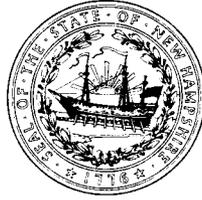


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NEW HAMPSHIRE DEPARTMENT OF STATE

William M. Gardner
Secretary of State



Robert P. Ambrose
Senior Deputy Secretary of State
David M. Scanlan
Deputy Secretary of State

December 12, 2016

Her Excellency Governor Margaret Wood Hassan
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, 2015 through June 30, 2016.

Sincerely,

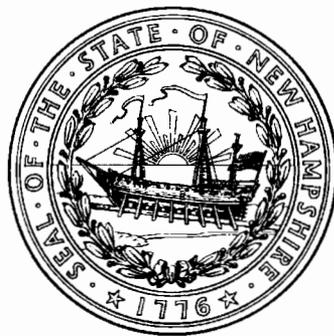
A handwritten signature in cursive script that reads "Wm Gardner".

William M. Gardner
Secretary of State

STATE OF NEW HAMPSHIRE

Department of State

Annual Report 2016



Programs, Services and Functions

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 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)
- Registers lobbyists - files reports of receipts & expenditures (RSA 15)
- Prepares forms & records reports 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, 655-669)
- Prepares and distributes with the approval of the Attorney General the Political Calendar and the Election Procedure Manual.
- 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)

CORPORATE DIVISION

- 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)

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 file 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))
- 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 marriage and civil union ceremonies in this state. (RSA 457:32) Also for unordained ministers. (RSA 457:31)
- 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 changes in Information Practices Act – RSA 7-A)
- Records Athlete Agents (RSA 332-J)
- Issues Apostilles and Certificates (RSA 5-C)
- Lobbyists – registers lobbyists and keeps on record reports filed monthly re. lobbyist receipts and expenditures (RSA 15)
- Prepares Justice of the Peace and Notary Public Manual (RSA 455:17)
- Receives and keeps on file all Registrations and Annual Reports for Petroleum Sales Prepaid Contracts (RSA 339:79)

RECORDS MANAGEMENT & ARCHIVES

- Establishes and maintains programs for the orderly transferral, 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)

SECURITIES REGULATION

- 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)

VITAL RECORDS

- 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

Expenditures

	As of June 30, 2015	As of June 30, 2016
1. Permanent Personnel	\$368,244	\$368,842
2. Current Expense	28,057	28,554
3. Equipment	-0-	-0-
4. Other Personal Services	4,161	4,071
5. Benefits	158,198	160,035
6. Travel In-State	104	101
7. Travel Out-of-State	-0-	-0-
8. Computer Expenses	-0-	-0-
9. Elections*	196,542	152,846
10. Red Book**	39,739	-0-
TOTAL	\$795,045	\$714,449

Receipts

1. Fees and Registrations	\$48,035,154	\$49,141,252
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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 2016

In FY 2016, the Secretary of State, in cooperation with local election officials, continued to implement new voter ID laws in state and municipal elections, trained over 2,400 election officials, executed the 2016 Presidential Primary and prepared for the 2016 State Primary and General Election. Office resources were devoted to implementing a new accessible voting system, conducting follow-up on voter affidavits, and revising and executing election management software for the 2016 election cycle.

In cooperation with local election officials, the office analyzed and followed up on 1,646 challenged voter affidavits, 3,209 domicile affidavits, and 772 qualified voter affidavits signed by voters in the second half of 2015 and the first half of 2016. The office sent letters in 6 separate batches to these 5,627 voters and provided extensive follow-up and reports on voter responses, reporting to the Attorney General, the Legislature and the Department of Motor Vehicles as required by law.

Using the statewide voter registration system (ElectioNet), 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), and implement 2012, 2013, 2014, 2015, and 2016 election legislation, the Secretary of State:

- a. Implemented an increasingly robust election management system that can more efficiently produce printer-ready ballots, UOCAVA ballots, accessible voting system ballots-on-demand, accessible voting system pre-printed ballots, up-to-date candidate lists, and reports of election results, thereby ensuring compliance with federal and state deadlines;
- b. Programmed candidate and column rotations, distributed candidates' data to ballots, prepared procedures and reports, delivered equipment and rolled out training for new one4all accessible voting system relying on commercial off-the-shelf hardware and open source software;
- c. 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, and (iv) if their absentee ballot has been rejected, ascertain the reason for the rejection;
- d. Implemented procedures, reports, and training to comply with new 2015 requirement to record and report the state of out-of-state drivers' licenses on checklist, and to implement new requirement to take pictures of those who do not present photo IDs at the polls to vote;
- e. Using ElectioNet, the office had found 23,241 possible duplicate voters on local checklists (including 13,679 voters that are active and 9,562 voters that have been removed), created new software interface to reduce duplicate creation, and followed up on duplicates;
- f. Supported local election officials using Internet Explorer 10 and 11 and Windows 10 Operating System;
- g. For voter registration involving intra-city wards changes & election day registrations, revised Change Detail Report so that it now reflects only ward changes;
- h. Added absentee ballot rejected reasons to comply with RSA 657:26;

- i. Updated Voter Registration (wallet) Card enabling clerks to provide it locally;
- j. Added “reset” button to default elections to facilitate process;
- k. Revised checklist output to reflect law changes;
- l. Added Domicile Affidavit as type of change in Audit Trail;
- m. Changed Audit History to reflect “Effective Date” vs. “Work Audit Date”; and
- n. Worked with moderators, selectmen, and clerks to upgrade and modify polling places as needed to ensure that all of the state’s polling places are accessible, relying on up to 50 inspectors from the Attorney General’s office to personally monitor and report on election day compliance.

To ensure compliance with federal and state election laws, the Secretary of State maintains and delivers 13 different election officials training formats and programs aimed at roughly 6,000 election officials, focusing separately on the roles of moderators, clerks, supervisors of the checklist, selectmen, inspectors of election and voters:

- (1) Election Law Training prior to 2016 Presidential Primary – training 1154 election officials in 7 sessions in January, 2016;
- (2) Clerks’ Regional Spring Workshops (5 sessions in May and June of 2016);
- (3) Spring training on ElectioNet (9 sessions in March and April of 2016), aimed at currently 1,228 users in ElectioNet;
- (4) Development of 2016 Election Law Training - 12 sessions in Summer of 2016, reaching 216 towns and 1060 total attendees (moderators, clerks, supervisors of the checklist, selectmen, and ballot clerks);
- (5) NHVotes On-line Training - Partial update of 2,000+ slides to reflect changes in election laws;
- (6) Annual Conference of New Hampshire City and Town Clerks Association (Sept. 9-11, 2015);
- (7) Election Procedure Manual publication (202 pages);
- (8) Comprehensive written and graphic how-to instructions, forms and procedures compiled and updated in ElectioNet/Help/Instructions;
- (9) New Clerks’ Training (April 13, 2016);
- (10) Clerks Turbo (advanced) Training – 14 classes in September and October, 2015;
- (11) Clerks’ Certification Training (August, 2015) using NHVotes On-line Training format;
- (12) Secretary of State’s election website (new forms and procedures each year);
- (13) Direct communications and new forms implementing photo ID, updated affidavits, Ballot Clerk Procedure, Camera Procedure, 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**

<u>FILING TYPE</u>	<u>FY2016</u>		<u>FY2015</u>		<u>FY2014</u>		<u>FY2013</u>		<u>FY2012</u>	
		<u>INC/DEC</u> From 2015		<u>INC/DEC</u> From 2014		<u>INC/DEC</u> From 2013		<u>INC/DEC</u> From 2012		<u>INC/DEC</u> From 2012
<u>New Hampshire</u>										
Corporations	865	-3.14%	893	-0.78%	900	3.09%	873	-15.00%	1027	
Nonprofits	480	3.23%	465	6.16%	438	0.69%	435	-14.54%	509	
Ltd. Liability Companies	9096	11.18%	8181	6.70%	7667	6.03%	7231	1.30%	7138	
Trade Names	6781	-3.42%	7021	7.24%	6547	1.99%	6419	-6.77%	6885	
Trade Name Renewals*	5373	0.58%	5342	7.42%	4973	2.96%	4830	-0.39%	4849	
Limited Partnerships	30	-18.92%	37	68.18%	22	4.76%	21	-34.38%	32	
Trademarks	99	-39.63%	164	-6.82%	176	6.67%	165	-47.78%	316	
Ltd. Liability Partnerships	35	-22.22%	45	-8.16%	49	28.95%	38	-41.54%	65	
<u>Foreign</u>										
Corporations	1361	10.38%	1233	5.93%	1164	-7.03%	1252	-2.34%	1282	
Nonprofits	156	92.59%	81	24.62%	65	-31.58%	95	35.71%	70	
Ltd. Liability Companies	1284	21.48%	1057	2.22%	1034	2.27%	1011	5.09%	962	
Ltd. & General Partnerships	19	-26.92%	26	116.67%	12	-52.00%	25	-13.79%	29	
Ltd. Liability Partnerships	10	42.86%	7	40.00%	5	-58.33%	12	0.00%	12	
<u>Uniform Commercial Code</u>										
Initial Filings	12932	-11.30%	14579	4.21%	13990	14.79%	12188	3.89%	11732	
Searches *	16550	-2.60%	16992	4.02%	16336	-6.78%	17525	4.54%	16764	
<u>Total Revenues (Unrestricted)</u> (000's)	4396	1.13%	4347	7.81%	4032	0.32%	4019	-9.89%	4460	

* UCC searches for fy 2016 are estimated. Numbers for online filings have been difficult to track with the conversion of the database.

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

<u>FILING TYPE</u>	<u>FY2016</u>	<u>INC/DEC</u> <u>From 2015</u>	<u>FY2015</u>	<u>INC/DEC</u> <u>From 2014</u>	<u>FY2014</u>	<u>INC/DEC</u> <u>From 2013</u>	<u>FY 2013</u>	<u>INC/DEC</u> <u>From 2012</u>	<u>FY 2012</u>
<u>New Hampshire:</u>									
Corporations involuntarily dissolved	904	0.00%	904	0.89%	896	-4.48%	938	-10.15%	1044
Limited liability companies involuntarily dissolved	4616	3.41%	4464	11.66%	3998	-1.11%	4043	-1.70%	4113
Limited liability partnerships involuntarily cancelled	25	38.89%	18	-43.75%	32	14.29%	28	-6.67%	30
Nonprofit corporations involuntarily dissolved	0		3701		0		0		0
<u>Foreign (out of state):</u>									
Corporations suspended	958	28.42%	746	-9.47%	824	17.71%	700	-12.06%	796
Limited liability companies suspended	559	8.33%	516	8.18%	477	9.15%	437	15.92%	377
Nonprofit corporations suspended	0		0		0		0		0

* UCC searches for fy 2016 are estimated. Numbers for online filings have been difficult to track with the conversion of the database.

DIVISION OF ARCHIVES & RECORDS MANAGEMENT
FY 2016 Annual Report

Receipts and expenditures

Receipts:

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

Expenditures – General Fund

	As of June 30, 2016	As of June 30, 2015
010 & 011 Permanent personnel	\$204,836.96	\$173,176.81
020 Current expense	\$17,245.29	\$17,908.98
022 Rents/Lease other than State	\$1,964.94	\$2,000.00
024 Maintenance, other than Bldg/Grounds	0	\$200.00
030 Equipment	\$232.85	0
050 Other Personnel Services	\$38,199.42	\$43,904.78
060 Benefits	\$97,717.73	\$80,477.54
073 grants	0	0
080 Travel Out-of-State	0	0
TOTAL	\$360,197.19	\$317,668.11

Personnel Data

Unclassified	1	1
Classified Permanent	5	4
Temporary	2	2
Summer Interns	0	0
TOTAL	8	7

Records Transactions (Individual Files)

	As of June 30, 2016	As of June 30, 2015
Public & Agency Records Pulled	7391	6440
Public & Agency Records Re-filed	3120	4607

Box of Records Transferred

Box Count at start of Fiscal Year	78103	83252
Cubic Feet Acquired (1 box = 1 cu. ft.)	+ 3547	+ 641
Cubic Feet Destroyed	- 2700	- 5790
Box Count at End of Fiscal Year at Records Center (capacity 82,769)	78950	78103

Public Interaction

Visitors	753	880
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Acquisitions to the Records Collections added in FY 2016 include the following:

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

Atkinson
Grafton
Groton
Laconia
Lebanon
Newport
Ossipee
Pelham
Weare

Other archival collections

3 rolls of Microfilm of Sullivan County Records
Additional material to the Styles Bridges Personal Papers collection
Dept. of Transportation aerial photos
Boston & Maine Railroad Survey map books
Approx. 7 TB of images of Rockingham County Probate Court
Approx. 6 TB of Grafton County Probate Court
Approx. 4 TB of Cheshire County Probate Court
Approx. 3 TB of Hillsborough County Probate Court

Shelving Replacement Project

The "Replacement Project" began in FY2014. Quantum Engineering designed the project. Douglas Pellowe of Alton won the bid in November 2014. The Dept. of State entered a Memorandum of Understanding with the Liquor Commission to store boxes in their facility from approximately December 2014 to June 30, 2015. During the spring of 2015, the MOU was amended to extend to June 30, 2016. A review of the plans in January 2015 brought some major revisions to the project. The Archives staff, supplemented by temporary employees and staff members from other departments, began moving 679 pallets with between 40 and 48 boxes each out of the Records Center, and transported them to the Liquor Commission Warehouse on Storrs Street. The old shelves were demolished in the spring of 2015, but the revisions were finally approved in December 2015. The construction of the new shelves began in late January 2016, and was completed by late April 2016. In late April, the fire marshal's office gave the Records Center verbal permission to reoccupy the space. And between late April and late June the pallets of boxes were returned to the Archives.

Scanning and microfilming of legislative records:

The staff has continued to image and microfilm the records of legislative hearings, and we continue to send the PDF files to the IT staff of the legislature, in order to put the files up on the legislative website for public use. We met with Scott Rupp and Scott Kelley of the legislative IT group to discuss setting up an FTP connection to make the transfer of image files more direct and nearly automatic. This process is still a work in progress.

Volunteers:

The volunteer group continued to come in for Tuesday mornings. They are processing various years and periods of the Strafford County Superior Court records. The process is to disassemble bundles of folded papers, flatten the papers, index them on a database, and store the documents in acid free file folders arranged by year. The same group, Barry Dame, Susan Bryant Kimball, Diane Fiske and Lilian Wise, have been volunteering here now for 5-6 years.

A recent volunteer, David Morrison of Weare, has begun to come on Mondays to do data entry on the Strafford County project.

An important and sometimes overlooked volunteer has been Frank C. Mevers, former state archivist, who continues to index our "Petitions Collection" , in his retirement.

BUREAU OF SECURITIES FY 2016 ANNUAL REPORT

The mission of the Bureau of Securities Regulation is to administer and enforce the N.H. Securities Act, RSA 421-B. Our focus is to protect and educate N.H. investors while promoting the integrity of securities sales and capital formation. 2016 was a very active year, particularly in the area of enforcement. Several actions involving unlicensed activity and fraudulent sales were brought this past year, including the sale of high risk and complex investment products. During the summer and fall of 2015, the Bureau worked closely with the N.H. Live Free and Start initiative to update the N.H. Securities Act. A substantially modified and improved version of the act was adopted by the legislature and became effective January 1, 2016.

Overall market conditions have been relatively stable. Any significant upward or downward movement has a direct effect on the number of brokerage and investment advisory firms registering to conduct business in N.H. Mutual fund registrations have likewise remained stable. The Bureau has made significant progress working with fund companies with filing new registrations and amendments via electronic means.

The Bureau continues to carry out its mission with respect to educating investors about safe investing and guarding against fraudulent offers. A series of investor workshops were held throughout the state including periodic appearances on statewide radio programs to promote safe investing.

	<u>REVENUE</u>	<u>EXPENSES</u>	<u>FINES</u>
2015	\$43,079,522	\$975,237	\$1,998,759
2016	\$44,017,984	\$1,021,868	\$1,128,936

VITAL RECORDS ANNUAL REPORT FY 2016

The Division of Vital Records Administration (hereinafter “DVRA”) oversaw and completed the registration of several different kinds of life events. For the time interval between July 1, 2015, and June 30, 2016 (hereinafter “FY 2016”), the number and types of New Hampshire vital events/records saved in the state database are as follows:

Births	12,490
Deaths	11,530
Marriages	9,261
<i>Opposite gender</i>	8,916
<i>Same gender</i>	345
Divorces	4,364
Legal separations	41
Annulments	10
Civil Union dissolutions	0

The total revenue for FY 2016 was \$174,562.00. This revenue represents 12,333 certificates issued by DVRA staff. This includes 9868 first copies, 2311 additional copies, 14 heirloom birth certificates, 70 certificates of foreign birth.

There were 600 adoptions completed during FY 2016. Demand for pre-adoption records during that time interval stood at 70 requests.

CNSI (the software vendor who created NHVRIN), Databank (a database solutions firm) and DVRA have worked together during FY 2016 to bring approximately one million decades-old records into DVRA’s electronic database. Databank came on site to scan these one million records and their personnel viewed snippets from the scanned images to enter the data into an electronic database. CNSI has been working with DVRA to correct any unusual or inconsistent values in Databank’s work. It is anticipated that the data will be imported into DVRA’s database in December 2016.

DVRA has received funding from the Centers for Disease Control (CDC) to develop a mobile app which will allow death certifiers to certify death certificates from their mobile devices rather than a desktop computer. This application, named the electronic Cause Of Death (eCOD), was created with the assistance of CNSI. eCOD went live in October 2016.

DVRA is working with the CDC on two more projects: a plan to improve the timeliness of death registration and the quality of death data, and a plan to take eCOD to jurisdictions who want their death certifiers to expedite the death certification process. The CDC and DVRA have engaged in numerous conferences and strategic meetings to clarify the specific goals in these projects.

These two contracts will be underway some time during FY 2017.

Vital Records Expenditures – General Fund

	<u>June 30, 2015</u>	<u>June 30, 2016</u>
1. Permanent Personnel	\$343,646	\$350,167
2. Current Expense	18,461	15,071
3. Equipment	-0-	-0-
4. Other Personal Services	54,032	39,504
5. Benefits	149,213	152,105
6. Travel In-State	-0-	-0-
7. Travel Out-of-State	-0-	-0-
TOTAL	\$565,352	\$556,847