



NEW HAMPSHIRE SECRETARY OF STATE
David M. Scanlan

3C

January 16, 2024

His Excellency Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, NH 03301

Your Excellency and Members of the Honorable Council:

I respectfully submit the Department of State's Annual Report for the period July 1, 2022 through June 30, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Scanlan", written over a horizontal line.

David M. Scanlan
Secretary of State

STATE OF NEW HAMPSHIRE

Department of State

Annual Report 2023



DEPARTMENT OF STATE
Programs, Services and Functions

ADMINISTRATION

- Keeper of Great Seal, attests Governor's signature and affixes the seal to all official documents. (RSA 5:5)
- Engrossing private acts. (RSA 5:10; 14:8)
- Attends Governor and Council meetings, records minutes, keeps register of all actions of Governor and Council. (Const. of N.H., Pt. 2, Art. 68)
- Prepares extradition and rendition papers. (RSA 612:23)
- Receives and keeps on file any filings made pursuant to: RSA 5-B Pooled Risk Management, RSA 447 Mechanics Liens, RSA 359-D Credit Service Organizations, and RSA 53-A Agreements between Governmental Units.
- Performs certain clerical responsibilities for the Ballot Law Commission and Board of Claims. (RSA 5:13)
- Prepares and issues all Notary Public and Justice of the Peace Commissions as well as Commissioner of Deeds Commissions. (RSA 5:10 and 456-B))
- Keeps a record of all Notary Public's and Justices of the Peace who will be performing e-notarizations and/or remote notarizations.
- Keeps a record of all technology providers for e-notarizations and/or remote notarizations.
- Prepares commissions for persons appointed to special boards by Governor and Council. (RSA 5:10)
- Issues special marriage licenses for out-of-state ministers and priests to perform marriages in this state. (RSA 457:32)
 - and for unordained ministers. (RSA 457:31)
- Issues special marriage licenses for judges.
- Issues one-time special marriage licenses for individuals.
- Issues Itinerant Vendor licenses. (RSA 321:4)
- Issues licenses for Bonded Warehouses. (RSA 348)
- Issues Hawker and Peddler licenses. (RSA 320:8)
- Indexes and files highway records. (RSA 233:16, 17; 228:4)
- Records all Treasury bonds and notes.
- Files city charters. (RSA 44:1-a)
- Files names, powers and boundaries of village districts. (RSA 52:24)
- Files records of perambulation of town lines. (RSA 51:4)
- Maintains file of private detective surety bonds. (RSA 106-E:5)
- Licenses Auctioneers. (RSA 311-A:4, 7)
- Receives claims for Board of Claims and makes payment to approved claimants (RSA 541-B)
- Records Athlete Agents (RSA 332-J)
- Issues Apostilles and Certificates (RSA 5-C)
- Lobbyists – registers lobbyists
- Records lobbyists reports filed quarterly (receipts and expenditures) (RSA 15)
- Prepares Justice of the Peace and Notary Public Manual with approval of Attorney General (RSA 455:17) {79 pages}
- Receives and keeps on file all Registrations and Annual Reports for Petroleum Sales Prepaid Contracts (RSA 339:79)

ELECTIONS/LEGISLATIVE DIVISION

- Administers state elections, prints ballots and election forms, instructs local election officials. (RSA 652-668)
- Prepares forms, and keeps on file receipts and expenditures filed under RA 664; Gifts & Honorariums filed by RSA 15-B, and Financial Disclosure form required by Ethics Committee (RSA 14-B, RSA 15-A and RSA 12-G)
- Serves legislature as required, engrosses all bills passed by the legislature, keeps permanent files of all bills introduced. (Const. of N.H., Pt. 2, Art. 68)
- Prepares forms & records reported by Boards & Commissions (RSA 21-G)
- Publishes the Manual for the General Court (Red Book). (RSA 20:5)
- Publishes the New Hampshire Election Laws (RSA 39,40, 655-671)
- prints NH Constitution
- Prepares and distributes with the approval of the Attorney General the Political Calendar {20-26 pages} and the Election Procedure Manual {183 pages}.
- Receives filings of candidacy for all political offices at Presidential Primary, Direct Primary and General Elections and Special Elections. (RSA 655:19, 48)
- Reviews and approves all proposed amendments on revisions to municipal charters for conformity with state law. (RSA 49-B)
- Complies with mandates in the Federal Help America Vote Act (HAVA) Public Law 107-252, 42 U.S.C. {63 pages}

CORPORATE DIVISION/BUREAU OF SECURITIES REGULATION

- Reserves names of corporations. (RSA 293-A)
- Examines and records all corporations, issues corporate charters, receives annual returns from all corporations doing business in the state. (RSA 293-A, 56)
- Collects annual return and franchise fees from all corporations. (RSA 293-A, 293:138, 139, 141)
- Prepares list of corporations delinquent for two years or more for dissolution purposes. (RSA 293-A)
- Records voluntary corporations and notifies same of return due every five years; publishes list of those that fail to file. (RSA 292)
- Keeps records of all foreign partnerships, collects fees. (RSA 305-A)
- Notifies all foreign partnerships that may have failed for two consecutive years to pay the fees required that they will be suspended as provided in RSA 305-A.
- Records trademarks, labels and log marks. (RSA 350:3, 453:1)
- Registers trade names and issues certificates for same. Notifies registrants of expiration date. (RSA 349)
- Issues certificates under seal. (RSA 5:10)
- Records filings under Uniform Commercial Code. (RSA 382-A, 402, 403)
- Receives service of process on corporations (RSA 406-B; RSA 510:4)
- Keeps records of all Investment Trusts (RSA 293-B)
- Keeps records of professional corporations (RSA 294-A)
- Keeps records of Limited Liability Partnerships (RSA 304-A)
- Keeps records of Limited Partnerships (RSA 304-B)
- Keeps records of Limited Liability Corporations (RSA 304-C)
- Keeps records of Professional Limited Liability Corporations (RSA 304-D)
- Keeps records of Health Service Corporations (RSA 420-A)
- Provides for annual licensing of agents, broker-dealers, and investment advisers. (RSA 421-B:7)
- Receives licensed broker-dealers financial statement each year. (RSA 421-B:8)
- Examines each domestic broker-dealer every 2 years, as well as the NH branches of any foreign broker-dealer. (RSA 421-B:9)
- Outline the certification process all new corporations, limited partnerships, and foreign corporations applying to do business in NH must complete. (RSA 421-B:13)
- Accepts financial statement required by corporations & partnerships with registered securities to file within 90 days of the close of the fiscal year. (RSA 421-B:15)
- Provides a fee schedule for licenses, renewals, and registrations. Annual fees are collected for open-end mutual funds. (RSA 421-B:31)
- Disclosure of Security Takeovers (RSA 421-A)
- Professional Bail Bondsmen & Bail Recovery Agent Statute (RSA 598-A)
- Pooled Risk Management Programs (RSA 5-B)

ARCHIVES/VITAL RECORDS/RECORDS MANAGEMENT

- Establishes and maintains programs for the orderly transferal, reference accessibility, and disposal of records with the various state agencies. (RSA 5)
- Accepts, arranges, describes and makes available to researchers the public archives of permanent historical value.
- Advises and assists state agencies and municipal officials with records retention programs. (RSA 5)
- Services the New Hampshire Historical Records Advisory Board. (RSA 5)
- Services the New Hampshire Municipal Records Board. (RSA 33-A)
- Provide access to vital records and vital records data while assuring the privacy of all New Hampshire citizens.
- Outline the confidentiality requirements for vital records.
- Set forth the procedures, conditions, and criteria for release of information regarding vital records data and statistics.
- Enforce the provisions of this chapter in regard to the collection, maintenance, and dissemination of vital records information.
- Provide guidance to data collectors pursuant to this chapter.
- Describe the informational requirements of the forms used by the division of vital records for the collection of vital records information.
- Establish, in conjunction with the department of health and human services, the procedures, conditions, and criteria for release of information regarding vital records data and statistics for health-related research pursuant to RSA 126:24-d.

DEPARTMENT OF STATE
RECEIPTS and EXPENDITURES
ADMINISTRATION and ELECTIONS

General Fund Expenditures

	As of June 30, 2023	As of June 30, 2022
1. Permanent Personnel	\$598,948	\$579,152
2. Current Expense	11,827	6,656
3. Equipment	874	57
4. Other Personal Services	2,283	3,000
5. Benefits	259,140	220,221
6. Travel In-State	366	260
7. Travel Out-of-State	-0-	-0-
8. Computer Expenses	-0-	-0-
9. Elections*	259,897	114,534
10. Red Book**	35,603	149
TOTAL	\$1,168,938	\$907,519

Receipts

1. General Fund Fees and Registrations for Department	\$50,080,581
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*State primary and general election held every other year.

**Red Book is printed biennially in the odd numbered years.

Elections Annual Report – FY 2023

In FY 2023, the Secretary of State, in cooperation with local election officials, continued to implement new election laws in state and municipal elections; provide training to election officials, staff and poll workers; and execute the September 2022 State Primary Election, the 2022 State General Election, and Special State Primary and General Elections. Office resources were further devoted to implementing a new accessible voting system for voters with print disabilities, working with all users of the statewide voter registration database in setting up new users, removing access, resetting passwords, answering questions relative to election law and troubleshooting problems. The Secretary of State worked with the vendor chosen to replace the current statewide voter registration system, holding daily joint application development (JAD) and gap analysis program (GAP) sessions for requirements needed for the new system. We also worked with our users on upkeeping the conversion from Internet Explorer to working with Edge in Internet Explorer, noting that clerks needed different access than supervisors of the checklist. The office followed up on voter affidavits, responding to election law changes and revising and executing election management software in preparation of the 2022 and 2024 election cycles.

In cooperation with local election officials, our office conducted an inquiry on 732 challenged voter affidavits, 1,526 domicile affidavits and 223 qualified voter affidavits signed by voters in the second half of 2022 and first half of 2023. These were entered in the statewide voter registration database by local election officials. We are still in the process of verifying affidavits.

The election division used the statewide voter registration system (*ElectionNet*), an election management system, web reporting tools, and training programs to carry out the Help America Voter Act (HAVA), the Military and Overseas Voter Empowerment (MOVE), the 2022 Election Administration and Voting Survey (EAVS), implement 2022 and 2023 election legislation, and respond to legal challenges and court decisions. The Secretary of State also:

- a. Used an election management system that can more efficiently produce 640 ballots in the State Primary, plus 320 ballots in the General Election in an election cycle. The system creates printer-ready ballots, UOCAVA ballots, accessible voting system (AVS) ballots-on-demand, AVS voice ballots, AVS visual user interface ballots, accessible ballots for those who have print disabilities, up-to-date candidate lists, and reports of election results, thereby ensuring compliance with federal and state laws and deadlines.
- b. Programmed candidate and column rotations, distributed candidates' data to ballots, prepared procedures and reports, delivered equipment and rolled out training for the one4all accessible voting system relying on commercial off-the-shelf hardware to mark a pre-printed ballot (to protect voter privacy) from the accessible voting system.
- c. Worked with clerks and supervisors in researching and merging of duplicate voters, resulting in ongoing extensive staff follow-up with these officials.
- d. Worked with clerks and supervisors in implementing new legislation on USPS 28 Publication on addressing and the National Change of Address (NCOA) system.
- e. Worked with a vendor in creating a new, simpler report for those voters who moved into New Hampshire, so notifications could be sent to other Secretaries of State.
- f. Worked with a vendor and clerks to implement an accessible vote-by-mail system enabling persons with print disabilities to vote absentee from a location of their choice. Clerks would validate the absentee request and contact the Secretary of State's Office who would send the necessary information and forms to the voter.

- g. Trained clerks and provided posters to educate voters about a Secretary of State website that enables voters to: (i) determine whether they are registered to vote, (ii) find their clerk, polling place location and official polling hours, (iii) determine their absentee ballot status if they are an absentee voter, (iv) if their absentee ballot has been rejected, ascertain the reason for the rejection; and (v) view their own ballot in the coming election.
- h. Worked with moderators, selectmen, and clerks to upgrade and improve polling places as needed to ensure that all of the state's polling places are accessible and appear on voter look-up website.
- i. Maintained and updated, as needed, *ElectioNet* software to integrate new laws and improved procedures.
- j. To ensure compliance with federal and state election laws, the Secretary of State maintains and delivers different training formats and programs for roughly 6,000 election officials. During Covid-19, many previous training formats were cancelled and we introduced webinars, on-demand webinars and zoom meetings focusing on the roles of moderators, clerks, supervisors of the checklist, selectmen, and inspectors of election, as well as voters, so our office continued with this training, but also started offering in-person training and attending in-person workshops:
 - (1) SVRS (Statewide Voter Registration System) *ElectioNet* – New training for clerks, supervisors of the checklist, deputies and assistants – 8 classes;
 - (2) NH City and Town Clerk's Association Fall Conference – October 2022;
 - (3) NH City and Town Clerk's Association New Clerk's Workshop – New clerks, deputies and assistants – April 2023;
 - (4) NH City and Town Clerk's Association Regional Meetings – Clerks, deputies and assistants – four locations across the state – May/June 2023;
 - (5) 2022 Summer Election Law Training Sessions – on the road training – 12 locations throughout the state;
 - (6) SANS Security Training – Clerks, supervisors of the checklist, deputies and assistants – online security training;
 - (7) Webinars and Zoom Meetings State Elections – Offered live webinars and others on-demand:
 - a. 2022 Ballots and Absentee Materials, Boxing, Sealing and Storing
 - b. 2022 What is New Election Law Change Affecting Election Day
 - c. What is New – Law Changes Affecting Before and After Election Day
 - d. Ballot Clerk Procedure at a State Primary Elections
 - e. Overvotes
 - f. Electioneering
 - g. 2022 Election Night Reconciliation
 - h. 2022 General Election Return of Votes and Reporting
 - i. 2022 Ballot Clerk Procedure for General Election
 - j. 2022 General Election – Overvote and Undervote Counting and Reporting
 - k. On demand replay webinar of De-Escalation Tips for Effectively Communicating with Voters

- (8) Webinars and Zoom Meetings Local Elections – Offered live webinars and others on-demand:
- a. Affidavit Ballots
 - b. Absentee Voting in Town, School District and City Elections
 - c. Processing Absentee Ballot Requests, Returned Envelopes – Before Election Day – Town, School District and City Elections 2023
 - d. Ballot Clerk Procedure at Town, School and Village District Elections
 - e. 2023 Election Night Reconciliation – Town Elections
 - f. 2023 Absentee Ballot Lists for Town, School District and Local Elections
 - g. 2023 Town, School District and Village District Meeting and Elections
 - h. 2023 Processing Town, School District and Village District Absentee Ballots on Election Day
 - i. Processing Town and School District Election Absentee Ballots on Election Day and Proper Ballot and Absentee Material Storage
 - j. 2023 Town/School Meetings, Elections and Business Sessions
- (9) Comprehensive written how-to instructions, graphics, forms and procedures compiled and updated in *ElectioNet/Help/Instructions* including, but not limited to, local election guidelines, including postponement of elections, absentee ballot processes, UOCAVA processing and guidelines, 2022 State Primary and General Procedures and forms required;
- (10) Secretary of State’s election website (new forms and procedures each year);
- (11) Direct communications and new forms implementing updated affidavits, new affidavit ballot procedures, Ballot Clerk Procedures, MOVE Act notices, HAVA reporting, *ElectioNet* changes, importing disk files to Excel, and FPCA flowchart.

**STATE OF NEW HAMPSHIRE
OFFICE OF THE SECRETARY OF STATE
CORPORATION DIVISION AND UNIFORM COMMERCIAL CODE SECTION
NEW BUSINESS CREATIONS**

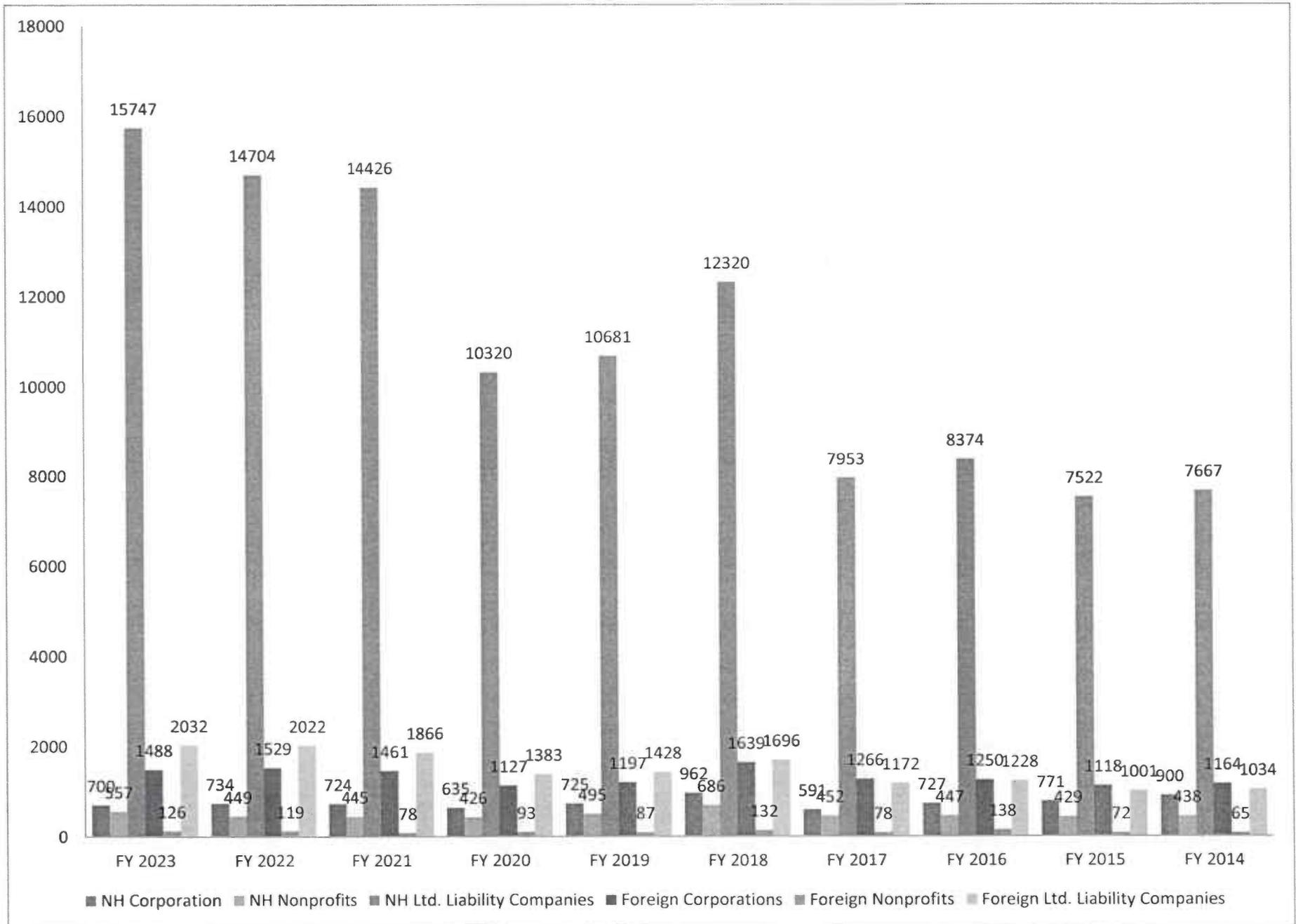
<u>FILING TYPE</u>	<u>FY2023</u>	<u>FY2022</u>	<u>FY2021</u>	<u>FY2020</u>	<u>FY2019</u>	<u>FY2018</u>
<u>New Hampshire</u>						
Corporations	700	735	724	635	725	962
Nonprofits	557	449	445	426	495	686
Ltd. Liability Companies	15,747	14,704	14,426	10,320	10,681	12,320
Trade Names	5,616	6,027	3,755	5,969	6,040	7,676
Trade Name Renewals	5,091	5,151	5,533	5,266	4,977	6,037
Limited Partnerships	23	22	29	27	25	38
Trademarks	181	149	157	153	121	209
Ltd. Liability Partnerships	51	54	68	46	71	90
<u>Foreign</u>						
Corporations	1,488	1,530	1,461	1,127	1,197	1,639
Nonprofits	126	119	78	93	87	132
Ltd. Liability Companies	2,032	2,020	1,866	1,383	1,428	1,696
Ltd. & General Partnerships	31	30	30	12	16	32
Ltd. Liability Partnerships	22	17	7	11	14	19
<u>Uniform Commercial Code</u>						
Initial Filings	19,059	20,416	22,736	21,980	19,454	14,264
Searches	12,941	14,198	14,409	12,492	13,426	13,730
<u>Total Revenues (Unrestricted)</u>						
(000's)	5,008	4,520	4,569	4,194	4,499	4,064

Corporation Division Summary FY 2023

Business formation and filing activity continued to grow at a steady pace in FY 2023. Leading the way was the formation of new limited liability companies (LLCs), which grew again at a rate of 7% over FY 2022. In addition to the continued strength of New Hampshire's economy, LLC growth can be attributed to the use of LLCs as a preferred vehicle for real estate ownership. The state's modern LLC law, as well as our office's Quickstart business portal, make LLC formation both fast and simple for small business owners and investors.

A slowdown in consumer and business lending is reflected in the drop in Initial UCC Financing Statements filed and searches conducted in FY 2023. Initial filings and UCC searches dropped 7% and 10%, respectively, from the previous year.

Corporation Division and Uniform Commercial Code Section



Division of Archives and Records Management
FY 2023 Annual Report

Receipts and Expenditures

Receipts:

All money received is included in the receipts reported by the Department of State.

Expenditures – General Fund:

	On June 30, 2023	On June 30, 2022
010 & 011 Permanent personnel	\$370,154	\$363,345
020 Current expense	\$20,672	\$8,989
022 Rents/Lease other than State	\$1,000	\$1,000
024 Maintenance, other than Bldg/Grounds	\$0	\$0
026 Organizational Dues	\$1,000	\$0
028 Transfer to General Services	\$350,600	\$268,400
030 Equipment	\$461	\$0
039 Telecommunications	\$0	\$0
050 Other Personnel Services	\$0	\$5,357
060 Benefits	\$196,396	\$175,585
070 Instate Travel Reimbursement	\$182	\$0
073 Grants	\$0	\$0
080 Travel Out-of-State	\$0	\$0
TOTAL	\$940,465	\$822,678

Personnel Data:

Unclassified	1
Classified Permanent	9
TOTAL	10
Volunteers	5
Summer Interns	0

Public and Agency transactions:

	FY 2023	FY2022	FY2021	FY2020	FY 2019	FY 2018
Visitors	815	690	106	676	814	856
Requests	7,556	7,711	6,132	5,165	5,157	5,489
Refiles	4,920	4,783	3,109	3,994	4,192	4,503
New Boxes	3,036	5,244	2,000	5,798	3,000	1,030
Destroyed	1,884	1,852	3,104	2,157	1,500	2,720

Acquisitions to the Records Collections added in FY 2023

Microfilm of Town Records (due to Moose Plate Grants):

Pelham
Sunapee
Manchester

Other Security Microfilm Records:

Manchester Police Department

Other Archival Collections:

Surveyor Records
Ron Johnson Collection
Mark Stevens Collection

County Records
Merrimack County Court of Common Pleas
Newport Circuit Court, Marital Division
Belknap County Probate

Robert Fuller collection of photographic prints (early 1900s)

Banking Records

Summary of FY 2023

FY23 saw the retirement of the previous State Archivist, Brian Burford, in December 2022, and the hiring of the current State Archivist, Ashley Miller, on February 22, 2023.

New security measures and policies were put in place for both staff and members of the public. Custom lockers were purchased and installed in the front lobby for all researchers at the Archives to use. Research Room Policies and Handling Instructions were created for staff and patrons to follow for the proper treatment and preservation of our records.

Archival software, Archivera by Lucidea, was purchased and is in the implementation process. This software will replace the various databases that have been utilized to organize our collections and will be publicly accessible on our website. Moreover, this database has a digital collections component, which will allow us to meet the requirements for RSA 5:30.

New records management software, Zasio, was also purchased to replace the current system, GAIN. Zasio will allow us to keep better track of record requests and circulation, facilitating better customer service to state agencies.

A significant weight has been placed on outreach efforts for the Archives, with the State Archivist writing monthly articles for the Concord Monitor, filming monthly videos with Concord TV, giving building tours, and providing weekly social media content.

Some digitization projects took place over the last year. The two-decade long project of imaging legislative committee records has continued. Hundreds of photos for the Division of Agriculture were scanned.

Several buildings were assisted in their moving by Archives staff. The unoccupied Kent Building was emptied of roughly 450 boxes that were up for disposal. The State House Annex was emptied of most of its furniture by Archives staff. Moreover, the Department of Justice undertook a building move, resulting in nearly 2,000 boxes of records being transferred to the Archives.

The Archives hosted several meetings of the Ballot Law Commission.

BUREAU OF SECURITIES REGULATION FY 2023 ANNUAL REPORT

The mission of the Bureau of Securities Regulation is to administer and enforce the N.H. Securities Act, RSA 421-B and N.H. Risk Pools pursuant to RSA 5-B. Our focus is to protect and educate N.H. investors while promoting the integrity of securities sales and capital formation. The Bureau was very active in 2023. In general, market conditions continue to improve, resulting in an increase of licensing and registration activity. As of January 1, 2023, 1,324 broker-dealer firms and 148,000 broker-dealer agents renewed licenses with the Bureau, along with 2,874 Investment Advisor firms and 5,216 Investment Advisor representatives. Total revenue from licensing and registrations were \$44.1 million for the period. The Bureau regularly conducts field examinations of these offices. Several major enforcement actions were initiated with resulting fines and penalties. Investor Education presentations were held throughout the state during the fiscal year including frequent staff appearances on radio and television to further educate the investing public. Bureau staff continues to be actively involved with the North American Securities Administrators Association, holding leadership positions on a variety of board-level committees and project groups.

	<u>REVENUE</u>	<u>EXPENSES</u>	<u>FINES</u>
2023	\$44,897,595	\$1,377,596	\$1,679,741
2022	\$44,130,616	\$1,725,232	\$1,725,232

DIVISION OF VITAL RECORDS FY 2023 ANNUAL REPORT

The Division of Vital Records Administration (hereinafter “DVRA”) oversaw and completed the registration of several kinds of life events. Between July 1, 2022, and June 30, 2023 (hereinafter “FY 2023”), the number and types of New Hampshire vital events/records saved in the state database are as follows:

Births	12,195
Deaths	14,048
Marriages	9,621
<i>Opposite gender</i>	9,264
<i>Same gender</i>	357
Divorces	3,469
Legal separations	34
Annulments	1
Civil Union dissolutions	0

A total of 11,877 certificates were issued by DVRA staff during fiscal year 2023. This includes 8,650 first copies, 3,200 additional copies, 4 heirloom birth certificates, and 17 certificates of foreign birth. There were six requests for pre-adoption records in 2023. DVRA produced an additional 90 vital records for the Vermont Office of Child Support through a pre-paid contract with that office.

DVRA and WSD, a software vendor, have collaborated in creating a new comprehensive electronic system, called NHVRIN*plus*, to register vital records. NHVRIN*plus* builds upon the current NHVRIN system. DVRA had previously worked with another software developer named CNSI, but what CNSI has created in NHVRIN*plus* so far, which was the user registration process and the new death module, will transition to WSD for maintenance. After almost two years of collaboration between DVRA and WSD, the birth module of NHVRIN*plus* was launched on August 22, 2022, and has been successful. Most of the collaboration between DVRA and WSD during FY2023 was focused on the new marriage module. The new marriage module in NHVRIN*plus* was launched on June 21, 2023, and was successful again. Attention turned to creating the new divorce module, which is expected to be launched sometime during calendar year 2024.

Denise Gonyer retired on November 30, 2022 after serving as State Registrar and Director of DVRA for almost three and a half years. Patricia D. Piecuch, director of the HAVA Division and former City Clerk of Nashua, served as acting State Registrar for almost five months, in addition to serving as HAVA Division Director. The new permanent State Registrar and Director of DVRA is Kristin M. Kenniston, who previously served as the City Clerk of Lebanon. Kristin M. Kenniston was appointed by the New Hampshire Secretary of State on April 24, 2023.

Vital Records Expenditures – General Fund

	June 30, 2023	June 30, 2022
1. Permanent Personnel	\$354,787	\$378,460
2. Current Expense	13,428	11,886
3. Equipment	-0-	-0-
4. Other Personal Services	17,851	15,861
5. Benefits	183,993	207,656
6. Travel In-State	65	-0-
7. Travel Out-of-State	-0-	-0-
TOTAL	\$570,124	\$613,863