

**This Excel workbook must be sent to ISBE and retained within the district/joint agreement administrative office for public inspection.**

**ILLINOIS STATE BOARD OF EDUCATION**  
 School Business Services  
 (217) 785-8779

**Note: Submit the "Annual Statement of Affairs" to ISBE in the Excel workbook format without removing sheets.**

**ANNUAL STATEMENT OF AFFAIRS FOR THE FISCAL YEAR ENDING**  
**June 30, 2022**  
 (Section 10-17 of the School Code)

SCHOOL DISTRICT/JOINT AGREEMENT NAME: **Pennoyer SD 79**  
 RCDT NUMBER: **06-016-0790-02**  
 ADDRESS: **5200 N Cumberland Ave Norridge, IL 60706 1499**  
 COUNTY: **Cook**  
 NAME OF NEWSPAPER WHERE PUBLISHED: **Pioneer Press**

[Annual Statement of Affairs Instructions](#)

**DISTRICT TYPE**

Elementary   
 High School   
 Unit   
 Joint Agreement

**ASSURANCE**

YES  The statement of affairs has been made available in the main administrative office of the school district/joint agreement and the required Annual Statement of Affairs Summary has been published in accordance with Section 10-17 of the School Code. (Put "X" in blue box if yes.)

CAPITAL ASSETS	VALUE
WORKS OF ART & HISTORICAL TREASURES	
LAND	1,020,619
BUILDING & BUILDING IMPROVEMENTS	7,364,520
SITE IMPROVEMENTS & INFRASTRUCTURE	221,524
CAPITALIZED EQUIPMENT	859,302
CONSTRUCTION IN PROGRESS	
<b>Total</b>	<b>9,465,965</b>

NUMBER OF PUPILS ENROLLED PER GRADE	
PRE-KINDERGARTEN	39
KINDERGARTEN	28
FIRST	33
SECOND	42
THIRD	44
FOURTH	42
FIFTH	37
SIXTH	60
SEVENTH	59
EIGHTH	44
SPECIAL (Special Ed or other enrollment not included on lines 29-38)	34
<b>Total Elementary</b>	<b>462</b>
NINTH	
TENTH	
ELEVENTH	
TWELFTH	
SPECIAL (Special Ed or other enrollment not included on lines 41-44)	
<b>Total Secondary</b>	<b>0</b>
<b>Total District</b>	<b>462</b>

SIZE OF DISTRICT IN SQUARE MILES	2
NUMBER OF ATTENDANCE CENTERS	1
9 MONTH AVERAGE DAILY ATTENDANCE	373
<b>NUMBER OF CERTIFICATED EMPLOYEES</b>	
FULL-TIME	34
PART-TIME	6
<b>NUMBER OF NON-CERTIFICATED EMPLOYEES</b>	
FULL-TIME	17
PART-TIME	14
<b>TAX RATE BY FUND (IN %)</b>	
EDUCATIONAL	1.894800
OPERATIONS & MAINTENANCE	0.442700
BOND & INTEREST	0.097500
TRANSPORTATION	0.010700
MUNICIPAL RETIREMENT	0.042800
SOCIAL SECURITY	0.021300
WORKING CASH	0.011900
FIRE PREVENTION & SAFETY	
TORT IMMUNITY	0.000500
CAPITAL PROJECTS	
SPECIAL EDUCATION	0.021300
LEASING	
OTHER	
OTHER	
<b>DISTRICT EQUALIZED ASSESSED VALUATION (EAV)</b>	<b>173,183,680</b>
<b>EQUALIZED ASSESSED VALUATION PER ADA PUPIL</b>	<b>464,299</b>
<b>TOTAL LONG-TERM DEBT ALLOWED</b>	<b>11,949,674</b>
<b>TOTAL LONG-TERM DEBT OUTSTANDING AS OF June 30, 2022</b>	<b>4,220,000</b>
<b>PERCENT OF LONG-TERM DEBT OBLIGATED CURRENTLY</b>	<b>35.31%</b>



<b>Total ASSETS/LIABILITIES District with Student Activity Funds</b>										
Total Current Assets District with Student Activity Funds		42,888	560,759	144,367	79,607	85,607	2,591,246	256,654	0	411,717
Total Capital Assets District with Student Activity Funds										
<b>CURRENT LIABILITIES (400) District with Student Activity Funds</b>										
Total Current Liabilities District with Student Activity Funds		296,369	1,407	0	0	2,058	0	0	0	0
<b>LONG-TERM LIABILITIES (500) District with Student Activity Funds</b>										
Total Long-Term Liabilities District with Student Activity Funds										
Reserved Fund Balance District with Student Activity Funds	714	11,878	0	0	0	0	0	0	0	0
<b>Total Liabilities and Fund Balance District with Student Activity Funds</b>		<b>42,888</b>	<b>560,759</b>	<b>144,367</b>	<b>79,607</b>	<b>85,607</b>	<b>2,591,246</b>	<b>256,654</b>	<b>0</b>	<b>411,717</b>

\* Above should match the amounts in the Annual Financial Report (AFR) on the "Assets-Liab" tab

Description	Acct No	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement & Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
<b>Change in cash position</b>										
Fiscal Year 2022 - Cash and Investments		31,010	260,759	144,367	79,607	85,607	2,591,246	256,654	0	411,717
Fiscal Year 2021 - Cash and Investments*		244,143	434,943	184,958	197,728	2,223	2,773,721	231,859	0	408,175
Change in cash position		(213,133)	(174,184)	(40,591)	(118,121)	83,384	(182,475)	24,795	0	3,542

\*The prior year cash and investments can be found on prior year Annual Financial Report (AFR) on the "Assets/Liab" tab.

**STATEMENT OF REVENUES RECEIVED/REVENUES, EXPENDITURES DISBURSED/EXPENDITURES, OTHER SOURCES/USES  
AND CHANGES IN FUND BALANCE - FOR YEAR ENDING JUNE 30, 2022**

*Student Activity Funds should be listed separately (on Lines 34, 36, and 38).*

Description	Acct No	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement & Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
<b>RECEIPTS/REVENUES</b>										
Local Sources	1000	3,575,115	851,161	263,564	31,197	105,114	3,390	24,795		3,542
Flow-Through Received/Revenue from One District to Another District	2000									
State Sources	3000	725,105			17,535					
Federal Sources	4000	776,014								
<b>Total Direct Receipts/Revenues</b>		<b>5,076,234</b>	<b>851,161</b>	<b>263,564</b>	<b>48,732</b>	<b>105,114</b>	<b>3,390</b>	<b>24,795</b>	<b>0</b>	<b>3,542</b>
Rec./Rev. for "On Behalf" Payments	3998	1,248,956								
<b>Total Receipts/Revenues</b>		<b>6,325,190</b>	<b>851,161</b>	<b>263,564</b>	<b>48,732</b>	<b>105,114</b>	<b>3,390</b>	<b>24,795</b>	<b>0</b>	<b>3,542</b>
<b>DISBURSEMENTS/EXPENDITURES</b>										
Instruction	1000	2,985,164				60,614				
Support Services	2000	2,369,475	725,345		66,853	81,116	185,865			
Community Services	3000									
Payments to Other Districts & Govt Units	4000	214,728								
Debt Services	5000			304,155						
<b>Total Direct Disbursements/Expenditures</b>		<b>5,569,367</b>	<b>725,345</b>	<b>304,155</b>	<b>66,853</b>	<b>141,730</b>	<b>185,865</b>		<b>0</b>	<b>0</b>
Disb./Expend. for "On Behalf" Payments	4180	1,248,956	0	0	0	0	0		0	0
<b>Total Disbursements/Expenditures</b>		<b>6,818,323</b>	<b>725,345</b>	<b>304,155</b>	<b>66,853</b>	<b>141,730</b>	<b>185,865</b>		<b>0</b>	<b>0</b>
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(493,133)	125,816	(40,591)	(18,121)	(36,616)	(182,475)	24,795	0	3,542
Other Sources of Funds	7000	100,000				120,000				
Other Uses of Funds	8000	120,000			100,000					
<b>Total Other Sources/Uses of Funds</b>		<b>(20,000)</b>	<b>0</b>	<b>0</b>	<b>(100,000)</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Excess of Receipts/Revenues & Other Sources of Funds (Over/Under) Expenditures/Disbursements & Other Uses of Funds		(513,133)	125,816	(40,591)	(118,121)	83,384	(182,475)	24,795	0	3,542
<b>Beginning Fund Balances without Student Activity Funds - July 1, 2021</b>		<b>247,774</b>	<b>433,536</b>	<b>184,958</b>	<b>197,728</b>	<b>165</b>	<b>2,773,721</b>	<b>231,859</b>	<b>0</b>	<b>408,175</b>
Other Changes in Fund Balances - Increases (Decreases)										
<b>Ending Fund Balances without Student Activity Funds - June 30, 2022</b>		<b>(265,359)</b>	<b>559,352</b>	<b>144,367</b>	<b>79,607</b>	<b>83,549</b>	<b>2,591,246</b>	<b>256,654</b>	<b>0</b>	<b>411,717</b>
<b>Student Activity Fund Balance - July 1, 2021</b>		<b>10,470</b>								
<b>RECEIPTS/REVENUES - Student Activity Funds</b>										
Student Activity Fund Revenues	1799	24,983								
<b>DISBURSEMENTS/EXPENDITURES - Students Activity Funds</b>										
Student Activity Fund Expenditures	1999	23,575								
<b>Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures</b>		<b>1,408</b>								
<b>Student Activity Fund Balance - June 30, 2022</b>		<b>11,878</b>								
<b>RECEIPTS/REVENUES (with Student Activity Funds)</b>										
Local Sources	1000	3,600,098	851,161	263,564	31,197	105,114	3,390	24,795	0	3,542

Flow-Through Received/Revenue from One District to Another District	2000	0	0		0	0				
State Sources	3000	725,105	0	0	17,535	0	0	0	0	0
Federal Sources	4000	776,014	0	0	0	0	0	0	0	0
<b>Total Direct Receipts/Revenues</b>		5,101,217	851,161	263,564	48,732	105,114	3,390	24,795	0	3,542
Rec./Rev. for "On Behalf" Payments	3998	1,248,956	0	0	0	0	0	0	0	0
<b>Total Receipts/Revenues</b>		6,350,173	851,161	263,564	48,732	105,114	3,390	24,795	0	3,542
<b>DISBURSEMENTS/EXPENDITURES (with Student Activity Funds)</b>										
Instruction	1000	3,008,739				60,614				
Support Services	2000	2,369,475	725,345		66,853	81,116	185,865		0	0
Community Services	3000	0	0		0	0				
Payments to Other Districts & Govt Units	4000	214,728	0	0	0	0	0		0	0
Debt Services	5000	0	0	304,155	0	0			0	0
<b>Total Direct Disbursements/Expenditures</b>		5,592,942	725,345	304,155	66,853	141,730	185,865		0	0
Disb./Expend. for "On Behalf" Payments	4180	1,248,956	0	0	0	0	0		0	0
<b>Total Disbursements/Expenditures</b>		6,841,898	725,345	304,155	66,853	141,730	185,865		0	0
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(491,725)	125,816	(40,591)	(18,121)	(36,616)	(182,475)	24,795	0	3,542
Total Other Sources/Uses of Funds		(20,000)	0	0	(100,000)	120,000	0	0	0	0
<b>Ending Fund Balances (all sources) with Student Activity Funds - June 30, 2022</b>		(253,481)	559,352	144,367	79,607	83,549	2,591,246	256,654	0	411,717

\* This tab should match the amounts in the Annual Financial Report (AFR) on the "Acct Summary" tab

**ANNUAL STATEMENT OF AFFAIRS SUMMARY FOR FISCAL YEAR ENDING JUNE 30, 2022**

**The summary must be published in the local newspaper.**

Copies of the detailed Annual Statement of Affairs for the Fiscal Year Ending June 30, 2022  
Individuals wanting to review this form should contact:

will be available for public inspection in the school district/joint agreement administrative office by November 30 annually.

**Pennoyer SD 79**  
School District/Joint Agreement Name

**5200 N Cumberland Ave Norridge, IL 60706 1499**  
Address

**708-456-9094**  
Telephone

**7:30AM - 4:00 PM**  
Office Hours

Also by January 15 annually the detailed Annual Statement of Affairs for the Fiscal Year Ending June 30, 2022

will be posted on the Illinois State Board of Education's website at [www.isbe.net](http://www.isbe.net).

**SUMMARY:** The following is the Annual Statement of Affairs Summary that is required to be published by the school district/joint agreement for the past fiscal year.

**Statement of Operations as of June 30, 2022**

		Educational	Operations & Maintenance	Debt Services	Transportation	Municipal Retirement/Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
Local Sources	1000	3,575,115	851,161	263,564	31,197	105,114	3,390	24,795	0	3,542
Flow-Through Receipts/Revenues from One District to Another District	2000	0	0		0	0				
State Sources	3000	725,105	0	0	17,535	0	0	0	0	0
Federal Sources	4000	776,014	0	0	0	0	0	0	0	0
<b>Total Direct Receipts/Revenues</b>		<b>5,076,234</b>	<b>851,161</b>	<b>263,564</b>	<b>48,732</b>	<b>105,114</b>	<b>3,390</b>	<b>24,795</b>	<b>0</b>	<b>3,542</b>
<b>Total Direct Disbursements/Expenditures</b>		<b>5,569,367</b>	<b>725,345</b>	<b>304,155</b>	<b>66,853</b>	<b>141,730</b>	<b>185,865</b>		<b>0</b>	<b>0</b>
Other Sources/Uses of Funds		(20,000)	0	0	(100,000)	120,000	0	0	0	0
<b>Beginning Fund Balances without Student Activity Funds - July 1, 2021</b>		<b>247,774</b>	<b>433,536</b>	<b>184,958</b>	<b>197,728</b>	<b>165</b>	<b>2,773,721</b>	<b>231,859</b>	<b>0</b>	<b>408,175</b>
Other Changes in Fund Balances		0	0	0	0	0	0	0	0	0
<b>Ending Fund Balances without Student Activity Funds - June 30, 2022</b>		<b>(265,359)</b>	<b>559,352</b>	<b>144,367</b>	<b>79,607</b>	<b>83,549</b>	<b>2,591,246</b>	<b>256,654</b>	<b>0</b>	<b>411,717</b>
<b>Ending Fund Balances (all sources) with Student Activity Funds - June 30, 2022</b>		<b>(253,481)</b>	<b>559,352</b>	<b>144,367</b>	<b>79,607</b>	<b>83,549</b>	<b>2,591,246</b>	<b>256,654</b>	<b>0</b>	<b>411,717</b>

**SALARY SCHEDULE OF GROSS PAYMENTS FOR CERTIFICATED PERSONNEL AND NON-CERTIFICATED PERSONNEL**

*This listing must be published in the local newspaper.*

<b>Pennoyer SD 79</b>	District
<b>708-456-9094</b>	Phone
<b>7:30AM - 4:00 PM</b>	Office Hours

**GROSS PAYMENT FOR CERTIFIED PERSONNEL**

Salary Range: Less Than \$25,000	Salary Range: \$25,000 - \$39,999	Salary Range: \$40,000 - \$59,999	Salary Range: 60,000 - \$89,999	Salary Range: \$90,000 and Over
HATTAR, SAMIRA KROFEL, MARY MADUENO, WILLIAM C MILANO, ADRIANA D PALICKA, VITORIA M		BARZANO, KATE MARIE BRODA, QUINN C BROWDER, TODD E BRUNELL, MONICA J GOVERTSEN, MARY GRAY, NICOLE HAUER, ERICA S KAFKA, VICTORIA KOPOULOS, KATHERINE LORING, MEGHAN T MCMANUS, MEGAN A MEYER, KAJSA PELLEYMOUNTER, JENNIFER PISELLO, KATIE M PUCCI, JENNIFER SHEARER, AMY M SIWIEC, ANNA SLAWSON, RACHEL THEANDER, MARIA DENISE E WIDD, JUSTIN	ADKINS, SARAH M. DYLAG, DIANA GARCIA, ANNETTE MCQUEEN-KULA, MONICA MICHAELS, RACHEL NARDULLI, ANNALISA NELSEN, JAMES PETERS, JULIA SCHMEISSER, ALICIA L STRECKER, KIERA M TRONCO, MELISSA	FRICKE, KATHRYN IBRAHIM, ALIAA KOPTA, KRISTIN MALUSA, CATHERINE

**GROSS PAYMENT FOR NON-CERTIFIED PERSONNEL**

Salary Range: Less Than \$25,000	Salary Range: \$25,000 - \$39,999	Salary Range: \$40,000 - \$59,999	Salary Range: \$60,000 and Over
BIONDO, SALVATORE G CLARKE, SANDRA DIATTE, MARK CHARLES ELDDINE, RAMIA EWERTOWSKA-SOBECKI, JOANNA FESTER, DONNA J FORTE, DIANA FRACKIEL, THOMAS HIPCHEN, MARTHA L JONIC, IVANA Khan, SAHRISH MAKOWSKI, FRANKLIN DANIEL MANSOOR, HALEEMA MOWERY, EDWINA C MUNTEAN, DIANA G OLIVARES, CARMEN ORTIZ, FRANCESCA PARISI, ANNA	RIOS, ANGELICA	ARMENTA-BAGBY, DENISE CARDENAS, ALANA RODRIGUEZ, GEORGE	CHRISTL, PATRICK C RAMIREZ, ALAIN RZADZKI, JILL SEGO, TERESA K

RAFFAELLI, BARBARA J			
ST. JOHN, MONICA R			
SWANSON, JULIE CHRISTINA			
TAHIR, SARAH			
VOLPE, SAMUEL J			



**PAYMENTS TO PERSON, FIRM, OR CORPORATION OVER \$2,500 EXCLUDING WAGES AND SALARIES**

If no payments were made, put "None" in "Person..." column and "0" in "Aggregate" column.

<b>Pennoyer SD 79</b>	<b>District</b>
<b>708-456-9094</b>	<b>Phone</b>
<b>7:30AM - 4:00 PM</b>	<b>Office Hours</b>

***This listing must be published in the local***

Person, Firm, or Corporation	Aggregate Amount	Person, Firm, or Corporation	Aggregate Amount
FRANCZEK RADELET	2,849.03	DELL MARKETING L.P.	16,235.44
AUTISM, BEHAVIOR, TECH SUPPORTS IN	2,965.00	EDWARDS ENGINEERING INC	16,420.01
COMMUNICATIONS AUDIT SERVICES	3,059.66	DIVINCI PAINTERS	19,110.00
ACCELERATE LEARNING	3,143.90	DELTA ELECTRICAL INDUSTRIES	20,100.00
BRAINPOP LLC	3,250.00	IL EDUCATION ASSOCIATION	23,595.00
APPLE INC.	3,264.95	EQUITABLE	33,295.00
CHICAGO METRO FIRE PREVNTN CO	3,597.15	FRANK COONEY COMPANY	35,341.84
FIRST STUDENT, INC.	3,916.25	DELTA DENTAL RISK	36,851.29
CHICAGO METROPOLITAN FIRE PRE.	3,979.55	ESIC	40,652.00
DEARBORN NATIONAL LIFE INS CO	4,385.70	HUSAR ABATEMENT LTD	40,750.00
CONSTELLATION	4,767.68	DIRECT ENERGY BUSINESS	49,054.54
IL ASSOC OF SCHOOL BOARDS	5,336.00	APPLE FINANCIAL SERVICES	49,341.33
COMCAST	5,813.55	CURRICULUM LEADERSHIP INSTITUTE	52,659.03
ALIAA IBRAHIM	6,025.14	CURRICULUM ASSOCIATES, INC.	56,434.00
FRONTLINE TECHNOLOGIES, INC.	6,257.47	GIANT STEPS	70,357.08
FREUND SERVICE COMPANY	8,558.60	BMO MASTERCARD	88,230.18
ANDERSON LOCK	9,466.46	IL MUNICIPAL RETIREMENT FUND	107,648.98
DELL INC.	9,789.24	IL DEPT OF REVENUE	138,728.22
ARTHUR J. GALLAGHER RISK MANAGEMEN	11,174.00	CDW GOVERNMENT, INC.	161,247.98
CUSTODIAN OF IMPREST FUND	11,478.39	DLA ARCHITECTS LTD	272,570.09
DEFRANCO PLUMBING INC	12,002.07	AMALGAMATED BANK OF CHICAGO	304,154.73
GROOT RECYCLING \$ WASTE	12,790.23	BLUECROSS BLUE SHIELD OF IL	449,207.54
GRAINGER.	13,961.77	CHASE BANK	464,872.21
CAMPLIN ENVIRONMENTAL SERVICES	14,350.00		

**PAYMENTS TO PERSON, FIRM, OR CORPORATION OF \$1,000 TO \$2,500 EXCLUDING WAGES AND SALARIES**

If no payments were made, put "None" in "Person..." column and "0" in "Aggregate" column.

<b>Pennoyer SD 79</b>		<b>District</b>	
Person, Firm, or Corporation	Aggregate Amount	Person, Firm, or Corporation	Aggregate Amount
FOX VALLEY FIRE AND SAFETY	1,171.20	DON JOHNSTON	1,620.00
HERFF JONES. LLC	1,254.39	APPLE INC	1,682.00
CuraLinc, LLC	1,306.80	APPLE COMPUTER INC	1,798.00
I A S A	1,321.18	FOLLETT SCHOOL SOLUTIONS	1,896.91
INNERSYNC	1,343.25	COOPERATIVE ASSOC FOR SP/ED	1,978.24
EDUCATION FRAMEWORK INC	1,500.00	CLASSWORK CO	1,999.00
HARWOOD HEIGHTS AUTO BODY	1,543.90	HOME DEPOT PRO	2,304.72
BETTTER BUSINESS PLANNING INC	1,557.35		
DES PLAINES GLASS COMPANY	1,570.00		



## REPORT ON CONTRACTS EXCEEDING \$25,000 AWARDED DURING FY2022

In conformity with sub-section (c) of Section 10-20.44 of the School Code [105 ILCS 5/10-20.44], the following information is required to be submitted in conjunction with submission of the Annual Statement of Affairs [105 ILCS 5/10-17].

**INSTRUCTIONS: Double click attached document "Contracts Exceeding \$25,000 Guidance" (pdf) below for additional guidance and definitions.**



### The schedule below (Items 1-4) must be completed for contracts exceeding \$25,000.

*If school district/joint agreement does not have any contracts exceeding \$25,000, please add zeros (0) to cells "D24"- "D29".*

ITEM 1. – Count only contracts where the consideration exceeds \$25,000 over the life of the contract and that were awarded during FY2022 and record the number below in the space provided. Do not include: (1) multi-year contracts awarded prior to FY2022 ; (2) collective bargaining agreements with district employee groups; and (3) personal services contracts with individual district employees.

ITEM 2. – Aggregate the value of consideration of all contracts included in Item 1 and record the dollar amount below in the space provided.

ITEM 3. – Count only contracts where the consideration exceeds \$25,000 over the life of the contract that were awarded during FY2022 to minority, female, disabled or local contractors and record the number below in the space provided. Do not include: (1) multi-year contracts awarded prior to FY2022 ; (2) collective bargaining agreements with district employee groups; and (3) personal services contracts with individual district employees.

ITEM 4. – Aggregate the value of consideration of all contracts included in item 3 and record the dollar amount below in the space provided.

1. Total number of all contracts awarded by the school district:	17
2. Total value of all contracts awarded:	\$1,586,889.00
3. Total number of contracts awarded to minority owned businesses, female owned businesses, businesses owned by persons with disabilities, and locally owned businesses:  <i>*If there are no contracts of this nature, please enter "0" in box to the right.</i>	0
4. Total value of contracts awarded to minority owned businesses, female owned businesses, businesses owned by person with disabilities, and locally owned businesses:  <i>*If there are no contracts of this nature, please enter "0" in box to the right.</i>	\$0.00

<b>CHECK FOR ERRORS</b>	
This worksheet checks various cells to ensure form is complete and correct.	
Issues to be resolved are marked here with an <b>ERROR</b> message.	
ASA Item References	Message
Are all errors corrected?	<b>OK - You may now save and submit form</b>
<b>1. Cover Page (ASA 1 tab)</b>	
District Name must be selected from drop-down. (Cell D9) (Do not type full district name manually.)	OK
Name of newspaper must be entered. (Cell D13)	OK
Assurance box must be marked. (Cell F16)	OK
<b>2. Statement of Assets &amp; Liabilities (ASA 2 tab)</b>	
Input amounts.	OK
Input estimated Student Activity Fund Cash & Assets. (Cell D40) (Cell must have a number or zero. Do not leave blank.)	OK
Input prior year Cash & Investments. (Cells D62:L62) (Cells must have a number or zero. Do not leave blank.)	OK
<b>3. Statement of Revenues, Expenditures, Other Sources, &amp; Changes in Balance (ASA 3 tab)</b>	
Input amounts.	OK
Input Beginning Fund Balances without Student Activity Funds. (Cells C30:K30) (Cells must have a number or zero. Do not leave blank.)	OK
Input Student Activity Fund Balance as of July 1. (Cell C34) (Cell must have a number or zero. Do not leave blank.)	OK
<b>4. Salary Sched 5 tab</b>	
Record staff under appropriate salary range(s).	OK
<b>5. Payment Schedules (Paym 6-Paym 8 tabs)</b>	
Input payments to vendors. (Input "None" in "Person..." and "0" in "Amount" columns if no payments were made. Do not leave blank)	OK
<b>6. Contracts Exceeding \$25,000 9 tab</b>	
Input number and value of contracts. (Cell must have a number or zero. Do not leave blank.)	OK

*End of Balancing*