data and click [save](#)

add Employment Information					
	Start Date	End Date	Employer	Industry	Position
<a href="#">edit</a> <a href="#">delete</a>	5/1/2010		Fred Meyer	All Other Miscellaneous Store Retailers (except Tobacco Stores)	Cashiers
<a href="#">add</a>	Hourly Pay	Hours/Week	Benefits	Effective Date	

add Employment Information					
	Start Date	End Date	Employer	Industry	Position
<a href="#">edit</a> <a href="#">delete</a>	5/1/2010		Fred Meyer	All Other Miscellaneous Store Retailers (except Tobacco Stores)	Cashiers
<a href="#">save</a> <a href="#">cancel</a>	Hourly Pay	Hours/Week	Benefits	Effective Date	
	9.00	25	No Benefits	05/01/2010	

## Employment Confirmation Control

This control is used to confirm the customer’s employment during specific performance periods. The confirmation types may vary by region and by fund.

**UI Cross-Match:** Customers that provide an SSN during customer registration will be cross-matched with Unemployment Insurance (UI) records to see if the customer is employed during the ‘after exit’ performance periods as appropriate. I-Trac will automate a Confirmation Type as ‘QX After Exit UI Confirmation’ if there is a match. I-Trac will not receive the employment details which would make up the Confirmation Detail field when there is a UI Confirmation.

Below is a table that better explains the fields and rules:

Field	Description of Data	Rules
<b>Date</b>	The date the confirmation occurs by staff.	Date cannot pre-date ‘From’ date in Confirmation Period. In other words, the Date cannot occur on a Confirmation Period in the future, but it is ok if the date is within or after Confirmation Period.
<b>Confirmation Type</b>	Describes the time period you are confirming employment for. This will help to calculate the Confirmation Period Field. Dropdowns will be dependent on fund.	Each Confirmation Type has a definition of which date the Confirmation Period calculates from. For example ‘Q1 After Hire Employment Confirmation’ will calculate from the Start Date of the Employment Record selected in this confirmation record when saved. Likewise, ‘Q1 After Exit Employment Confirmation’ will calculate from the Exit Date.

<b>Status</b>	<p><b>Working</b> – the customer met the fund definition of working during the Confirmation Period.</p> <p><b>Not Working</b> – the customer did not meet the fund definition of working during the Confirmation Period.</p>	<p><b>Working</b> – If working is selected, staff MUST select an employment record in the confirmation detail field to be able to save</p> <p><b>Not Working</b> – Confirmation Detail field may be blank with no selection when saved.</p>
<b>Confirmation Detail</b>	<p>Select the Employment Information that you are confirming. Be sure to select the proper position/wage/hours/benefits option.</p>	<p>Reads to Employment Information control. Shows individual records of Employment Instances (there may be multiple positions or wages for one employer, or they may be multiple employers). If there is not an Employment Record (that includes a position), then nothing will appear hear. If staff selects a status of ‘working’ then the customer must have an employment record selected.</p>
<b>Confirmation Period</b>	<p>Read only field that will populate when record is saved. Will calculate the Confirmation Period based on the Confirmation Type and other defined dates for that specific Confirmation Type as appropriate.</p>	<p><b>QX After Exit:</b> Reflects ‘quarter start date – quarter end date’ dates calculated by I-Trac and based on the Exit Date and the quarter of confirmation.</p> <p><b>QX After Hire:</b> Reflects ‘quarter start date – quarter end date’ dates calculated by I-Trac and based on the Hire Date of selected employment and the quarter of confirmation.</p> <p><b>X Days After Training End:</b> Reflects a single date calculated by I-Trac and based on the Training End Date and number of days.</p>
<b>Staff</b>	<p>Read only field that will populate when record is saved.</p>	<p>Reflects the Staff Name of the person logged in that saved the record.</p>

Some additional rules apply:

1. Staff will be unable to modify Employment Information that has been confirmed.
2. Staff will be unable to modify exit dates, hire dates, or training end dates if these dates are relevant to a saved Employment Confirmation.

These rules are in place because confirmation data is a reporting element for performance. The confirmation is stating that this data is true and accurate; therefore, it should not need modification. If the data is not correct, the related confirmation record(s) must be deleted first. This will require admin level access

To enter data: Click [add](#), enter data and click [save](#)

Employment Confirmation						
Date	Confirmation Type	Status	Confirmation Detail	Confirmation Period	Staff	

Employment Confirmation						
Date	Confirmation Type	Status	Confirmation Detail	Confirmation Period	Staff	
05/07/2012	Q1 After Exit Employment Co	Working	McDonalds, Cashiers, Started: 01/01/2009			

## Education & Training Placements Control

This control is used to track Post-Secondary Education, Advanced Training, Military, and Apprenticeship placements as relevant to the program. Placements must meet program standards. A placement can be entered anytime after enrollment. The placement will only count towards performance if there are Placement Confirmations with respect to the appropriate post-exit quarters. See Placement Confirmation Control.

When entering a Placement Type of Post-Secondary Education or Advanced Training, the Course of Study – CIP, Institution, and Occupation – ONET fields will be required. These fields will not be required when entering a Placement Type of Military or Apprenticeship.

To enter data: click [add](#), enter data and click [save](#)

Education & Training Placements					
Start Date	End Date	Placement Type	Status	Provider	
Course of Study - CIP	Institution	Occupation - ONET			

Education & Training Placements					
Start Date	End Date	Placement Type	Status	Provider	
Course of Study - CIP	Institution	Occupation - ONET			
9/1/2010		Post-Secondary Education	Started	YES	
Nurse Midwife/Nursing Mid <a href="#">find</a>	MHCC <a href="#">find</a>	Nursing Aides, Orderlies, and Attendants <a href="#">find</a>			

## Education & Training Placement Confirmation Control

This control is used to confirm the customer is still engaged during the performance quarters following exit. This is where employment placement (Q1 Confirmation) and retention (Q3 Confirmation) is recorded. Staff also have the ability to track the number of credits earned by the customer per exit quarter. The date recorded in this field represents the date of contact confirmation. Contact confirmation date must occur during or after the dates of the confirmation quarter.

The following conditions apply to add confirmations:

- 1) A Program Status of Exit must be entered
- 2) An Education & Training Placement record must be entered
- 3) The Confirmation must occur within the start and end dates of the placement

To enter data: click [add](#), enter data and click [save](#)

Education & Training Placements Confirmation					
Date	Contact Type	Placement Status	Placement	Credits	

Education & Training Placements Confirmation					
Date	Contact Type	Placement Status	Placement	Credits	
<a href="#">save</a> <a href="#">cancel</a> 10/01/2001	Q1 Placement Confirmation	Still Engaged	Post-Secondary Education S	12	

# Case Notes Tab

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Case notes are a detailed account of the interaction between the case manager, the customer, and partners. This documentation allows staff a narrative to clarify customer information in further detail. In addition, case notes can be attached to specific data elements - assessments, goals, services, payments, and outcomes.

Case notes are an important way to document that open ended services have ongoing participation. If a case note is attached to an open ended service, it indicates that the service had activity on the date of that case note. This case note date is then calculated into the customer's 'Last Service Date' calculation. Some funds in I-Trac use an automated exit process which is using the 'Last Service Date' to determine the exit date where the 'Last Service Date' is greater than 90 days ago.

Furthermore, staff should never attach notes to services when services are not provided. This could cause an error in the 'Last Service Date'. (An example might be linking a note regarding attempts to call the participant to a 'case management' type of a service. Trying to contact is not a case management service; therefore, linking to the service would be incorrect.)

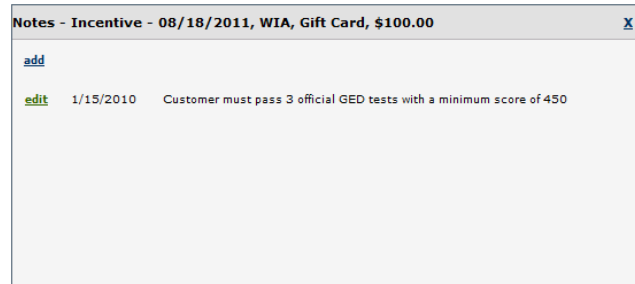
All case notes may be opened, viewed, and printed by clicking on the Case Notes customer enrollment report found in the header of the selected enrollment.

Lastly, case notes attached to assessments and goals data elements will print in the Individual Service Plan. Case notes that are attached to an Incentive will become a part of the Incentive Agreement.

## Case Notes Icon

Most data elements in I-Trac will have a case notes icon once the data element has been saved. By clicking on this icon, a pop-up layer will open where staff can do the following:

- 1) view case notes attached to the data element
- 2) edit specific case notes attached to the data element, by clicking edit link and being advanced to the case notes control on the case notes tab and that note is opened for editing.
- 3) add a new case note by clicking [add](#) and being advanced to the case notes tab.



## Case Notes Control


The case notes control is where a record of ALL case notes are viewed, edited, and deleted. The case notes control will list all case notes chronologically by date, where the most recent date is at the top of the page. This standard view will restrict the note to 100 characters. If the note is longer than 100 characters, there will be a [more>>](#) link that will expand the entire note.

<a href="#">add</a> Case Notes				
Date	Note	Contact Type	Staff	Attachments
<a href="#">edit</a> <a href="#">delete</a> 5/1/2010	would like to become a nurse. lacks the CNA certification. will take cna courses and earn certific <a href="#">more&gt;&gt;</a>	In-person	R5Youth Training	Service - Occupational Skills Training
<a href="#">edit</a> <a href="#">delete</a> 2/1/2010	Began GED prep at lane community college	In-person	R5Youth Training	Service - GED Instruction
<a href="#">edit</a> <a href="#">delete</a> 1/15/2010	Customer must pass 3 official GED tests with a minimum score of 450	In-person	R5Youth Training	Goal - 06/13/2011, GED, Incentive - 08/18/2011, WIA, Gift Card, \$100.00

**Add/Edit Case Notes**

Any staff person with permissions (greater than read only) to that service provider, will have the ability to add case notes to the customer record. I-Trac will track the staff person that data entered the specific note.

- **Date:** This is the date of the case note – not necessarily the date of data entry. This date can be back-dated.
- **Note:** This is a free form field. There is an 8,000 character limit. When saved will only show 100 characters in the control. Click [more>>](#) to expand the note. Click [<<hide](#) to collapse the note.
- **Spell check:** Spell check the data entered in the note.
- **Contact Type:** Select the contact type for this note. List is fund based.
- **Staff:** This is a read only field and is populated with the staff name of the person that saves the note.
- **Attachments:** check all data elements - assessments, goals, service, payments and/or outcomes that are relevant to the case note being saved. Any case notes that are attached to an open ended service will be calculated as that service still having engagement as of that saved case note date.

 **RULES:** staff must follow the following rules to attach data elements to a case note:

- 1) The data element must first be entered in that control before it can be selected and attached to the case note.
- 2) Only the most recent of a particular data element type will be available for selection as an attachment.
- 3) Case note date must be within the service start and end date if that data element is going to be attached to the note.

To enter data: click [add](#), enter data and click [save](#)

<a href="#">add</a> Case Notes				
Date	Note	Contact Type	Staff	Attachments

<b>Date</b>	<b>Note</b>		
1/15/2010	Customer must pass 3 official GED tests with a minimum score of 450		
<input type="button" value="save"/> <input type="button" value="cancel"/>	<input type="button" value="REC"/>		
	<b>Contact Type</b>	<b>Staff</b>	<b>Attachments</b>
	In-person	R5Youth Training	<input type="checkbox"/> Assessment - 05/03/2010, CASAS, Reading, 235 <input type="checkbox"/> Assessment - 05/15/2010, Accuplacer, Arithmetic, 110 <input type="checkbox"/> Assessment - 12/01/2009, CASAS, Math, 240 <input type="checkbox"/> Assessment - 12/01/2009, CASAS, Reading, 210 <input checked="" type="checkbox"/> Goal - 06/13/2011, GED <input type="checkbox"/> Payment - 04/01/2010, Occupational Testing & Licensing Fees, \$100.00 <input type="checkbox"/> Payment - 05/01/2010, Other - Admin Approved, \$500.00 <input checked="" type="checkbox"/> Payment - 08/18/2011, WIA, Gift Card, \$100.00

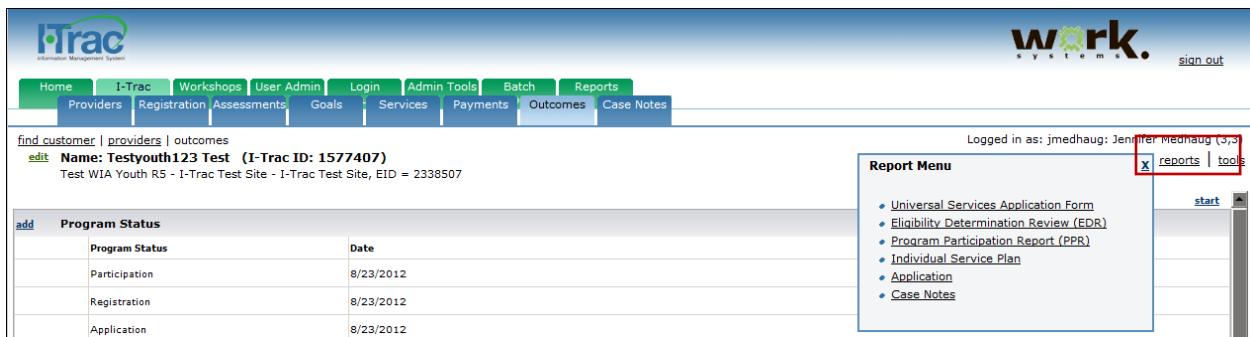


# Customer Enrollment Documents

I-Trac develops several individual customer enrollment documents that combine specified data elements from the selected enrollment’s data collection. These reports are printable and can help to finalize a paper files for data validation purposes.

Data validation audits are conducted to ensure that the data elements entered into I-Trac and reported to funders are accurate. For data validation audit purposes, I-Trac requires staff to track the documentation used to verify particular eligibility, service, and outcome data elements. In addition, Department of Labor (DOL) data validation allows a case note to be the source documentation for many data elements; furthermore, a case note does not necessarily have to be a traditional case note, but can be ANY data entered into I-Trac that is printed and kept in the file. The data elements can be easily printed in the form of customer enrollment reports outlined below.

To access customer enrollment reports, click the **Reports** link in the customer header:



## Application

This form is regionally optional by fund. This printable I-Trac document is required when the Online Application is used as the data collection process and is the signature document. This document may also be used when a manual data entry process is in place. In both of these scenarios, this document is the signature document and must be signed prior to the review process and service delivery. This form will print all data on the Registration Tab and includes the applicant statement, signature lines, and auto-filled signature dates. This is important because the customer is confirming all the data elements as they were entered into the database and reported to the funder; furthermore, limiting risk for errors in DOL data validation audits. This document is printed once, signed by all parties, and maintained in the file with other eligibility documentation.

### Purpose

- Replaces the need for a paper application
- Customer is attesting to the information provided
- Customer is allowing the use of data

### Signatures collection

- Customer Signature
- Parent/Guardian Signature (if applicable)
- Interviewer Signature
- Reviewer Signature

### **Automatic Dates**

I-Trac will automatically print appropriate dates on the Application. Customer and staff are signing that the information was true at the time of the Eligibility Interview (Application Date).

- Customer Signature Date = Application Date → Eligibility Interview Date
- Parent/Guardian Signature (if applicable) Date = Application Date → Eligibility Interview Date
- Interviewer Signature Date = Application Date → Eligibility Interview Date
- Reviewer Signature Date = BLANK – I-Trac will not automate since Review Date is entered AFTER customer signatures are collected.

### **Eligibility Determination Review (EDR)**

This printable I-Trac document reflects registration data for a particular customer enrollment and is made up of all Registration Tab controls.

### **Program Participation Report (PPR)**

This printable I-Trac document combines all I-Trac data elements for a particular customer enrollment; in-other-words, it prints the entire I-Trac record – all tabs and all controls. When this form is signed by staff, it becomes a case note for the file according to audit standards. Because this record becomes a formal case note and can be printed at any point in time during the enrollment, all service tracking simply needs to be tracked in I-Trac. Like case notes, this document does not need to be printed every time the record is updated, but can be printed and signed by staff at key points during an enrollment (as defined by funder). Each printed copy should replace the previous printed copy.

### **Case Notes**

This is a printable I-Trac document of traditional case notes that are entered into I-Trac by case managers for a particular customer enrollment. . This document will list the notes chronologically by date with the most recent date at the top, the staff member that saved the note, and whether the note is linked to data element. This document does not need to be printed every time the record is updated, but can be printed and signed by staff at key points during an enrollment (as defined by the funder). Each printed copy should replace the previous printed copy.

### **Individual Service Plan**

This is regionally available and is a printable document of the customer's Individual Service Plan. This service plan will include all assessment and goals data controls and any notes attached to the included data elements. In addition, there will be a signature page for the customer and staff to agree to the terms of the Individual Service Plan. This document can be printed every time the record is updated or printed at key intervals of the customer's enrollment (as defined by the funder). Each printed copy should replace the previous printed copy – with the exception of the signature page.

# I-Trac Support

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Requests for support should be sent by email to [support@i-trac.org](mailto:support@i-trac.org). This email account is monitored by all I-Trac system administrators (WSI staff). I-Trac system administrators will try to recreate and evaluate the issue.

Response time varies, but is usually provided within two business days of request. It is helpful if requests include the following as appropriate:

- Detailed description of the issue
- Examples that include customer ID's
- Screen shot of errors pasted directly into the email



## TRAINING and WORK EXPERIENCE SITE AGREEMENT

The Job Council (TJC) hereby enters into a Training Site Agreement with:

Site Name	Telephone #	E-Mail Address		
Address	City	State	Zip	County

Hereinafter referred to as the site, for the purpose of placing TJC participants at the site for Training and Internship/Work Experience.

By signing below, The Job Council and the site agree to provide the services defined herein, in accordance with the provisions and attachments which constitute this agreement and such other terms and conditions incorporated by reference.

This Agreement replaces site agreements prior to December, 2008.

This Agreement may be terminated immediately by either party with **written** notification.

**Authorized Job Council Representative:**

**Authorized Site Representative:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Jackson County Career Center & Administrative Offices  
100 East Main Street, Suite A • Medford, OR 97501 • (541) 776-5100 • TDD/TTY Oregon Relay-Dial 711 • Fax: (541) 776-5125  
Admin. Fax: (541) 776-0458 • [www.jobcouncil.org](http://www.jobcouncil.org)

Josephine County Career Center

## **General Program Description**

The Job Council (TJC) places participants in training activities for the purpose of increasing their employability through the development of basic work skills, occupational skills, and career exploration. The objectives of a specific work based experience are determined by TJC staff, based on an assessment of the individual participant's needs and interests in relation to the local labor market.

The variety of TJC program requirements vary. Site supervisors will be informed by TJC staff as to the specific programmatic requirements to be met by the site and participating individual.

### **A. SITE RESPONSIBILITIES FOR ALL PROGRAMS**

For training participants placed at the site as per this Agreement, the site agrees to:

#### **1. Train and Supervise Participant**

- a. Be responsible for all expenses incurred for training and supervision of participants.
- b. Assure that participants are supervised at all times by the site supervisor, as named in the Placement Statement. The site will notify TJC immediately if a situation arises where another supervisor needs to be oriented by TJC so he or she can properly supervise participants. Backup supervisor may be utilized and identified on site agreement herein.
- c. Provide participants with clear and specific instructions regarding their daily work based responsibilities including all appropriate health and safety requirements. Provide TJC a copy of site safety program information if applicable.
- d. Assure that the designated site supervisor and/or backup supervisor will provide the training outlined in the Placement Statement (attached).
- e. Notify TJC representative immediately if any changes occur in participant status (e.g., participant takes a job or leaves the program), supervisor or backup supervisor, job duties, or training schedule.
- f. Assure that participants are given adequate assignments and that their training hours are fully utilized in a manner consistent with their Placement Statements.
- g. Provide sufficient equipment and supplies for participants to carry out their training assignments.

## 2. Training Hours and Time Records

- a. Schedule participant(s) only for hours stipulated in the Placement Statement. Scheduled hours may not exceed 40 hours per training week, including time spent in any other paid activities authorized by TJC. Participants **may not** work overtime or volunteer personal time at the training site. The training week for WIA participants begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday. The training week for DHS clients begins at 12:01 a.m. on Saturday and ends at 12:00 midnight on Friday.
- b. Schedule participant training during the normal working hours of the site and in a manner consistent with the Placement Statement.
- c. Coordinate training hours with other training activities scheduled for the participant.
- d. Keep an accurate **daily** record of the time spent by the participant on training assignments. Participants must complete and submit TJC time report forms to TJC on given due dates. The site will assure that the designated supervisor reviews time report for accuracy and signs each time report form prior to the participant submitting it to The Job Council.

## 3. Personnel Actions

- a. Require criminal background checks for participants if site requires criminal background checks on employees in similar positions. Each participant must sign a written authorization prior to allowing the site to obtain such information for employment purposes.
- b. Clearly explain all performance standards and site policies/procedures to the participant at the supervisor's earliest opportunity, but not later than the participant's third day at the site.
- c. Keep TJC informed about the participant's progress, including providing immediate notification of any training-related concerns, such as, but not limited to late arrival, absenteeism, insubordination, poor attitude, and/or safety violations.
- d. Provide a reasonable opportunity for participant's improvement of poor performance. Do not terminate participant without giving prior notice to the participant and TJC, unless the situation warrants immediate action.

## 4. Training Area Conditions

- a. Assure that no training position will impair any collective bargaining agreement. The site is responsible for determining whether each placement is consistent with the terms of collective bargaining agreements. If the site has employees covered by a collective bargaining agreement, it must provide the following to The Job Council prior to placing a training participant on site.

- b. Written documentation to support placement of participant with no impact to collective bargaining agreement; or:
  - (a) Written documentation from the labor organization stating that although the participant placement has impact, it does not object to the placement(s).
- c. Not utilize participants in a manner that will result in: (1) the displacement of employed, laid off, or workers on strike; (2) the impairment of existing contracts for service; or (3) a reduction in non-overtime working hours for existing employees.
- d. Not utilize any participant in any way that will infringe on the promotional opportunities of currently employed individuals.
- e. Assure that no participants engage in the construction, operation, or maintenance of a facility used, or to be used, for sectarian activities, or as a place for religious worship.
- f. Not allow participants to engage in political activities during training hours.
- g. Place participants only at sites that have safe and healthy working conditions and ensure that no participant is placed in conditions declared to be hazardous by local, state or federal agencies. Site will provide each participant with safety instructions, equipment and supplies as appropriate.
- h. Not allow participants to operate motor vehicles on the job without prior written approval from TJC, unless approval is indicated on the Placement Statement.
- i. Provide participants with contingency plans for severe weather conditions with explicit information about when not to come to the training site for work.
- j. Comply with child labor laws, where applicable.
- k. Comply with the Americans with Disabilities Act of 1990 and all related amendments and implementing regulations.

## 5. **Nondiscrimination**

- a. Assure that no individual is excluded from participation in, denied the benefits of, subjected to discrimination or denied employment in the administration of or in connection with any activities under this Agreement because of race, color, religion, sex, national origin, age, mental or physical disability, application for Workers' Compensation benefits, political affiliation or belief, marital status, expunged juvenile record, or association with any person of a particular race, color, sex, national origin, marital status, age or religion.

## 6. **Financial Liability**

- a. Assume financial liability for damages to property and/or injuries to third parties which are caused by participants while operating equipment or otherwise being trained or performing work for the site.

## **B. JOB COUNCIL RESPONSIBILITIES FOR ALL PROGRAMS**

The Job Council agrees to:

1. Be responsible for participant recruitment, and conduct program eligibility determination and verification, as applicable.
2. Refer eligible individuals to the site for interview selection approval and placement in training positions.
3. Provide orientation to the training site supervisor and backup supervisor(s) identified on the Placement Statement regarding their responsibilities under this Agreement. Upon notification of a change in supervisor or backup supervisor, TJC will provide orientation to the new supervisor and assure that he or she has a current copy of this Site Agreement and the Placement Statement(s).
4. Provide employment counseling and job referral services to participants.
5. TJC will assist site supervisor(s) in resolution of worksite training issues, as requested.
6. Contact site on a regular basis to ensure training is being provided as outlined on the Placement Statement. TJC will provide technical assistance as needed for the execution of this Agreement.
7. Amend the Placement Statement when training assignments change, and provide copies to the site, training site supervisor(s) and participant.

## **C. WORKERS' COMPENSATION COVERAGE & CLAIMS REPORTING**

1. **JOBS Work Experience** participants receive Workers' Compensation coverage through the Department of Human Services (DHS, State of Oregon). TJC representative will ensure completion of documents and provide copies to worksite supervisor.
2. **WIA Work Experience** participants are provided Worker's Compensation coverage by The Job Council.
3. **The site agrees to report on-site injuries and occupational illnesses immediately to The Job Council within 24 hours.** Accident reports, Workers' Compensation and insurance claims must be filed in a timely manner to the appropriate authorities, with copies to TJC. The site supervisor must complete and provide to TJC a "Report of Accident" form within 24 hours or by the next business day.



## D. REQUIREMENTS SPECIFIC TO TRAINING PROGRAMS

The following program requirements are subject to change due to changes in regulations or policies. The site will be notified in writing of any such changes.

	<b>WIA Work Experience</b>	<b>JOBS Work Experience</b>	<b>Internship &amp; Job Shadowing Placements</b>
<b>Weekly work hours and agreement duration</b>	See Placement statement	See Placement statement	See Placement statement
<b>Compensation</b>	Participants are Job Council employees & are paid by The Job Council	Participants are not employees of TJC and do <u>not</u> receive pay for Voluntary Work Experience outside of DHS qualified financial supports	Participants are not employees of TJC and do not receive pay for Internship placements. Participants may receive training stipend payments based on attendance, attitude and participation.
<b>Time report forms</b>	Time report forms are submitted as per The Job Council's payroll schedule (see attached)	Time sheets are submitted to TJC at the end of each work week	No time reports are required. The Job Council representative will follow up with site supervisor to evaluate participation.
<b>Grievance procedures</b>	Participant complaints and grievances follow The Job Council procedures	Participant complaints and grievances follow TJC procedures or DHS procedures as appropriate.	Participant complaints and grievances follow The Job Council procedures

*This letter communicates our support of the Certified Work  
Ready Communities (CWRC) Initiative in Oregon,  
Including the National Career Readiness Certificate (NCRC) as a recognized and preferred  
tool to assist in the recruiting and hiring of skilled workers.*

**Employer Information (Please Print Clearly)**

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Address if different than  
above: \_\_\_\_\_

Business Website Address: \_\_\_\_\_

Key Contact Name and Title: \_\_\_\_\_

Key Contact Phone Number: \_\_\_\_\_

Key Contact E-mail: \_\_\_\_\_

Current number of employees:  1-4  5-99  100+ Type of Business: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing this Letter of Support, you acknowledge that your support of this initiative becomes public record.

Name & phone number of your local NCRC Representative: \_\_\_\_\_

Local staff use only: Workforce Region Number: \_\_\_\_\_

\*Please scan and email this signed, completed Letter of Support to: John Asher, [John.Asher@state.or.us](mailto:John.Asher@state.or.us) at the  
Department of Community Colleges and Workforce Development.

**Please email this form to:**

For additional information about employer applications of the National Career Readiness Certificate, please refer to the  
Employer Handbook at: <http://oregonworkready.com/assets/docs/emp-guide.pdf>

The Oregon NCRC program is funded with federal Workforce Investment Act (WIA)  
funds and Oregon State general funds and administrated by the Oregon Department of  
Community Colleges and Workforce Development. The Oregon NCRC is an equal  
opportunity program. Auxiliary formats are available upon request to persons with  
disabilities.



## ON-THE-JOB-TRAINING CONTRACT

This On-the-Job Training (OJT) Contract is entered into between The Job Council and the following Employer. The Employer agrees to provide all training in accordance with the provisions and terms of this contract and the OJT Agreement. This Contract includes, and incorporates by reference herein, the following documents: OJT Contract pages 1 through 5, and the On-the-Job Training Agreement. The performance of work under this contract may be terminated by The Job Council or the Employer for good cause. This contract may be modified, in writing, at any time.

Employer	
Telephone Number	
E-Mail Address	
Address	
County	

As the Employer's authorized representative, I certify that I have read and understand all sections of the On-the-Job Training Contract and that the Employer will comply with all contract provisions and terms.

Employer Printed Name	Title
Signature	Date
I have reviewed this Contract with the Employer and have explained requirements, expectations, and procedures.	

The Job Council Representative	Signature	Date
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JOB COUNCIL USE ONLY		
Print Name	Signature of Program Director or Team Lead	Date

**By Signing the On-The-Job Training Contract, the Employer/Staffing Agency AGREES TO:**

## GENERAL ASSURANCES

- 1.1 COMPLY WITH: all the terms and conditions of this OJT Agreement/Contract.
- 1.2 Provide the OJT employee with the following BENEFITS: workers' compensation insurance coverage, State unemployment insurance, Social Security (FICA), and any other fringe benefits required by law, and any other fringe benefits – including medical insurance – provided to other employees working in similar positions.
- 1.3 Not use OJT funds for contributions on behalf of the OJT employee to a RETIREMENT SYSTEM or PLAN.
- 1.4 Not use any OJT funds for political lobbying or to promote POLITICAL or RELIGIOUS ACTIVITIES; not employ any OJT employee in the construction, operation or maintenance of any facility, which is used, or to be used for religious instruction or worship; not allow the OJT employee to participate in political or religious activities on the job.
- 1.5 Maintain a SAFE and HEALTHFUL work/training environment, including complying with all the applicable health and safety standards established under Federal and State law.
- 1.6 NOT DISCRIMINATE in connection with any activities under this OJT Agreement/Contract on the basis of race, religion, sex, national origin, age, mental or physical disability, application for Workers' Compensation benefits, political affiliation or belief, marital status, expunged juvenile record, association with any person of a particular race, color, sex, national origin, or, in the case of WIA participants, on the basis of citizenship or participation in a WIA program.
- 1.7 Ensure that NO CURRENTLY EMPLOYED WORKER SHALL BE DISPLACED by an OJT employee, including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits; that OJT funds shall not be used to fill a vacancy created by the layoff of a regular employee not supported by WIA funds, or to replace a regular employee terminated with the expectation of using WIA funds to fill the position; and that OJT positions shall not be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.
- 1.8 Ensure that, in the event of a layoff, OJT EMPLOYEES WILL BE LAID OFF FIRST, before other regular employees in similar positions; and that regular employees will be recalled from layoff before OJT employees in similar positions.
- 1.9 NOTIFY THE JOB COUNCIL IMMEDIATELY OF ANY ANTICIPATED LAYOFF in any job category, to allow time to determine the status of OJT employees.
- 1.10 NOT HIRE AS AN OJT EMPLOYEE ANY FAMILY MEMBER – husband, wife, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, or stepparent or stepchild – of anyone who is in a position of exercising supervisory, appointment, or grievance adjustment authority with the Employer/Staffing Agency.
- 1.11 Not use OJT funds to PROMOTE OR DISCOURAGE UNION ORGANIZING or to impair existing collective bargaining agreements. Where an OJT position is covered by a collective bargaining agreement, not to begin employment/training until The Job Council has obtained WRITTEN CONCURRENCE FROM THE APPROPRIATE BARGAINING AGENT.
- 1.12 Ensure that all laborers and mechanics employed by the Employer/Staffing Agency in any construction, alteration or repair, including painting and decorating, of projects, buildings, and works which are assisted with WIA funds, shall be paid wages at rates not less than those prevailing on similar construction in the locality, in accordance with the DAVIS-BACON ACT.
- 1.13 REPAY PROMPTLY TO THE JOB COUNCIL any WIA funds determined by The Job Council, State or Federal authorities or their agents to have been spent in violation of or failure to comply with Federal, State or local laws, regulations or policies of the terms of this OJT Agreement/Contract.
- 1.14 Comply with the AMERICANS WITH DISABILITIES ACT OF 1990 and all applicable amendments and implementing regulations.
- 1.15 Obtain, and keep on file, a properly completed I-9, Employment Eligibility Verification, for the OJT employee, as required by federal law.
- 1.16 Comply with all BUSINESS LICENSING REGULATIONS.
- 1.17 Comply with CHILD LABOR LAWS, as applicable.

## EMPLOYMENT STATUS, WAGES, AND WORKING CONDITIONS

- 2.1 HIRE THE OJT EMPLOYEE AS A REGULAR (NOT "TEMPORARY" or "SEASONAL") EMPLOYEE, ON OR AFTER THE OJT AGREEMENT start date, and RETAIN THE OJT EMPLOYEE AS A REGULAR EMPLOYEE upon the successful completion of training and the end of the OJT AGREEMENT.
- 2.2 Pay the OJT employee AT THE SAME PAY RATES, INCLUDING PERIODIC INCREASES, AS THE Employer/Staffing Agency similarly situated employees or trainees, but not less than the higher of the Federal or State minimum wage.
- 2.3 Pay the OJT employee AT THEIR WAGE RATE AND PROVIDE HOURS STATED IN THE OJT AGREEMENT.
- 2.4 Provide the OJT employee with the SAME BENEFITS AND WORKING CONDITIONS as other employees working similar length of time and doing similar work.
- 2.5 WITHHOLD FEDERAL AND STATE TAXES from OJT employee wages as required by law.
- 2.6 Pay the OJT employee at the OVERTIME RATE (normally 1 ½ times regular hourly wage) required by State and Federal wage and hour laws, for hours worked in excess of 40 hours per week based on the Employer/Staffing Agency's work week. Assume responsibility to pay the full amount for overtime work, without The Job Council reimbursement.
- 2.7 Pay wages by COMPANY CHECK. (The Job Council will not make reimbursement on wages paid in cash.)
- 2.8 Provide the OJT employee with a copy of the Employer/Staffing Agency's employee handbook and personnel policies regarding benefits, grievance procedures, and any other specific rules or regulations by which employees are expected to abide.
- 2.9 RETENTION: Provide The Job Council Representative with employment status information at 90 day follow-up.

## TRAINING

- 3.1 ORIENT THE OJT EMPLOYEE TO THE WORKSITE and explain safety rules, time and attendance expectations and reporting, work policies, personnel policies, and grievance procedures. Provide the OJT employee with the copy of the Employer/Staffing Agency's PERSONNEL POLICIES to review, and INFORM THE EMPLOYEE OF THE GRIEVANCE SYSTEM TO USE in the event of a grievance. If the Employer/Staffing Agency does not have a written grievance procedure, The Job Council's grievance procedure may be used.
- 3.2 Clearly EXPLAIN PERFORMANCE EXPECTATIONS to the OJT employee at the beginning of the training period, and PROVIDE REGULAR FEEDBACK to the employee as to his/her performance in relation to the established standards.
- 3.3 PROVIDE THE OJT EMPLOYEE WITH THE TRAINING DESCRIBED ON THE TRAINING DESCRIPTION, with the objective of bringing the OJT employee's skills up to the level expected of the Employer/Staffing Agency's other employees in similar positions. PROVIDE A SKILLED SUPERVISOR-TRAINER to work with the employee on skill development, beginning with basic work skills and proceeding to more complex tasks during the training period.
- 3.4 PROVIDE TOOLS AND EQUIPMENT for the OJT employee, as would routinely be provided to other employees. In the event The Job Council purchases tools or equipment for the OJT employee's use, Employer/Staffing Agency agrees to return such tools or equipment promptly upon The Job Council's request.
- 3.5 Work with the OJT employee to CORRECT UNACCEPTABLE PERFORMANCE. Inform The Job Council Representative immediately of unacceptable performance, so that he or she will be informed of the situation and can assist with problem-solving efforts as appropriate.
- 3.6 NOTIFY THE JOB COUNCIL REPRESENTATIVE IMMEDIATELY IF THE OJT EMPLOYEE IS TERMINATED.
- 3.7 REPORT THE OJT EMPLOYEE'S PROGRESS TO THE JOB COUNCIL REPRESENTATIVE as requested.

## RECORD KEEPING REQUIREMENTS

- 4.1 MAINTAIN PAYROLL AND OTHER RECORDS for the OJT employee and the OJT Agreement/Contract, make such records AVAILABLE FOR REVIEW by agents and representatives of The Job Council, the State of Oregon and the Department of Labor, and RETAIN SUCH RECORDS for a minimum of six years beyond the end of the contract period. Retain the following records, and make them available upon request during regular business hours:

- Employee name and Social Security number;

- Daily time records, showing hours worked by day and date;
- Gross pay, fringe benefits, withholding, net pay, and check number for each pay period;
- Proof of payment of all required State and Federal taxes and Workers' Compensation insurance;
- Cancelled payroll checks;
- I-9 form;
- Copies of personnel records relating to the OJT employee, including progress reports, disciplinary action, correspondence, grievances, and similar records;
- Copy of the Contract, OJT Agreement, Employer Profile, Request for Reimbursement, and NCRC Letter of Support;
- W-9 tax form.

- 4.2 TRANSFER TO THE JOB COUNCIL, for storage, any of the records listed under subsection 4.1 above which cannot be maintained by the Employer/Staffing Agency for the six-year retention period.

## BILLING AND REIMBURSEMENT

- 5.1 SUBMIT A REQUEST FOR REIMBURSEMENT AND REQUIRED TIME RECORDS AND PAYROLL DOCUMENTATION WITHIN 30 DAYS of the end of the OJT Agreement/Contract or the last day worked by the OJT employee, whichever is earliest. DOCUMENTS MUST BE COMPLETED IN FULL with all requested information including the signatures of both the OJT employee and the Employer/Staffing Agency's authorized representative. **The Job Council reserves the right to deny payment on Requests for Reimbursement submitted after the 30-day deadline and requests not signed by the OJT employee.**

Acceptable documentation must clearly delineate:

- The total number of hours worked
- The gross amount earned by the trainee
- The total amount paid to the trainee by the employer
- Other payroll deductions

Examples of **acceptable** documentation:

- Payroll check stubs or payroll records that show the gross wage amount that the employer paid the trainee along with other payroll deductions

Examples of **unacceptable** documentation:

- Timesheets or other documents that include only the hours an employee has submitted to an employer

- 5.2 Within 15 working days following receipt of a completed Request for Reimbursement, time records and required payroll documentation, The Job Council will reimburse the Employer at the reimbursement rate and wage rate stated in the OJT Agreement/Contract, but not to exceed the contract maximum
- 5.3 Request reimbursement ONLY FOR WAGES ACTUALLY PAID FOR NON-OVERTIME HOURS WORKED by the OJT employee during the contract period, NOT INCLUDING OVERTIME, HOLIDAYS, VACATION, SICK LEAVE, OR PAYMENTS MADE DURING A WORK STOPPAGE.
- Employers may be reimbursed only for the portion of the trainee's wages agreed upon in the OJT contract.
  - Employers may be reimbursed only for time the trainee was actually on the job and receiving training.
  - Exact hours and/or wages paid to the trainee must be detailed.
- 5.4 COOPERATE with The Job Council by promptly submitting any additional documentation determined necessary in order to process a Request for Reimbursement.

## OTHER CONTRACT AND TRAINING AGREEMENT PROVISIONS

- 6.1 CHANGES IN THE OJT AGREEMENT/CONTRACT must be made in writing and signed by all parties; the Employer, Staffing Agency, Trainee, and The Job Council. Contract modifications are required for changes in length of OJT agreement, scheduled work/training hours, job duties/training activities, wages (including wage increases not included in the original agreement), or any other terms of the agreement/contract. It is the Employer/Staffing Agency responsibility to contact The Job Council Representative if changes to the agreement are desired or needed.
- 6.2 This OJT Agreement/Contract TERMINATES AUTOMATICALLY, without further notice to the Employer/Staffing Agency, at the OJT Agreement/Contract end date or such earlier date the OJT employee's employment with the Employer/Staffing Agency is terminated. It may also be terminated: by The Job Council, upon written notice to the Employer/Staffing Agency, due to failure of the Employer/Staffing Agency to comply with the terms of this OJT Agreement/Contract, as determined by The Job Council, or due to lack of fund availability, or by either The Job Council or the Employer/Staffing Agency, upon written notification to the other party.

- 6.3 This OJT Agreement/Contract with attached exhibits and reporting forms embodies the ENTIRE AGREEMENT between The Job Council and the Employer/Staffing Agency. The parties shall not be bound by nor be liable for any statement, representation, promise, inducement, or understanding of any kind or nature not stated herein.
- 6.4 Any DISPUTE arising under this OJT Agreement/Contract shall be handled in accordance with The Job Council's Complaint and Grievance Procedures.
- 6.5 The Employer/Staffing Agency shall maintain the CONFIDENTIALITY of any information about the trainee that is provided by The Job Council or the trainee for the purpose of the OJT. Without the permission of the trainee, such information shall be divulged only as necessary for purposes related to the performance or evaluation of this OJT Agreement/Contract and to persons having responsibilities under the OJT Agreement/Contract.
- 6.6 The Employer/Staffing Agency shall NOT FURTHER SUBCONTRACT the training to be provided under this OJT Agreement/Contract.
- 6.7 Should any part, term, or provision of this OJT Agreement/Contract be decided by the courts to be illegal or in conflict with any law of the State or Federal government, the validity of the remaining portions or provisions shall not be affected thereby.
- 6.8 This OJT Agreement/Contract is subject to MODIFICATION AND/OR TERMINATION as necessary in accordance with requirements contained in any future Federal or State legislation, regulations or policy.



The Job Council  
PROVIDING WORKFORCE RESOURCES  
**Employer Profile**

Business Name	
Address	
Site Address (if different)	
Contact Person	
Title	
Phone	
Email	
Website	
Payroll Company	

Employer ID#		# of Employees	
Workers Compensation Carrier			
Policy #			

Is this business partnered with a Staffing Agency?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Staffing Agency Business Name							
Staffing Agency Representative						Phone	
Employer/Agency Contract Period							

Payroll	Weekly	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Other	<input type="checkbox"/>
Work week begins	Day of week			Time (am/pm)				

<b>Employee Assessment: check each assessment that is routinely required at this site for new employees</b>							
Drug/Alcohol	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Aptitude	<input type="checkbox"/>	Company Required	<input type="checkbox"/>
Criminal Background	<input type="checkbox"/>	Other	<input type="checkbox"/>				

<b>Employee Benefits</b>							
Medical	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Paid Leave	<input type="checkbox"/>	None	<input type="checkbox"/>

<b>Paid Holidays: check all that apply</b>									
New Years	<input type="checkbox"/>	MLK Day	<input type="checkbox"/>	President's Day	<input type="checkbox"/>	Memorial Day	<input type="checkbox"/>	4 <sup>th</sup> of July	<input type="checkbox"/>
Labor Day	<input type="checkbox"/>	Veteran's Day	<input type="checkbox"/>	Thanksgiving	<input type="checkbox"/>	Christmas	<input type="checkbox"/>	Other	<input type="checkbox"/>

Employer representatives authorized to sign requests for reimbursement. I verify that the information provided herein is accurate to the best of my knowledge.			
1. Employer Representative Printed Name		Title	
Employer Representative Signature		Date	
2. Employer Representative Printed Name		Title	
Employer Representative Signature		Date	

Jackson County WorkSource One Stop Center Administrative Office  
100 E. Main Street, Suite A • Medford, OR 97501 • (541) 776-5100 • TDD/TTY Oregon Relay-Dial 711 • Fax: (541) 776-5125 • www.jobcouncil.org

Josephine County WorkSource One Stop Center  
1569 NE "F" Street • Grants Pass, OR 97526 • (541) 476-1187 • TDD/TTY Oregon Relay-Dial 711 • Fax: (541) 472-6138 • www.jobcouncil.org





## Staffing Agency: On-the-Job Training Contract

The On-the-Job Training (OJT) Contract is entered between The Job Council, Staffing Agency, and Employer. The Employer agrees to provide all training in accordance with the provisions and terms of this contract and the OJT description. This Contract includes, and incorporates by reference herein, the following documents: OJT Contract pages 1 through 5 and the OJT Agreement. Training funds are intended to assist businesses in training and retaining a skilled, productive workforce.

Staffing Agency			
Staffing Agency Authorized Representative		Telephone #	
Address			
Email Address			

Staffing Agency agrees to provide The Job Council all necessary payroll documents to support OJT reimbursement. Staffing Agency acknowledges that the OJT reimbursement will be provided directly to the Employer as stated below.

Employer			
Employer Authorized Representative		Telephone #	
Address			
Training Site Address (if different)			
Email Address			

Employer agrees to provide training as described in the OJT Agreement. Employer agrees to transfer trainee to their payroll as a regular employee before or at the end of the Staffing Agency Contract period. **Employer understands the OJT reimbursement is only provided when the employee is transferred to the Employer's payroll, within thirty (30) calendar days of the Staffing Agency/Employer contract period.** Employer must provide verification of hire for authorized OJT reimbursement.

Staffing Agency/Employer Contract Period:	
---	--

The performance of work under this contract may be terminated by The Job Council, Staffing Agency, or Employer for good cause. This agreement may be modified, in writing, at any time. The Employer, Staffing Agency and The Job Council agree to all the terms in this OJT agreement by signing below.

Staffing Agency Signature		Date	
Employer Signature		Date	
The Job Council Signature		Date	

JOB COUNCIL USE ONLY		
Print Name	Signature of Program Director or Team Lead	Date

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## Staffing Agency: On-the-Job-Training Agreement

Participant					Job Seeker #	
Employer						
Employment Site						
Training Site Address (if different)						
Participant's Supervisor					Telephone #	
Backup Supervisor					Telephone #	
Training Start Date		Training End Date		Hours/Week		
Beginning Hourly Wage	\$		Ending Hourly Wage	\$	Total Training Hours	

<b>Job Title:</b>	
<b>Training Description:</b> this training description applies to the duties and activities that will be performed by the participant at the OJT site.	

<b>Occupational Specific Skill:</b> skills needed to perform the tasks outlined in the job description that require training.

Is this occupation covered under a collective bargaining agreement?	Yes		No	
If yes, has the collective bargaining agreement been signed?	Yes		No	

Calculation of Contract/Reimbursement Amount							
Hourly Wage	X	Total Hours	X	Rate	=	Projected Reimbursement	Maximum Reimbursement Allowable
	X		X	.50	=	\$	\$

I have read and understand the job description, occupational specific skills, training period and wage rate in this agreement and agree to the terms of the training program. The Job Council reserves the right to deny payment if the terms and conditions of this OJT Agreement/Contract are not met.

Staffing Agency Signature		Date	
Employer Representative Signature		Date	
Participant Signature		Date	
Business Representative Signature		Date	

**THE JOB COUNCIL USE ONLY**

___Original	___Amendment	PY:	Obligated: \$	Eligible Funding Sources: ___ 102 WIA Adult ___ 103 WIA DLW
Agency Contract Duration:		<b>OJT Funding Source:</b>		___ 112 BTWO ___ 120 NEG/DLWT ___ 110 WIA YOUTH O/S ___ OTHER ___
<b>Comments:</b>				

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## On-the-Job-Training Agreement

Participant					Job Seeker #	
Employer						
Employment Site						
Training Site Address (if different)						
Participant's Supervisor					Telephone #	
Backup Supervisor					Telephone #	
Training Start Date		Training End Date		Hours/Week		
Beginning Hourly Wage	\$		Ending Hourly Wage	\$	Total Training Hours	

<b>Job Title:</b>	
<b>Training Description:</b> this training description applies to the duties and activities that will be performed by the participant at the OJT site.	

<b>Occupational Specific Skill:</b> skills needed to perform the tasks outlined in the job description that require training.

Is this occupation covered under a collective bargaining agreement?	Yes		No	
If yes, has the collective bargaining agreement been signed?	Yes		No	

Calculation of Contract/Reimbursement Amount							
Hourly Wage	X	Total Hours	X	Rate	=	Projected Reimbursement	Maximum Reimbursement Allowable
	X		X		=	\$	\$

I have read and understand the job description, occupational specific skills, training period and wage rate in this agreement and agree to the terms of the training program. The Job Council reserves the right to deny payment if the terms and conditions of this OJT Agreement/Contract are not met.				
Employer Representative Signature			Date	
Participant Signature			Date	
Business Representative Signature			Date	

**THE JOB COUNCIL USE ONLY**

___Original	___Amendment	PY:	Obligated: \$	Eligible Funding Sources: ___ 102 WIA Adult ___ 103 WIA DLW
<b>OJT Funding Source:</b>				___ 112 BTWO ___ 120 NEG/DLWT ___ 110 WIA YOUTH O/S ___ OTHER___
<b>Comments:</b>				

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## PHOTO/VIDEO/WEBSITE RELEASE FORM

I hereby authorize The Job Council and its agents to use my photograph, video, story, quote, or other information as agreed in publications and outreach materials. These publications may include but are not limited to posting on websites and printing in annual reports and outreach materials. In giving my consent, I hereby release The Job Council and its agents from any and all responsibility or liability. I acknowledge that since my participation is voluntary, I will receive no compensation.

I hereby grant permission to use my likeness in a photograph/ video, without payment or any other compensation.

I am 18 years of age and am competent to contract on my own behalf. I have read this release form before signing below, and I fully understand the contents, meaning, and impact of this release.

---

(Signature) (Date)

---

(Print Name)

**OR**

If the participant is under 18, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent/guardian of \_\_\_\_\_  
(Child's Name)

and do hereby give my consent on behalf of this person.

---

(Parent/Guardian's Signature) (Date)

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Fax: (541) 776-0458 | www.jobcouncil.org

The Job Council is an equal opportunity employer, and operates equal opportunity programs.  
Auxiliary aids and services available upon request to individuals with disabilities.



## Framework for Staff to Collect Customer/Business Success Stories

As busy as we all are serving customers on a daily basis and creating opportunities for success, it's an important part of our jobs to take a moment from time to time to celebrate our successes and share those success stories with the policy makers and legislators who support and mandate the work that we do. This means reporting more than just performance metrics; it's putting a human face to who we are and what we do through the eyes of our customers.

The best success stories are simple and to the point. Here are some guidelines to help develop a good customer success story.

### Please use the leading questions below:

#### *Capturing Your Story*

The Job Council may have cameras or other multi-media tools available to capture the story live (otherwise feel free to use Smartphone cameras, as long as you take precautions to protect these photos/videos, download them onto your TJC computer, and delete the files from your phone as soon as possible).

#### *Video Camera Interview Questions*

- 1) Tell me your name and where you're from.
- 2) Tell me about what originally inspired you to explore our services in order to seek support to meet your goals. (This is to garner information about their challenges/issues.)
- 3) What services did you find most helpful in overcoming your challenges and aspiring towards your goals?
- 4) What was the best part about the services you received from The Job Council?
- 5) What have been the results of working with us to overcome your challenges?
- 6) What would you like to tell others who may have not heard about The Job Council, but find themselves in a similar situation?

If no camera or recording technology is available, then the story can be transcribed on paper. Confirm the correct spelling of the participant's name, and then proceed with the following interview questions.

#### *Questions for Written Story Format*

- 1) Tell me about what inspired you to explore our services in order to seek support to meet your goals. (This is to garner information about their challenges/issues.)
- 2) What services did you find most helpful in overcoming your challenges and aspiring towards your goals?
- 3) What have been the results of working with us to overcome your challenges?
- 4) What would you tell others in a similar situation or facing similar challenges about the services offered at The Job Council?

*I have obtained permission from the customer to post this story. (See attached release)*

---

*Customer Name (first and last)*

#### **Customer Information:**

*Type of Customer / check all that apply*

- Youth Customer*     *WIA Adult/DLW Customer*     *JOBS Customer*  
 *Business*  
 *Incumbent Worker*

**Customer Story:**

**The Challenge:** Briefly describe the challenge or situation the customer faced before seeking services:

**The Solution:** What services and support to the customer helped them overcome their challenges:

**The Outcome:** What were the actual results and outcomes that the customer obtained as a result of the services and support they received from The Job Council?

**Current Program Status**# Of Customers: **99**# Of Records: **99**Region: **08 - The Job Council**Year(s): **ALL**Fund(s): **WIA Youth**Provider(s): **College Dreams, The Job Council - WSO Grants Pass, The Job Council - WSO Medford TJC****Follow-up (Follow-up Date)**

Name	Customer ID	Fund Name	Provider Name
<a href="#">Acosta, Shiann</a>	1646584	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Allemand, Nate</a>	1550128	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Amaral Perez, Leslie</a>	1741118	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Amezcuca, Araceli</a>	1902658	WIA Youth	College Dreams
<a href="#">Anderson, Chance</a>	1951252	WIA Youth	College Dreams
<a href="#">Anderson, Joshua</a>	1917604	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">August, Jessica</a>	1912686	WIA Youth	College Dreams
<a href="#">Bangs, Jackson</a>	1569713	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Bradley, Kayla</a>	1896816	WIA Youth	College Dreams
<a href="#">Caldwell (Jenkins), Trevor</a>	1918805	WIA Youth	College Dreams
<a href="#">Castillo Jr., Martin</a>	1799054	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Castle, Briana</a>	1868441	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Chavez Acosta, Laura</a>	1918602	WIA Youth	College Dreams
<a href="#">Cherry, Sheiton</a>	1889026	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Clinton, Jerry</a>	1913848	WIA Youth	College Dreams
<a href="#">Coghill, Kymber</a>	1851943	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Collins, Corey</a>	1552193	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Cuchiara, Mykayla</a>	1909946	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Delelys, Devin</a>	1813890	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Dir, Kyle</a>	1612883	WIA Youth	The Job Council - WSO Grants Pass

dford TJC

Applied Date	Registration Date	Participation Date	Exit Date
6/27/2011	6/27/2011	6/30/2011	6/30/2014
6/20/2012	6/20/2012	6/27/2012	5/19/2014
2/27/2013	2/27/2013	4/8/2013	3/31/2014
1/21/2014	1/21/2014	1/27/2014	6/25/2014
7/22/2014	7/22/2014	7/28/2014	9/18/2014
2/28/2014	2/28/2014	3/10/2014	6/30/2014
2/14/2014	2/14/2014	3/6/2014	6/25/2014
2/21/2014	2/21/2014	3/10/2014	9/30/2014
1/7/2014	1/7/2014	1/27/2014	6/25/2014
3/4/2014	3/4/2014	4/1/2014	6/25/2014
5/20/2013	5/20/2013	5/30/2013	6/30/2014
10/21/2013	10/21/2013	11/20/2013	6/30/2014
3/4/2014	3/4/2014	3/18/2014	6/25/2014
12/18/2013	12/18/2013	1/10/2014	6/10/2014
2/19/2014	2/19/2014	3/19/2014	9/18/2014
9/12/2013	9/12/2013	10/3/2013	6/30/2014
2/28/2014	2/28/2014	3/10/2014	6/30/2014
2/6/2014	2/6/2014	2/6/2014	5/12/2014
6/24/2013	6/24/2013	7/1/2013	10/13/2014
9/18/2013	9/18/2013	9/30/2013	9/30/2014



Exit Reason	Follow-up Date	LQ Follow-up Service Date
Exit	6/30/2014	1/3/2015
Auto Exit	5/19/2014	9/9/2014
Exit	3/31/2014	11/13/2014
Exit	6/25/2014	6/25/2014
Exit	9/18/2014	
Exit	6/30/2014	11/13/2014
Exit	6/25/2014	6/25/2014
Exit	9/30/2014	10/16/2014
Exit	6/25/2014	7/22/2014
Exit	6/25/2014	9/25/2014
Exit	6/30/2014	11/13/2014
Exit	6/30/2014	11/13/2014
Exit	6/25/2014	6/25/2014
Auto Exit	6/10/2014	6/10/2014
Exit	9/18/2014	
Exit	6/30/2014	9/24/2014
Exit	6/30/2014	11/13/2014
Exit	5/12/2014	12/30/2014
Auto Exit	10/13/2014	
Exit	9/30/2014	

Customer OF	Email	Age At Participation	Age Today
Manning, Cindy	shiannacosta@yahoo.com	16	19
Anderson, Joseph	nateallemand@live.com	16	19
Manning, Cindy	leslieamaral21@gmail.com	20	22
Perry, Jenifer		19	20
Perry, Jenifer	ander5303@hotmail.com	18	19
Manning, Cindy	joshua.a8745@yahoo.com	20	21
Taylor, Jann	jaugust22@gmail.com	17	18
Manning, Cindy	jakebangs@gmail.com	21	22
Perry, Jenifer	kaygirl9433@yahoo.com	18	19
Taylor, Jann	tldcaldwell@hotmail.com	18	19
Manning, Cindy	MXRV.94@gmail.com	19	20
Manning, Cindy	briauna.castle5@gmail.com	18	19
Taylor, Jann	14l.chavez14@gmail.com	18	19
Manning, Cindy	lovelysheicherry@gmail.com	20	21
Perry, Jenifer	jerryvonclinton@hotmail.com	18	19
Manning, Cindy	kymbercoghill15@yahoo.com	17	18
Manning, Cindy	star_kid_18@yahoo.com	19	20
Anderson, Joseph	cuchiaramykayla@gmail.com	17	18
Cooley, Kris	ddevindelelys@gmail.com	16	17
Manning, Cindy	kyledir1@aol.com	21	23

Gender	ISY/OSY	WS JobSeeker ID
Female	ISY	2199431
Male	ISY	2316861
Female	OSY	2370783
Female	ISY	
Male	OSY	2554024
Male	OSY	2534632
Female	ISY	
Male	OSY	2330219
Female	ISY	
Male	ISY	
Male	ISY	2511408
Female	OSY	
Female	ISY	
Female	OSY	2504137
Male	ISY	2564420
Female	OSY	
Male	OSY	2318249
Female	OSY	2583627
Male	ISY	2582204
Male	OSY	2036640

Name	Customer ID	Fund Name	Provider Name
<a href="#">Dollarhide, Kaysha</a>	1690827	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Drevets, Joseph</a>	1917097	WIA Youth	College Dreams
<a href="#">Duncan, Ebony</a>	1775340	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Egbert, Nicole</a>	1899611	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Enriquez, Javier</a>	1641357	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Esqueda, Jonathan</a>	1896895	WIA Youth	College Dreams
<a href="#">Feetham, Joseph</a>	1486118	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Felton, Kenneth</a>	1806142	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Ferguson, Thomas</a>	1891975	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Fetty, Jamie</a>	1521618	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Flores, Andreina</a>	1877020	WIA Youth	College Dreams
<a href="#">Flores, Mason</a>	1917001	WIA Youth	College Dreams
<a href="#">Fogelquist, Rachel</a>	1917652	WIA Youth	College Dreams
<a href="#">Fricke, Margaret</a>	1800465	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Frimel, Cody</a>	1915098	WIA Youth	College Dreams
<a href="#">Garcia, Celines</a>	1902678	WIA Youth	College Dreams
<a href="#">Gonzales, Vanessa</a>	1552327	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Gonzalez, Erik</a>	1646580	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Gonzalez, Jessy</a>	1646337	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Goracke, Thomas</a>	1897261	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Gray, Timothy</a>	1801730	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Guerrero, Juan</a>	1924379	WIA Youth	College Dreams
<a href="#">Hall, Stanton</a>	1915641	WIA Youth	College Dreams
<a href="#">Hall-Zavala, Nikki</a>	1717223	WIA Youth	The Job Council - WSO Medford TJC

Applied Date	Registration Date	Participation Date	Exit Date
11/1/2012	11/1/2012	11/1/2012	3/31/2014
2/27/2014	2/27/2014	3/19/2014	6/25/2014
4/10/2013	4/10/2013	4/11/2013	3/31/2014
1/13/2014	1/13/2014	1/31/2014	3/17/2014
8/28/2012	8/28/2012	10/23/2012	3/27/2014
1/7/2014	1/7/2014	1/29/2014	6/25/2014
1/25/2012	1/25/2012	1/31/2012	6/30/2014
6/6/2013	6/6/2013	6/14/2013	9/30/2014
12/23/2013	12/23/2013	1/3/2014	12/31/2014
7/18/2012	7/18/2012	9/18/2012	9/30/2014
11/7/2013	11/7/2013	11/18/2013	6/25/2014
2/27/2014	2/27/2014	3/18/2014	6/25/2014
2/28/2014	2/28/2014	4/4/2014	6/25/2014
5/22/2013	5/22/2013	6/1/2013	4/7/2014
2/21/2014	2/21/2014	3/18/2014	9/18/2014
1/21/2014	1/21/2014	1/27/2014	6/25/2014
6/13/2012	6/13/2012	7/2/2012	6/30/2014
6/10/2011	6/10/2011	6/30/2011	6/10/2014
6/20/2012	6/20/2012	6/27/2012	5/19/2014
2/3/2014	2/3/2014	2/5/2014	3/31/2014
5/28/2013	5/28/2013	6/1/2013	1/21/2014
3/19/2014	3/19/2014	3/19/2014	6/25/2014
2/24/2014	2/24/2014	3/6/2014	6/25/2014
12/13/2013	12/13/2013	1/6/2014	9/30/2014

Exit Reason	Follow-up Date	LQ Follow-up Service Date
Exit	3/31/2014	11/5/2014
Exit	6/25/2014	6/25/2014
Exit	3/31/2014	3/31/2014
Exit	3/17/2014	12/30/2014
Exit	3/27/2014	9/10/2014
Exit	6/25/2014	6/25/2014
Exit	6/30/2014	8/9/2014
Exit	9/30/2014	9/30/2014
Exit	12/31/2014	12/31/2014
Exit	9/30/2014	9/30/2014
Exit	6/25/2014	6/25/2014
Exit	6/25/2014	6/30/2014
Exit	6/25/2014	6/25/2014
Auto Exit	4/7/2014	
Exit	9/18/2014	
Exit	6/25/2014	6/25/2014
Exit	6/30/2014	9/24/2014
Auto Exit	6/10/2014	10/8/2014
Auto Exit	5/19/2014	
Exit	3/31/2014	6/2/2014
Exit	1/21/2014	5/19/2014
Exit	6/25/2014	6/25/2014
Exit	6/25/2014	6/25/2014
Exit	9/30/2014	11/18/2014

Customer OF	Email	Age At Participation	Age Today
Manning, Cindy	kaysha.chanel@gmail.com	16	18
Taylor, Jann	jdrevets@yahoo.com	18	18
Manning, Cindy	ebonyduncan13@yahoo.com	16	18
Anderson, Joseph		17	18
Anderson, Joseph	loislamb@grantspass.com	16	19
Perry, Jenifer	jonnyesqueda@yahoo.com	17	18
Manning, Cindy	twoweci@yahoo.com	19	22
Manning, Cindy	f_kenneth14@yahoo.com	16	18
Manning, Cindy	fishytomcat@gmail.com	20	21
Manning, Cindy	jamielfetty@hotmail.com	20	22
Perry, Jenifer	andreina535@yahoo.com	17	18
Taylor, Jann	masonflores96@gmail.com	17	18
Taylor, Jann	rfogelquist96@gmail.com	18	18
Anderson, Joseph	maggie.todd@hotmail.com	18	19
Taylor, Jann	codyfrimel@ymail.com	18	18
Perry, Jenifer	celinesgarcia96@gmail.com	18	18
Manning, Cindy	Gonzalesv73@yahoo.com	18	21
Manning, Cindy	erikgonzalezraw@yahoo.com	16	19
Anderson, Joseph	aztecwarrio@hotmail.com	17	20
Manning, Cindy	tgoracke253@gmail.com	21	22
Anderson, Joseph	hammerbrofro64@hotmail.com	18	20
Taylor, Jann	jguerrero_15@hotmail.com	18	19
Perry, Jenifer	hermmy13@hotmail.com	18	18
Manning, Cindy	mommahall20@gmail.com	21	22

Gender	ISY/OSY	WS JobSeeker ID
Female	OSY	2473614
Male	ISY	
Female	OSY	
Female	ISY	
Male	OSY	2353945
Male	ISY	
Male	OSY	2275325
Male	ISY	
Male	OSY	2034676
Female	OSY	2062953
Female	ISY	
Male	ISY	
Female	ISY	
Female	ISY	2435922
Male	ISY	2564426
Female	ISY	
Female	ISY	2318348
Male	ISY	2199340
Male	ISY	2063545
Male	OSY	2510074
Male	OSY	2392941
Male	ISY	
Male	ISY	
Female	OSY	1576818



Name	Customer ID	Fund Name	Provider Name
<a href="#">Harding, Mica</a>	1774895	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Holbrook, Stephen</a>	1802674	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Holguin, Sydney</a>	1318689	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Hunt, Tiffany</a>	1898330	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Jackson, Tracy</a>	1910466	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Jones, Chloe</a>	1741227	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Keith, Megan</a>	1896854	WIA Youth	College Dreams
<a href="#">Kourupes, Jordan</a>	1948104	WIA Youth	College Dreams
<a href="#">Laurance-Thorpe, Jacobe</a>	1802742	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Lenard, Jady</a>	1917392	WIA Youth	College Dreams
<a href="#">Lombard, Tyler</a>	1854070	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Lopez, Cristina</a>	1877082	WIA Youth	College Dreams
<a href="#">Lowry, Nicole</a>	1913439	WIA Youth	College Dreams
<a href="#">Mccollum, Sarah</a>	1646542	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Mcdonald Roark, Brandon</a>	1793301	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">McDonough, Robert</a>	1774879	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Mcquown, Jessica</a>	1605498	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Mendez, Jose</a>	1799832	WIA Youth	College Dreams
<a href="#">Meza, Trina</a>	1646583	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Morales, Leah</a>	1493578	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Morales, Meagan</a>	1838207	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Moreno, Maricela</a>	1558685	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Newsom, Hailee</a>	1852249	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Ramirez, Saul</a>	1788419	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Remstedt, Cameron</a>	1607557	WIA Youth	The Job Council - WSO Medford TJC

Applied Date	Registration Date	Participation Date	Exit Date
3/27/2013	3/27/2013	4/5/2013	6/10/2014
5/29/2013	5/29/2013	6/14/2013	4/22/2014
8/31/2011	8/31/2011	10/11/2011	8/4/2014
1/15/2014	1/15/2014	2/6/2014	9/30/2014
2/10/2014	2/10/2014	3/10/2014	9/30/2014
3/28/2013	3/28/2013	4/8/2013	3/31/2014
1/7/2014	1/7/2014	1/27/2014	6/25/2014
5/27/2014	5/27/2014	6/4/2014	6/25/2014
5/29/2013	5/29/2013	5/29/2013	3/31/2014
2/28/2014	2/28/2014	4/1/2014	6/25/2014
9/18/2013	9/18/2013	9/30/2013	3/31/2014
10/24/2013	10/24/2013	11/18/2013	6/25/2014
2/18/2014	2/18/2014	3/18/2014	6/25/2014
1/27/2011	1/27/2011	3/29/2011	6/3/2014
5/16/2013	5/16/2013	6/1/2013	5/19/2014
3/21/2013	3/21/2013	4/5/2013	7/9/2014
6/20/2012	6/20/2012	6/27/2012	4/7/2014
5/21/2013	5/21/2013	6/5/2013	6/25/2014
6/22/2011	6/22/2011	6/30/2011	7/9/2014
7/10/2013	7/10/2013	8/1/2013	6/30/2014
8/7/2013	8/7/2013	9/5/2013	6/17/2014
6/21/2011	6/21/2011	6/30/2011	3/31/2014
9/13/2013	9/13/2013	10/3/2013	3/31/2014
5/16/2013	5/16/2013	5/16/2013	3/31/2014
2/28/2014	2/28/2014	3/10/2014	9/30/2014

Exit Reason	Follow-up Date	LQ Follow-up Service Date
Auto Exit	6/10/2014	1/8/2015
Auto Exit	4/22/2014	4/22/2014
Auto Exit	8/4/2014	11/4/2014
Exit	9/30/2014	
Exit	9/30/2014	12/15/2014
Exit	3/31/2014	7/30/2014
Exit	6/25/2014	6/25/2014
Exit	6/25/2014	6/25/2014
Exit	3/31/2014	5/13/2014
Exit	6/25/2014	6/25/2014
Exit	3/31/2014	4/7/2014
Exit	6/25/2014	
Exit	6/25/2014	
Exit	6/3/2014	6/3/2014
Auto Exit	5/19/2014	
Auto Exit	7/9/2014	
Auto Exit	4/7/2014	
Exit	6/25/2014	6/25/2014
Auto Exit	7/9/2014	
Exit	6/30/2014	9/26/2014
Auto Exit	6/17/2014	
Exit	3/31/2014	4/10/2014
Exit	3/31/2014	4/7/2014
Exit	3/31/2014	3/31/2014
Exit	9/30/2014	9/30/2014

Customer OF	Email	Age At Participation	Age Today
Manning, Cindy	mica.harding@yahoo.com	20	21
Manning, Cindy		18	20
Manning, Cindy	HeyHeyHaru@yahoo.com	17	20
Manning, Cindy	tiffanykhunt@yahoo.com	19	20
Manning, Cindy	desean282@gmail.com	18	19
Manning, Cindy	CM_Jones@outlook.com	18	19
Perry, Jenifer	megan.keith12@gmail.com	17	18
Taylor, Jann	jkourupes@yahoo.com	18	18
Manning, Cindy	jacoblaurance@gmail.com	19	20
Taylor, Jann	jadyn.shay@yahoo.com	17	18
Manning, Cindy		18	19
Perry, Jenifer	christy025@gmail.com	17	18
Taylor, Jann	nicolelynn26@hotmail.com	17	18
Anderson, Joseph	mccollum.sarah@yahoo.com	17	21
Anderson, Joseph	brandonroark@gmail.com	17	19
Manning, Cindy	ridermister@live.com	17	19
Anderson, Joseph	j_mcgrath16@yahoo.com	17	19
Perry, Jenifer	ulises2020@live.com	17	19
Manning, Cindy	meza_sama@yahoo.com	16	19
Manning, Cindy	moralesleah63@yahoo.com	20	22
Manning, Cindy	maegan_morales@yahoo.com	19	20
Manning, Cindy	maricelamoreno36@gmail.com	16	20
Manning, Cindy	haileenewsom@gmail.com	20	21
Manning, Cindy	saul.f.ramirez@gmail.com	19	21
Manning, Cindy	c.remstedt@gmail.com	20	21

Gender	ISY/OSY	WS JobSeeker ID
Male	OSY	2410684
Male	ISY	
Female	OSY	2242513
Female	OSY	2511338
Male	OSY	2534630
Female	OSY	2342109
Female	ISY	
Male	ISY	
Male	ISY	2440086
Female	ISY	
Male	OSY	2457334
Female	ISY	
Female	ISY	
Female	OSY	2170020
Male	ISY	
Male	OSY	2410679
Female	ISY	2236332
Male	ISY	
Female	ISY	2199422
Female	OSY	2279914
Female	OSY	2528416
Female	ISY	2199363
Female	OSY	2457271
Male	ISY	2586048
Male	OSY	2340333

Name	Customer ID	Fund Name	Provider Name
<a href="#">Reyes, Elias</a>	1914371	WIA Youth	College Dreams
<a href="#">Rhodes, Ivy</a>	1944977	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Ringo, Serafin</a>	1776209	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Rivera, Samantha</a>	1692160	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Roberts, Brittany</a>	1778276	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Rollier, Kayla</a>	1802577	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Roy, Lacey</a>	1759538	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Saenz, Linda</a>	1552295	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Sanchez, Maria</a>	1551562	WIA Youth	College Dreams
<a href="#">Sandoval, Rosalinda</a>	1927583	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Santos, Austin</a>	1550248	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Sarmiento, Kyle</a>	1797086	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Scroggins, Eric</a>	1805711	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Sheppard, Jeffrey</a>	1501876	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Simas, Ashley</a>	1899073	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Sites, Dylan</a>	1773174	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Smith, Bradley</a>	1854118	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Smith, Kylee</a>	1917498	WIA Youth	College Dreams
<a href="#">Taylor, Logan</a>	1814910	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Travis, Jordan</a>	1870209	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Tutor, Christopher</a>	1862189	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Vanlohuizen, Quest</a>	1872318	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Vineyard, Aishiah</a>	1815102	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Watson, Titus</a>	1918442	WIA Youth	The Job Council - WSO Medford TJC

Applied Date	Registration Date	Participation Date	Exit Date
2/20/2014	2/20/2014	3/18/2014	6/25/2014
5/14/2014	5/14/2014	5/14/2014	6/23/2014
3/29/2013	3/29/2013	4/1/2013	1/21/2014
11/29/2012	11/29/2012	1/7/2013	3/31/2014
3/28/2013	3/28/2013	4/8/2013	3/31/2014
6/5/2013	6/5/2013	6/17/2013	9/30/2014
3/11/2013	3/11/2013	4/8/2013	9/30/2014
6/13/2012	6/13/2012	7/2/2012	6/2/2014
6/21/2012	6/21/2012	7/2/2012	9/18/2014
3/24/2014	3/24/2014	3/31/2014	9/30/2014
12/13/2013	12/13/2013	1/3/2014	6/30/2014
5/14/2013	5/14/2013	6/1/2013	6/6/2014
6/5/2013	6/5/2013	7/1/2013	3/14/2014
12/17/2013	12/17/2013	1/10/2014	4/28/2014
1/13/2014	1/13/2014	2/24/2014	8/27/2014
2/10/2014	2/10/2014	3/10/2014	9/30/2014
9/18/2013	9/18/2013	9/30/2013	9/30/2014
2/28/2014	2/28/2014	4/1/2014	6/25/2014
6/26/2013	6/26/2013	7/1/2013	3/14/2014
12/6/2013	12/6/2013	12/23/2013	3/3/2014
10/7/2013	10/7/2013	10/8/2013	9/30/2014
11/5/2013	11/5/2013	11/6/2013	5/19/2014
6/26/2013	6/26/2013	7/1/2013	3/14/2014
3/3/2014	3/3/2014	3/10/2014	5/19/2014

Exit Reason	Follow-up Date	LQ Follow-up Service Date
Exit	6/25/2014	6/25/2014
Auto Exit	6/23/2014	
Exit	1/21/2014	1/21/2014
Exit	3/31/2014	4/7/2014
Exit	3/31/2014	
Exit	9/30/2014	9/30/2014
Exit	9/30/2014	11/19/2014
Auto Exit	6/2/2014	6/2/2014
Exit	9/18/2014	
Exit	9/30/2014	12/12/2014
Exit	6/30/2014	6/30/2014
Exit	6/6/2014	6/6/2014
Auto Exit	3/14/2014	
Auto Exit	4/28/2014	4/28/2014
Auto Exit	8/27/2014	8/27/2014
Exit	9/30/2014	11/14/2014
Exit	9/30/2014	9/30/2014
Exit	6/25/2014	6/25/2014
Auto Exit	3/14/2014	3/14/2014
Auto Exit	3/3/2014	
Exit	9/30/2014	11/14/2014
Auto Exit	5/19/2014	
Auto Exit	3/14/2014	
Auto Exit	5/19/2014	5/19/2014



Customer OF	Email	Age At Participation	Age Today
Taylor, Jann	eliasreyes11@yahoo.com	18	19
Manning, Cindy	iversonec@yahoo.com	17	18
Anderson, Joseph	serafin5552@gmail.com	17	19
Manning, Cindy		17	19
Manning, Cindy	brittanyroberts126@yahoo.com	17	19
Manning, Cindy	silence_clover13@yahoo.com	19	21
Manning, Cindy	laceyroy2@gmail.com	16	18
Manning, Cindy	lindahorrel@yahoo.com	17	19
Perry, Jenifer		16	18
Manning, Cindy	rositalinda1996@gmail.com	17	18
Manning, Cindy	Letian541@yahoo.com	19	20
Anderson, Joseph	kylebadwolf101@gmail.com	16	18
Manning, Cindy	ericscroggins95@gmail.com	17	19
Manning, Cindy	JeffreySheppard111@yahoo.com	20	21
Manning, Cindy	ashleysgalaxy14@gmail.com	17	18
Manning, Cindy	DJSites49@gmail.com	19	20
Manning, Cindy	neon.trees1995@gmail.com	18	19
Taylor, Jann	1kylee.smith@gmail.com	18	18
Manning, Cindy		16	18
Anderson, Joseph	jordyn.travis@hotmail.com	19	21
Manning, Cindy	CHRISTUTOR089@YAHOO.COM	20	22
Anderson, Joseph	iluvkaitlinandaliyah@gmail.com	19	20
Manning, Cindy	aleashavineyard@hotmail.com	16	17
Manning, Cindy	titus.w47@gmail.com	19	20

Gender	ISY/OSY	WS JobSeeker ID
Male	ISY	
Female	ISY	2540921
Male	OSY	2398647
Female	OSY	
Female	OSY	
Female	ISY	2445997
Female	OSY	
Female	ISY	2318323
Female	ISY	2317761
Female	OSY	2568983
Male	OSY	2316939
Male	ISY	
Male	ISY	2402274
Male	ISY	2284634
Female	OSY	2526113
Male	OSY	2395478
Male	OSY	2493779
Female	ISY	
Male	ISY	
Female	OSY	2489607
Male	OSY	2484848
Male	OSY	2491188
Female	ISY	
Male	OSY	2534635

Name	Customer ID	Fund Name	Provider Name
<a href="#">Weaver, David</a>	1770444	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Winchester, Jerry</a>	1238280	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Wright-Foster, Raymond</a>	1799199	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Wruck III, James</a>	1769142	WIA Youth	The Job Council - WSO Medford TJC
<a href="#">Zamora-Myers, Vincent</a>	1646572	WIA Youth	The Job Council - WSO Grants Pass
<a href="#">Zavala, Dolores</a>	1787582	WIA Youth	The Job Council - WSO Medford TJC

Applied Date	Registration Date	Participation Date	Exit Date
9/13/2013	9/13/2013	10/3/2013	9/30/2014
6/28/2011	6/28/2011	6/30/2011	7/9/2014
5/20/2013	5/20/2013	6/5/2013	8/25/2014
9/30/2013	9/30/2013	10/3/2013	9/30/2014
6/2/2011	6/2/2011	6/15/2011	1/21/2014
1/30/2013	1/30/2013	2/4/2013	6/30/2014

Exit Reason	Follow-up Date	LQ Follow-up Service Date
Exit	9/30/2014	10/8/2014
Auto Exit	7/9/2014	
Exit	8/25/2014	9/19/2014
Exit	9/30/2014	9/30/2014
Auto Exit	1/21/2014	
Exit	6/30/2014	10/16/2014

Customer OF	Email	Age At Participation	Age Today
Manning, Cindy	davidweaver92@gmail.com	21	22
Manning, Cindy	winchesterjerry@ymail.com	17	20
Manning, Cindy	rayfoster96@yahoo.com	16	18
Manning, Cindy	cbtyouth123@gmail.com	18	19
Anderson, Joseph	vincent.zamora@gmail.com	17	20
Manning, Cindy	zdolores75@yahoo.com	17	19

Gender	ISY/OSY	WS JobSeeker ID
Male	OSY	2109757
Male	ISY	2202799
Male	ISY	2573160
Male	ISY	2360009
Male	ISY	2195852
Female	ISY	2359697

**Rene Brandon**

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**From:** Ada Conner-Coash [aconner-coash@worksystems.org]  
**Sent:** Thursday, January 15, 2015 8:14 AM  
**To:** Sherri Durbin  
**Cc:** Rene Brandon  
**Subject:** RE: report needed for monitoring

There is no report out of the system. Typically Cindy Manning will request the waiver status report to see what has been granted for the program year.

It should be noted though, that if the customer is approved for a waiver and someone with the authority to grant it selects the link, a waiver will only be granted if you have room in your 5% calculation. Essentially it is not guaranteeing a waiver because Rene selects to grant it. If one is available to give it will give it, if it doesn't a message will be returned that one cannot be granted because the 5% limit has been reached.

In regard to previous years reporting, such as getting a list of who in PY13 was granted a waiver, or even how many, again this is just a requests to I-Trac support.

For PY13, 2 waivers were granted:

CustomerID	ApplicationDate	EnrollmentDate
1950116	2014-06-02 00:00:00	2014-07-15 00:00:00
1876997	2013-10-23 00:00:00	2013-11-18 00:00:00

Thanks,  
Ada





POLICY #	P02-09
ADOPTED	6/10/10

## YOUTH BARRIERS POLICY

### Purpose

To provide clarification of the eligibility criteria for youth who may be considered for a waiver of the low income requirement for WIA youth services.

### Requirements

The RVWDC will comply with WIA 20 CFR Part 652, 664.220 Workforce Investment Act. WIA Title 1B regulations require that the local WIB set the criteria for determining eligibility for non-economically disadvantaged youth who may benefit from WIA services. Up to five percent (5%) of participants in the local area who do not meet the low-income eligibility requirement can be determined eligible if they have one or more of the following barriers:

- High school drop out
- Basic skills deficient
- Are one or more grade levels below the grade level appropriate to the individual's age
- Pregnant or parenting
- Possess one or more disabilities, including learning disability
- Homeless or runaway
- Offender
- Face serious barriers to employment as identified by the Local WIB

### Scope

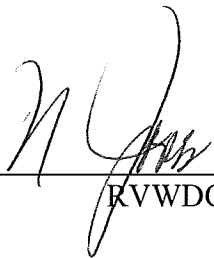
This policy applies to staff in all contractors, grantees, sub-grantees, and any other authorized provider of WIA Title I youth training funds.

### Policy

The RVWDC sets forth the policy for Youth Barriers as defined in WIA 20 CFR.220 and further defines other eligible youth who face serious barriers to employment to include:

- Is an emancipated youth
- Has substance abuse issues
- Has experienced a recent traumatic event, is a victim of abuse, or resides in an abusing environment as documented by a school official or professional

- Has a serious emotional, medical, or psychological problem as documented by a professional
- At risk of dropping out of school
- Gang involved or affected
- Juvenile justice or court involved
- In foster care or aged out of foster care

APPROVED:  \_\_\_\_\_ DATE: 7/23/10 \_\_\_\_\_  
RVWDC Chair



## Rogue Valley Workforce Development Council

### YOUTH SUPPORT SERVICES POLICY

#### Purpose

To provide guidance in the use of support payments allowed by the Workforce Investment Act (WIA) for eligible youth who cannot obtain supportive services through other programs or partner agencies providing such services.

#### Requirements

Governing guidelines include relevant and applicable local, state, and federal statutes as well as funding stream requirements, including WIA Title I, and LWIA Local Plan. 20 CFR 664.440, WIA Section 101(46), and WIA Section 129(e)(2)(G). Workforce Investment Act Final Rules requires that the local WIB set the policies that ensure fair and equitable dissemination of WIA Title I funds for supportive services. This includes but is not limited to the determination of need for supportive services, setting appropriate financial limits, coordination of services and resources with other programs and entities.

#### Scope

This policy applies to staff and all contractors, grantees, sub-grantees, and any other authorized provider of WIA Title I youth programs.

#### Policy

It is the policy of the RVWDC to provide funds to provide supportive services, as funds are available and at the discretion of the WIA Title I service provider, to youth who are participating in programs and services that are directly related to entering employment, maintaining employment, or continuing with vocational and training services.

Support service payments may include but are not limited to:

- Linkages to community services – Alcohol/drug/gang intervention counseling, drop-out prevention, pregnancy prevention, money management, tutoring or other purposes;
- Assistance with transportation such as public transportation fare, carpool arrangement or gas for personal auto;
- Assistance with child care and dependent care;
- Assistance with housing;
- Referrals to medical services;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.

Provision of support services is dependent upon the needs of the participant, coordination with other resources and the availability of funds. This provision shall be determined by the following criteria:

- Documentation of required need;
- Review of individual's household budget;
- Availability and accessibility of assistance from community resources;
- Review of individual progress in employment plan

APPROVED: \_\_\_\_\_

  
RVWDC Chair

ADOPTED DATE: \_\_\_\_\_

7/14/14



**THE JOB COUNCIL**  
PROVIDING WORKFORCE RESOURCES

**CareerX**  
**FINANCIAL COMPENSATION AGREEMENT**

This agreement describes the financial agreement for the evaluation of incentives and stipends you will receive for training and learning to the best of your ability and following the guidelines in the CareerX program. We are asking you sign the agreement if you agree with this process.

**Exploration Training**

This program is designed to provide you a wide array of career exploration and training oppourtunities. All activities and trainings are provided at no cost to you. In order to provide an extra incentive, a stipend, based on completion of all assignments and activities is offered.

This is a competency-based program, which means you will be demonstrating what you know with work projects. The table below is a list of the work projects and assignments required to complete this training.

<b>Competency</b>	<b>Date</b>	<b>Completed</b>
Assessing Career Strengths/Exploring Labor market		
Resumes, cover letters and transferrable skills		
Communication in the workplace		
Interviewing		
Workplace culture/communication and values		
Customer Service		
Master Application/on line application		
CASAS		
National Career Readiness Certificate (NCRC)		
Field surveys x2		
First Aid/CPR certification		
Food Handler's Card		
Training Options/next steps		
Tour questionnaires		

**Stipends**

Stipends are paid at the completion of all assignments offered within a program. An additional bonus stipend may be earned by having 100% attendance,

Stipends Steps:

- Completion of all program compentancies and assignments \$100.00
- Bonus Stipend for 100% attendance and participation \$50.00

You are responsible for reviewing and signing your stipend form at the end of the program. If you do not sign your stipend form your stipend form will not be processed until the next stipend period. Any stipend forms/payments remaining unsigned or unclaimed for a six month period of time will become void and The Job Council will no longer issue payment.



CareerX  
FINANCIAL COMPENSATION AGREEMENT

I \_\_\_\_\_, have read and understand the conditions that are described above in the CareerX Financial Agreement and agree to abide by these conditions. I also acknowledge that I have received a copy of this agreement, which I am expected to learn.

---

Member Signature Date

---

Parent or Guardian Signature if under the age of 18 Date

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Employment Specialist Signature Date

**Welcome to CareerX!**

*Jackson County Career Center & Administrative Offices*

100 East Main Street, Suite A • Medford, OR 97501 • (541) 776-5100 • TDD/TTY Oregon Relay-Dial 711 • Fax: (541) 776-5125 / Admin. Fax: (541) 776-0458  
• [www.jobcouncil.org](http://www.jobcouncil.org)

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*Josephine County Career Center*

1519 NE F St • Grants Pass, OR 97526 • (541) 476-1187 • TDD/TTY Oregon Relay-Dial 711 • Fax: (541) 476-1180 • [www.jobcouncil.org](http://www.jobcouncil.org)

The Job Council is an equal opportunity employer, and operates equal opportunity programs.  
Auxiliary aids and services available upon request to individuals with disabilities.

# The Job Council

## Stipend Payment

### Statement of Understanding

Stipends paid by The Job Council are taxable income and all amounts earned by a program participant in excess of \$600 per calendar year will be reported to the IRS in Box 7, Non-Employee Compensation, on form 1099 at the end of each tax year. The Job Council does not withhold taxes from training scholarship payments. Program participants or their parents/guardians are responsible for claiming stipend income and for the payment of any tax due at the end of the year. Please consult a tax advisor for additional information regarding Non-Employee compensation.

Please check the box next to the statement below to acknowledge that you have received this information regarding the taxability of your stipend payments and sign below. If you are under 18 years of age, your parent or guardian must sign as well.

\_\_\_\_\_ By signing below I affirm my understanding that stipend payments that I receive from The Job Council are taxable income and that I will receive a 1099 for any amount over \$600 that I earn in a calendar year. I also understand that The Job Council will not withhold taxes from stipend payments.

Program Participant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_ By signing below, I affirm my understanding that stipend payments that my dependent receives from The Job Council are taxable income and that s/he will receive a 1099 for any amount over \$600 earned in a calendar year. I also understand that The Job Council does not withhold taxes from stipend payments.

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_









**THE JOB COUNCIL**  
PROVIDING WORKFORCE RESOURCES

# Collateral Contact Self Attestation

Name of Applicant: \_\_\_\_\_ Date of contact: \_\_\_\_\_

**Check Items  
Being Verified:**

- Single Parent
- Pregnant or Parenting Youth
- TANF
- Foster Child
- Homeless
- High School Drop-out
- Lack Technical and Vocational Skills
- Age
- Disability Documentation (See Confidential File)
- Food Stamps
- Youth Barrier: \_\_\_\_\_
- 5% Window for Youth
- 25% Window (RVYB)
- Other: \_\_\_\_\_

Narrative: \_\_\_\_\_ is a youth in need of additional assistance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Phone Verification
- See Attachments
- Viewed TRACS data base information

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Guardian, Responsible Adult (if under 18 years old)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Job Council Staff

\_\_\_\_\_  
Date

*Jackson County Career Center & Administrative Offices*  
100 E Main Street • Medford, OR 97501 • (541) 776-5100 • TDD/TTY Oregon Relay-Dial 711 • Fax: (541) 776-5125 / Admin. Fax: (541) 776-0458  
• www.jobcouncil.org

*Josephine County Career Center*  
1569 NE F St. • Grants Pass, OR 97526 • (541) 479-1187 • TDD/TTY Oregon Relay-Dial 711 • Fax: (541) 244-2285 • www.jobcouncil.org

## PET/Work Maturity Competency Assessment

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### 1. Making career decisions:

- What kind of work are you looking for now? \_\_\_\_\_
- Name 3 skills you have that qualify you for the job in #1.  
\_\_\_\_\_
- What is your long-term career goal? \_\_\_\_\_
- What education/training do you need to reach this goal? \_\_\_\_\_
- What entry-level job would prepare you for this kind of work? \_\_\_\_\_

Making career decisions:

(C/NC)

### 2. Using labor market information:

- Name 3 ways you would find out about jobs?  
\_\_\_\_\_

Using labor market information:

(C/NC)

### 3. Preparing resumes:

- Do you have a resume? \_\_\_\_\_
- Is the resume typed and grammatically correct, etc? \_\_\_\_\_

Preparing resumes:

(C/NC)

### 4. Filling out applications:

- Is pre-application filled out in blue or black ink, filled out completely, 100% grammatically correct and free of spelling errors, and are words correctly abbreviated? \_\_\_\_\_

Filling out applications:

(C/NC)

### 5. Interviewing:

- During the assessment interview, the applicant demonstrates all of the following interview skills:

Appears relaxed? \_\_\_\_\_ Maintains eye contact? \_\_\_\_\_ Uses appropriate voice level? \_\_\_\_\_

Presents appropriate appearance? \_\_\_\_\_ Relates own experience to questions? \_\_\_\_\_

Demonstrates goals and direction? \_\_\_\_\_ Describes background adequately? \_\_\_\_\_

Gives examples of skills and abilities? \_\_\_\_\_ Asks relevant questions? \_\_\_\_\_

Interviewing:

(C/NC)

### 6. Being consistently punctual:

- Did/Do you occasionally arrive to school late? \_\_\_\_\_
- Did/Do you occasionally arrive to work late? \_\_\_\_\_

Being consistently punctual:

(C/NC)

### 7. Maintaining regular attendance:

- Was/Is your attendance at school satisfactory? \_\_\_\_\_
- Was/Is your attendance at work satisfactory? \_\_\_\_\_

Maintaining regular attendance:

(C/NC)

**8. Demonstrating positive attitudes/behaviors:**

- Would your school records and/or personnel say you:
  - Followed all the rules at school including conduct? \_\_\_\_\_
  - Took initiative to complete tasks on time? \_\_\_\_\_
  - Accepted responsibility for your behavior and school work? \_\_\_\_\_
- Would your most recent employers say you:
  - Followed all the rules? \_\_\_\_\_
  - Took initiative to complete tasks on time? \_\_\_\_\_
  - Accepted responsibility for your behavior and performance on the job? \_\_\_\_\_

Demonstrating positive attitudes/behaviors: \_\_\_\_\_

(C/NC)

**9. Presenting appropriate appearance:**

- Would school personnel say your appearance – including clothing and grooming – was acceptable for the school setting? \_\_\_\_\_
- Would your last employer say your appearance – including clothing and grooming – met employer expectations? \_\_\_\_\_

Presenting appropriate appearance: \_\_\_\_\_

(C/NC)

**10. Exhibiting good interpersonal relations:**

- Ever expelled or suspended from school because of a conflict with someone? \_\_\_\_\_
- Would school personnel say that you:
  - Cooperated well with teachers & other students? \_\_\_\_\_
  - Participated in classroom discussion & activities? \_\_\_\_\_
  - Responded to instructions & criticism from teachers in a positive way? \_\_\_\_\_
- Would your most recent employer say that you:
  - Cooperated well with co-workers and supervisor? \_\_\_\_\_
  - Did or would have discussed job-related concerns with your supervisor? \_\_\_\_\_
  - Responded to instruction and criticism from your supervisor in a positive way? \_\_\_\_\_
  - Asked for clarification of you didn't understand a task? \_\_\_\_\_

Exhibiting good interpersonal relations: \_\_\_\_\_

(C/NC)

**11. Completing tasks effectively:**

- Followed pre-app. instructions? \_\_\_\_\_
- Brought requested documents? \_\_\_\_\_
- Listened & followed directions? \_\_\_\_\_
  - Would school personnel say you followed directions & completed assignments on time? \_\_\_\_\_
  - Would your last employer say that you followed directions, completed tasks on time, and met the employer's expectations as to the quality of your work? \_\_\_\_\_

Completing tasks effectively: \_\_\_\_\_

(C/NC)

**PET/Work Maturity Assessment & Attainment Checklist  
(Pre-Employment Training Information)**

COMPETENCY AREA	COMPETENT AT ASSESSMENT		COMPETENCY ATTAINED	
	YES	NO	YES	NO
1. Making career decisions				
2. Using labor market information				
3. Preparing resumes				
4. Filling out applications				
5. Interviewing				
6. Being consistently punctual				
7. Maintaining regular attendance				
8. Demonstrating positive attitude/behavior				
9. Presenting appropriate appearance				
10. Exhibiting good interpersonal relations				
11. Completing tasks effectively				
<b>TOTAL</b>				

Participant: \_\_\_\_\_

Intake Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Challenge  Yes  No      Date: \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize The Job Council to contact the school and employer(s) listed below to verify information I provided to The Job Council in the Pre-Employment Training/Work Maturity Assessment.

Last School Attended: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Location: \_\_\_\_\_

Most Recent (Previous): \_\_\_\_\_ Location: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**THE JOB COUNCIL  
INDIVIDUAL SERVICE STRATEGY**

<b>NAME</b>	Infractions:
OCCUPATIONAL INTERESTS	Verbal:
SHORT TERM	Written:
LONG TERM	Final:

**BASIC SKILLS ASSESSMENT**

	DATE OF TEST	SCORE	PASSING
READING			Y/N
MATH			Y/N
SOCIAL STUDIES			Y/N
SCIENCE			Y/N
WRITING			Y/N

**EXPECTATIONS**

PERSONAL EXPECTATIONS	STRATEGY/COURSE OF ACTION

**GOALS**

WIA GOALS	STRATEGY/COURSE OF ACTION
Education	
Occupational Skills	
Life Skills	
Other	

The Job Council is an equal opportunity employer, and operates equal opportunity programs.  
Auxiliary aids and services are available upon request to individuals with disabilities.

**THE JOB COUNCIL  
INDIVIDUAL SERVICE STRATEGY**

<b>Self-Sufficiency Area</b>	<b>Discussion</b>	<b>Pre- Assessment</b>
<b>Housing</b>		
<b>Child Care</b>		
<b>Parent/Child Relationship</b>		
<b>Employment History</b>		
<b>Partner Relationship</b>		
<b>Education and Literacy</b>		
<b>Family Health and Family Planning</b>		
<b>Substance Abuse</b>		
<b>Mental Health</b>		

