
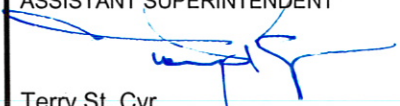


<b>THE SCHOOL DISTRICT OF ESCAMBIA COUNTY</b> <b>Finance and Business Services</b>		<b>SCHOOL BOARD AGENDA</b> <b>EXECUTIVE SUMMARY</b>	
AGENDA DATE: December 16, 2014		ITEM NUMBER: V. b. 2. C. 2.  a. Resolution 4 – General Operating Fund b. Resolution 3 – Special Revenue - Federal Programs c. Resolution 3 – Capital Projects Fund d. No item submitted – Special Revenue - Food Service Fund e. No item submitted – Debt Service Fund f. No item submitted – Race to the Top Fund	
AGENDA REFERENCE: Resolutions to Amend District School Budget		FISCAL IMPACT / AMOUNT: These amendments properly reflect the estimated revenues and appropriations, and allow for better utilization of budgeted funds. These amendments show the estimated revenues and appropriations for each fund and provide a description of items amended.	
FUND SOURCE: Various			
BACKGROUND INFORMATION / DESCRIPTION On September 16, 2014, the School Board adopted the budget for fiscal year 2014-2015. As the fiscal year progresses, we ask you to amend the budget to more accurately reflect estimated revenues and appropriations. The amendments are the results of various factors including: increases or decreases in estimated revenues to more accurately reflect revenues; increases or decreases in appropriations to more accurately reflect estimated expenditures; and schools, departments, and projects make changes to their budget in order to better utilize funds.			
EDUCATIONAL IMPACT These amendments facilitate the effective operations of the District through more efficient use of funds.			
OTHER REFERENCES OR NOTES			
ACTION REQUIRED Approval of resolutions to amend District School Budget			
STRATEGIC ALIGNMENT  GOAL: F.3: Improve transparency of financial information to all stakeholders.  OBJECTIVE: n/a			
REQUESTED BY   Theresa McCants, Director Budgeting Department		DATE  December 3, 2014	
ASSISTANT SUPERINTENDENT   Terry St. Cyr Finance and Business Services		DATE  December 3, 2014	DATE OF BOARD APPROVAL  <b>APPROVED</b> <b>ESCAMBIA COUNTY SCHOOL BOARD</b>  <b>DEC 16 2014</b>

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

SCHOOL BOARD OF ESCAMBIA COUNTY  
 RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET  
 RESOLUTION NO.: 4 - GENERAL OPERATING FUND

December 16, 2014

REVENUE OBJECT NUMBER & NAME	ORIGINAL BUDGET	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
	348,974,456.45	349,637,392.54	34,903.75	0.00	349,672,296.29
3121 Fedl Impact Funds--Cur Op	500,000.00	500,000.00			500,000.00
3191 ROTC	400,000.00	400,000.00			400,000.00
3199 Misc Federal Direct	200,000.00	200,000.00			200,000.00
3202 Medicaid	1,250,000.00	1,264,703.09			1,264,703.09
3299 Misc Fedl Through State	871,456.00	977,324.00			977,324.00
3310 FL Ed Finance Program	137,020,707.00	137,020,707.00			137,020,707.00
3315 Workforce Development	4,799,731.00	4,799,731.00			4,799,731.00
3318 Adults with Disabilities	177,755.96	177,755.96			177,755.96
3323 CO&DS for Admin Expense	24,183.00	24,183.00			24,183.00
3341 Racing Commission Funds	446,500.00	446,500.00			446,500.00
3343 State License Tax	58,000.00	58,000.00			58,000.00
3344 Dist Disc Lottery Funds	387,861.00	387,861.00			387,861.00
3355 Class Size Reduction	44,048,794.00	44,048,794.00			44,048,794.00
3361 School Recognition Funds	809,820.00	809,820.00			809,820.00
3371 Voluntary Prekindergarten Program	1,292,145.33	1,292,145.33			1,292,145.33
3399 Other Misc State Revenue	299,424.00	300,009.00			300,009.00
3411 District School Tax	91,051,655.00	91,051,655.00			91,051,655.00
3425 Rent	325,000.00	325,000.00			325,000.00
3431 Interest on Investments	50,000.00	50,000.00			50,000.00
3440 Gifts, Grants & Bequests	455,743.00	507,035.00			507,035.00
3461 Adult General Education Course Fees	30,000.00	30,000.00			30,000.00
3462 Postsecondary Vocational Course Fees	500,000.00	500,000.00			500,000.00
3463 Continuing Workforce Educ Course Fee	25,000.00	25,000.00			25,000.00
3464 Capital Improvement Fees	23,000.00	23,000.00			23,000.00
3465 Postsecondary Lab Fees	60,000.00	60,000.00	20,594.39		80,594.39
3467 GED Testing Fees	12,000.00	12,000.00	2,120.00		14,120.00
3468 Financial Aid Fees	45,000.00	45,000.00			45,000.00
3469 Other Student Fees	54,600.00	54,600.00	12,189.36		66,789.36
3473 School Age Child Care Fees	409,000.00	409,000.00			409,000.00
3494 Fedl Indirect Cost Rate	1,753,929.00	1,753,929.00			1,753,929.00
3495 Other Misc Local Sources	71,071.00	58,759.00			58,759.00
3498 Lost, Damaged & Sale Txbs	55,000.00	55,000.00			55,000.00
3630 Trans from Cap Proj Funds	8,007,949.00	8,007,949.00			8,007,949.00
3742 Other Loss Recovery	0.00	502,800.00			502,800.00
9999 Beginning Fund Balance	53,459,132.16	53,459,132.16			53,459,132.16

APPROVED  
 ESCAMBIA COUNTY SCHOOL BOARD

DEC 16 2014

MALCOLM THOMAS, SUPERINTENDENT  
 VERIFIED BY RECORDING SECRETARY

SCHOOL BOARD OF ESCAMBIA COUNTY  
 RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET  
 RESOLUTION NO.: 4 - GENERAL OPERATING FUND

December 16, 2014

EXPENDITURE, FUNCTION NUMBER & NAME	ORIGINAL BUDGET	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
		348,974,456.45	349,637,392.54	2,228,102.75	2,193,199.00
5100 Basic (K-12)	138,650,618.80	141,453,271.26		2,115,764.37	139,337,506.89
5200 Exceptional	37,942,418.57	35,816,497.09	1,551,500.00		37,367,997.09
5300 Vocational	7,593,492.33	7,156,841.09	90,086.75		7,246,927.84
5400 Adult General	486,906.15	486,906.15			486,906.15
5500 Prekindergarten	1,789,067.30	1,777,087.72			1,777,087.72
5900 Other Instruction	65,877.87	65,877.87			65,877.87
6100 Pupil Personnel Services	8,972,669.00	0.00			0.00
6110 Attendance and Social Work	2,457,051.98	3,057,051.98			3,057,051.98
6120 Guidance Services	854,242.75	8,091,911.75			8,091,911.75
6130 Health Services	2,037,293.09	2,249,900.03			2,249,900.03
6140 Psychological Services	36,840.34	1,029,673.35			1,029,673.35
6150 Parental Involvement	15,000.00	15,000.00			15,000.00
6190 Other Pupil Personnel Services	89,433.21	89,433.21			89,433.21
6200 Instructional Media Services	4,449,915.16	4,449,915.16	4,716.00		4,454,631.16
6300 Instruction and Curr Development Svcs	4,775,243.59	4,801,535.59			4,801,535.59
6400 Instructional Staff Training Services	3,234,896.94	3,389,655.36			3,389,655.36
6500 Instruction Related Technology	2,355,900.38	2,355,900.38			2,355,900.38
7100 Board	1,295,166.87	1,595,166.87			1,595,166.87
7200 General Administration (Supt & Staff)	679,395.42	705,745.42	18,000.00		723,745.42
7300 School Administration (Office of the Prin)	15,025,249.58	14,686,249.58	533,800.00		15,220,049.58
7400 Facilities Acquisition and Construction	1,920,437.50	1,960,437.50	30,000.00		1,990,437.50
7500 Fiscal Services	3,115,440.69	3,115,440.69			3,115,440.69
7600 Food Services	0.00	50,000.00			50,000.00
7700 Central Services	3,938,289.00	0.00			0.00
7710 Planning, Research, Dev, & Eval Svcs	1,241,040.12	1,241,040.12			1,241,040.12
7720 Information Services	116,300.00	116,300.00			116,300.00
7730 Staff Services	1,212,428.36	3,812,428.36			3,812,428.36
7760 Internal Services	135,770.72	1,374,059.72			1,374,059.72
7800 Pupil Transportation Services	16,111,873.42	15,708,272.42			15,708,272.42
7900 Operation of Plant	29,487,302.34	29,487,302.34			29,487,302.34
8100 Maintenance of Plant	11,866,400.43	13,369,200.43			13,369,200.43
8200 Administrative Technology Services	3,306,665.85	3,306,665.85			3,306,665.85
9100 Community Services	783,703.18	783,204.04		876.96	782,327.08
9200 Debt Services	10,000.00	10,000.00			10,000.00
9800 Reserves	42,922,125.51	42,029,421.21		76,557.67	41,952,863.54

ADOPTED BY BOARD: \_\_\_\_\_ December 16, 2014  
 (Date)

CERTIFIED CORRECT: \_\_\_\_\_ *Malcolm Thomas*  
 (District Superintendent Signature)

APPROVED  
 ESCAMBIA COUNTY SCHOOL BOARD

DEC 16 2014

MALCOLM THOMAS, SUPERINTENDENT  
 VERIFIED BY RECORDING SECRETARY

Explanation of Budget Amendment as Follows:  
 Part I - General Operating Fund  
 Resolution Number 4  
 Board Meeting December 16, 2014

DEC 16 2014

MALCOLM THOMAS, SUPERINTENDENT  
 VERIFIED BY RECORDING SECRETARY

Account Name	Function	Increase (Decrease)
<b>I. Revenue - Amendments Between Revenue, Appropriations &amp; Reserves</b>		
<b>a) Various Projects</b>		
Postsecondary Lab Fees		4,034.75
Postsecondary Lab Fees		12,171.56
Postsecondary Lab Fees		4,388.08
GED Testing Fees		2,120.00
Other Student Fees		5,374.36
Other Student Fees		4,815.00
Other Student Fees		2,000.00
		<u>34,903.75</u>
Supplies	Vocational	4,034.75
Supplies	Vocational	12,171.56
Supplies	Vocational	4,388.08
Other Non-Prof. Purchased Services	Vocational	2,120.00
Supplies	Vocational	5,374.36
Supplies	Vocational	4,815.00
Supplies	Vocational	2,000.00
		<u>34,903.75</u>

**Explanation: To appropriate revenue to actual fees collected.**

**II. Amendments Between Appropriations & Reserves**

<b>a) Discretionary Lottery Funds-Sch Impr Activity</b>		
Library Books - Existing Library	Instructional Media Services	4,716.00
Furn., Fixtures, and Equip. - Capitalized	Basic (K-12)	2,455.00
Furn., Fixtures, and Equip. - Capitalized	Basic (K-12)	9,080.63
Furn., Fixtures, and Equip. - Capitalized	Basic (K-12)	6,000.00
Reserve for Contingencies	Discretionary Lottery Funds-Sch Impr Activity	(2,455.00)
Reserve for Contingencies	Discretionary Lottery Funds-Sch Impr Activity	(4,716.00)
Reserve for Contingencies	Discretionary Lottery Funds-Sch Impr Activity	(9,080.63)
Reserve for Contingencies	Discretionary Lottery Funds-Sch Impr Activity	(6,000.00)
		<u>0.00</u>

**Explanation: To appropriate funds from Reserve for Contingencies for library books at Pine Meadow Elementary School, equipment at Pensacola High School, Workman Middle School, and West Florida High School.**

<b>b) Child Care (After School) (Dist Oper)</b>		
Reserve for Contingencies	Unrestricted Reserve	876.96
Temporary Employment	Community Services	(876.96)
		<u>0.00</u>

**Explanation: To appropriate 4% of district operated child care revenue received through October, 2014.**

Explanation of Budget Amendment as Follows:  
 Part I - General Operating Fund  
 Resolution Number 4  
 Board Meeting December 16, 2014

Account Name	Function	Increase (Decrease)
c) <u>Salaries &amp; Benefits</u>		
Salaries	Exceptional	1,551,500.00
Salaries	General Administration (Supt & Staff)	18,000.00
Salaries	School Administration (Office of the Prin)	533,800.00
Salaries	Facilities Acquisition and Construction	30,000.00
Salaries	Basic (K-12)	(2,133,300.00)
		<u>0.00</u>

Explanation: To adjust budget between functions.

d) <u>Adult General Ed Fees</u>		
Supplies	Vocational	55,183.00
Reserve for Contingencies	Reserve-Workforce Development	(55,183.00)
		<u>0.00</u>

Explanation: To appropriate funds from Reserve for Contingencies to George Stone Technical Center Adult General Ed Fees project.

APPROVED  
 ESCAMBIA COUNTY SCHOOL BOARD

DEC 16 2014

MALCOLM THOMAS, SUPERINTENDENT  
 VERIFIED BY RECORDING SECRETARY





**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
EXPLANATION OF BUDGET AMENDMENT NO. 3  
PART IV - SPECIAL REVENUES  
BOARD MEETING December 16, 2014**

Amend Budget Functions, Objects, Estimated Revenues, and Appropriations as approved by the Board and/or specified by the Department of Education Project Application and Amendment Procedures or other granting agencies.

<b>Project No.</b>	<b>Project Name</b>	<b>Increase (Decrease)</b>
170-1615A-5CS01	Carl Perkins Secondary  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	0.00
170-2664A-4CD01	FDLRS/Westgate Associate  <b>Explanation: To decrease budget to close project.</b>	(115.82)
170-2665A-5CD01	FDLRS/Westgate IDEA Part B Pre-School  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	0.00
170-2625B-5CDT1	Sednet/Idea Part B - Trust  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	0.00
170-2633A-3CB01	IDEA, Part B, Entitlement  <b>Explanation: To decrease budget to close project.</b>	(262.93)
170-2634A-4CB01	IDEA, Part B, Entitlement  <b>Explanation: To decrease budget to close project.</b>	(768,394.17)
170-2635A-5CB01	IDEA, Part B, Entitlement  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	(37,912.17)
170-2674A-4CP01	IDEA, Part B, Pre-School Entitlement  <b>Explanation: To decrease budget to close project.</b>	(109,763.74)
170-2675A-5CP01	IDEA, Part B, Pre-School Entitlement  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	37,912.17
170-2264A-4CS01	Title I School Improvement Initiative  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	0.00

**APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD**

**DEC 16 2014**

**MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY**



**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
EXPLANATION OF BUDGET AMENDMENT NO. 3  
PART IV - SPECIAL REVENUES  
BOARD MEETING December 16, 2014**

Amend Budget Functions, Objects, Estimated Revenues, and Appropriations as approved by the Board and/or specified by the Department of Education Project Application and Amendment Procedures or other granting agencies.

<u>Project No.</u>	<u>Project Name</u>	<u>Increase (Decrease)</u>
170-2265B-5CS01	Title I School Improvement Initiative  <b>Explanation: To set up budget per Florida Department of Education.</b>	593,363.00
170-2125A-5CB01	Title I, Part A, Basic - Salaries & Benefits  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	4,000.00
170-2125A-5CB01	Title I, Part A, Basic  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	(20,500.00)
170-2125A-5CB01	Title I, Part A Basic - Parental Involvement  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	0.00
170-1915A-5CG01	Adult Geographic  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	0.00
170-2125A-5CB01	Title I, Supplemental Education Svcs  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	0.00
170-2125A-5CB01	Title I, Part A, Basic - Fam Res Act Mod Early Ed  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	2,500.00
170-2125A-5CB01	Title I, Part A, Basic - Family Resource Center  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	14,000.00
170-2244B-4CT01	Title II - Teacher & Principal Training & Recruiting  <b>Explanation: To decrease budget to close project.</b>	(79,443.75)
170-2244B-4CT01	Title II - Social Studies  <b>Explanation: To decrease budget to close project.</b>	(16,931.95)

**APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD**

**DEC 16 2014**

**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
EXPLANATION OF BUDGET AMENDMENT NO. 3  
PART IV - SPECIAL REVENUES  
BOARD MEETING December 16, 2014**

Amend Budget Functions, Objects, Estimated Revenues, and Appropriations as approved by the Board and/or specified by the Department of Education Project Application and Amendment Procedures or other granting agencies.

<u>Project No.</u>	<u>Project Name</u>	<u>Increase (Decrease)</u>
170-2244B-4CT01	Title II - Private Schools  <b>Explanation: To decrease budget to close project.</b>	(10,782.82)
170-2244B-3CT01	Title II - Fine Arts  <b>Explanation: To decrease budget to close project.</b>	(11,496.34)
170-2244B-4CT01	Title II - Reading  <b>Explanation: To decrease budget to close project.</b>	(2,864.29)
170-2244B-4CT01	Title II - Science  <b>Explanation: To decrease budget to close project.</b>	(13,964.49)
170-2244B-4CT01	Title II - Language Arts  <b>Explanation: To decrease budget to close project.</b>	(9,353.67)
170-2244B-4CT01	Title II - Staff Development  <b>Explanation: To decrease budget to close project.</b>	(1,331,340.56)
170-2245B-5CT01	Title II - Staff Development  <b>Explanation: Changes by schools and departments between objects, functions and projects to better utilize funds.</b>	0.00
170-1024A-4C001	Title III - English Language Acquisition  <b>Explanation: To decrease budget to close project.</b>	(11,118.39)

**APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD**

**DEC 16 2014**

**MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY**

SCHOOL BOARD OF ESCAMBIA COUNTY  
 RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET  
 RESOLUTION NO.: 3 - CAPITAL PROJECTS FUND

December 16, 2014

FUND NUMBER & NAME	ORIGINAL BUDGET	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
	135,776,884.53	135,894,454.53	0.00	0.00	135,894,454.53
3425 PECO Maintenance Fund - FY2015	787,693.00	787,693.00			787,693.00
3610 Capital Outlay & Debt Serv Fd (CO&DS)	1,035,390.73	1,035,390.73			1,035,390.73
3710 Capital Improve Tax Constr Fd - FY2010	2,566,242.96	2,566,242.96			2,566,242.96
3711 Capital Improve Tax Constr Fd - FY2011	4,100,799.10	4,100,799.10			4,100,799.10
3712 Capital Improve Tax Constr Fd - FY2012	1,534,449.96	1,534,449.96			1,534,449.96
3713 Capital Improve Tax Constr Fd - FY2013	799,000.32	799,000.32			799,000.32
3714 Capital Improve Tax Constr Fd - FY2014	7,427,648.54	7,427,648.54			7,427,648.54
3715 Capital Improve Tax Constr Fd - FY2015	20,340,194.00	20,340,194.00			20,340,194.00
3719 Capital Improve Tax Constr Fd - FY2009	2,975,291.98	2,975,291.98			2,975,291.98
3910 Local Capital Improvement Fund	2,445,347.44	2,562,917.44			2,562,917.44
3940 Half Cent Sales Tax	4,244.48	4,244.48			4,244.48
3943 Half Cent Sales Tax - FY2003	6,315,967.36	6,315,967.36			6,315,967.36
3948 Half Cent Sales Tax - FY2008	85,044,063.66	85,044,063.66			85,044,063.66
3980 Charter Schools-Capital Outlay	400,551.00	400,551.00			400,551.00

APPROVED  
 ESCAMBIA COUNTY SCHOOL BOARD

DEC 16 2014

MALCOLM THOMAS, SUPERINTENDENT  
 VERIFIED BY RECORDING SECRETARY

SCHOOL BOARD OF ESCAMBIA COUNTY  
 RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET  
 RESOLUTION NO.: 3 - CAPITAL PROJECTS FUND

December 16, 2014

FUNCTION NUMBER & NAME	ORIGINAL BUDGET	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
		135,776,884.53	135,894,454.53	177,633.33	177,633.33
7400 Facilities Acquisition and Construction	103,750,378.52	104,572,350.86	177,633.33		104,749,984.19
9700 Transfer of Funds	13,007,949.00	13,007,949.00			13,007,949.00
9800 Reserves	19,018,557.01	18,314,154.67		177,633.33	18,136,521.34

ADOPTED BY BOARD: \_\_\_\_\_ December 16, 2014  
 (Date)

CERTIFIED CORRECT: \_\_\_\_\_ *Malcolm Thomas*  
 (District Superintendent Signature)

APPROVED  
 ESCAMBIA COUNTY SCHOOL BOARD

DEC 16 2014

MALCOLM THOMAS, SUPERINTENDENT  
 VERIFIED BY RECORDING SECRETARY

**Explanation of Budget Amendment as Follows:  
Part III - Capital Projects Fund  
Resolution Number 3  
Board Meeting December 16, 2014**

Fund Name	Project	Increase (Decrease)
<b>II. Amendments Between Appropriations</b>		
a) 3711 - Capital Improve Tax Constr Fd - FY2011		
Furn., Fixtures, and Equip. - Capitalized	Equipment	27,530.00
Remodeling and Renovations - Non-Cap	General Renovations	68.03
Remodeling and Renovations - Non-Cap	Environmentl & Hazardous Matl Disposal	35.30
Reserve for Contingencies	Unrestricted Reserve	(27,633.33)
		<u>0.00</u>

**Explanation: To transfer funds from reserve project to Equipment project, General Renovations project, and Environmental & Hazardous Material Disposal project.**

b) 3712 - Capital Improve Tax Constr Fd - FY2012		
Remodeling and Renovations - Non-Cap	Portable Classroom Renovation, Relocation, Setup & Utility Connections	150,000.00
Reserve for Contingencies	Unrestricted Reserve	(150,000.00)
		<u>0.00</u>

**Explanation: To transfer funds from reserve project to Portable Classroom Renovation, Relocation, Setup & Utility Connections project.**

c) 3714 - Capital Improve Tax Constr Fd - FY2014		
Improvements Other Than Bldgs. - Non-Cap	Portable Classroom Renovation, Relocation, Setup & Utility Connections	300.00
Improvements Other Than Bldgs. - Non-Cap	Portable Classroom Renovation, Relocation, Setup & Utility Connections	15,000.00
Remodeling and Renovations - Non-Cap	Portable Classroom Renovation, Relocation, Setup & Utility Connections	(15,300.00)
		<u>0.00</u>

**Explanation: To transfer funds within Portable Classroom Renovation, Relocation, Setup & Utility Connections project to facilitate the proper classification of expenditures.**

**APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD**

**DEC 16 2014**

**MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY**