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Nearly \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu
CHAIRMAN Debra M. Douglas
COMMISSIONER Paul J. Holloway
COMMISSIONER David L. Gelinis
EXECUTIVE DIRECTOR Charles R. McIntyre

November 7, 2017

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

REQUESTED ACTION

The New Hampshire Lottery Commission requests to place an item on the Consent Calendar.

The New Hampshire Lottery Commission requests authorization to enter into an Educational Tuition Agreement and to pay costs not to exceed \$1,728.00 in FY 2018 as follows:

INSTITUTION:	Online Southern New Hampshire University 2500 N. River Road Manchester, NH 03106
COURSES:	a. Auditing and Forensic Accounting b. Global Society
COURSE DATES:	January 8, 2018 – March 4, 2018
EMPLOYEE:	Sandy Goulet Agency Audit Manager
ACCOUNT:	Funds to be encumbered from New Hampshire Lottery Commission, Lottery Division Account FY 18: 06-083-083-830013-10290000 Training 066-500544
TOTAL COURSES COST:	\$1,728.00
STATE SHARE:	\$1,728.00
SOURCE OF FUNDS:	Lottery Fund



Live Free or Die

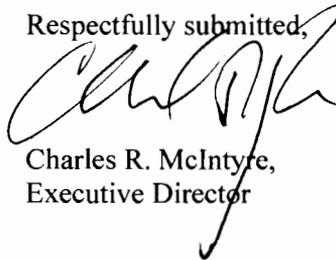
New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

EXPLANATION

We request permission for Sandy Goulet, Agency Audit Manager, to participate in these courses offered online through Southern New Hampshire University. The study of Global Society will serve to enhance her professional encounters, both with relating to individuals and through the larger lens of economics and business. Skills acquired in the Auditing and Forensic Accounting course will strengthen her ability to detect fraud, white collar crime, and employee theft in the area of charitable gaming, thereby protecting the interests of the charitable organizations as well as the revenues to and integrity of the State.

Respectfully submitted,



Charles R. McIntyre,
Executive Director

CRM:cn
Attachments



Live Free or Die

New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com



REQUEST FOR TUITION ASSISTANCE

Employee

Name: Sandy C Goulet

Title: Agency Audit Manager

Educational Institution

Name: Southern NH University

Address: 2500 North River Rd Manchester NH

Course Information

Title: IDS-401 Global Society-online

Credit Hours: 3.0

Dates From: 1/8/18 To: 3/4/18

Cost: \$ 864.00

Description:

This course aims to expand upon my understanding, experience, and critical skills connecting the roles of the individual at the local, national, and global levels. I will be analyzing global issues that affect different aspects of identity-individual, national, and global-through economics, technology and business.

Justification and job relevance: = This is the last class for my accounting degree-required

This course will prepare me for professional relationships with individuals, groups and organizations that present themselves through a global network. I will learn to analyze the challenges of shifting from local to global, researching the relationship of technology & society, & understanding the importance of the individual in relation to a global society.

I have read the Education Tuition Assistance Document (Current as of 12/1/14) and agree to the terms.

Employee Signature: Sandy Goulet

Date: 9/25/17

Approvals

Supervisor: [Signature]

Deputy/Executive Director: [Signature]

Governor & Council: _____



REQUEST FOR TUITION ASSISTANCE

Employee

Name:

Sandy C Goulet

Title:

Agency Audit Manager

Educational Institution

Name:

Southern NH University

Address:

2500 North River Rd Manchester NH

Course Information

Title:

ACC-421 Auditing and Forensic Acct.-online

Credit Hours:

3

Dates From:

1/8/18

To:

3/4/18

Cost:

864.00

Description:

This course focuses on the investigation, detection, documentation, and prevention of accounting frauds, stock frauds, and employee theft and embezzlement. White-collar crime involving fraud has mushroomed. Much of the responsibility for detecting fraud has been assumed by the Accounting Profession.

Justification and job relevance:

As an auditor, I need to learn how to investigate and recognize fraud within an organization such as game-of-chance, bingo or Lucky 7. This class will also teach me how to implement the latest techniques for controlling it.

I have read the Education Tuition Assistance Document (Current as of 12/1/14) and agree to the terms.

Employee Signature:

Sandy Goulet

Date:

9/25/17

Approvals

Supervisor:

Steve Taylor

Deputy/Executive Director:

June E. Plante

Governor & Council:



Over \$1.7 billion to education

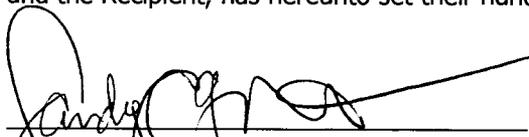
EDUCATION TUITION AGREEMENT

Agreement dated this 7th day of November 2017 by and through the New Hampshire Lottery Commission (hereinafter referred to the "State" and Sandy Goulet hereinafter referred to as the "Recipient").

The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of \$1,728.00, which monies shall be used for the purpose of enrolling the Recipient in: Auditing and Forensic Accounting & Global Society, which course (s) is being offered by Southern NH University and which course (s) shall commence on January 8 2018 and terminate on March 4 2018.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the recipient fail to complete or achieve a grade of B or better in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue to be an employee of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of 12 months.
5. Should the recipient breach any of the conditions set forth in the paragraphs above, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course (s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
6. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
7. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representative of the State, in his/her official capacity only, and without personal liability, and the Recipient, has hereunto set their hands on the date first above written.



RECIPIENT

STATE OF NEW HAMPSHIRE COUNTY OF Merrimack

On this the 7th day of November, 2017, before me, SANDY GOULET the undersigned officer, personally appeared, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.



Notary Public/Justice of the Peace





Over \$1.7 billion to education

EDUCATION TUITION ASSISTANCE

Purpose

It is the policy of New Hampshire Lottery to encourage personnel to improve their work knowledge and skills by attending local colleges. The New Hampshire Lottery recognizes that participation in continuing education programs is a valuable component of competency and career development, and accordingly may grant tuition assistance. Tuition Assistance is not an automatic employee benefit and no college courses funded by the agency may be pursued during working hours.

Eligibility

- The applicant shall be a full-time, permanent employee who has successfully completed the initial (12-month) probationary period.
- The course content shall be directly related to the applicant's current job responsibilities. Courses that are part of the degree program but are not directly related to the applicant's current job responsibilities may not meet the eligibility criteria.
- The applicant shall not have been involved in any formal disciplinary proceedings within the past 6-month period, or have disciplinary proceedings pending. Supervisors must use discretion in the approval/denial process.

Procedure for College Courses

- Complete a "Request for Tuition Assistance" form (a separate form is available for the College of America) and have it approved by your Supervisor. The form must be submitted at least eight weeks prior to the beginning of the course to the Deputy or Executive Director.
- Upon Approval by the employee's Supervisor and a Director, the "Education Tuition Agreement" form will be initiated and a notarized signature will be requested from the employee before being submitted to G&C. G&C approval must be obtained in order for the tuition request to be granted.
- The agreement includes a statement indicating that tuition paid by the State agency will be considered a loan to the employee which will be forgiven only if the employee receives a grade of a B or better and continues their employment for six months beyond the end of the course. This is cumulative; for example if an employee enrolls in two courses at one time, they must receive a passing grade and be employed for 12 months beyond the completion of the courses before this loan will be forgiven.
- Payment will be made directly to the educational institution.
- After the course is completed, a copy of the grade transcript must be forwarded to the agency's Human Resources representative. It is a requirement of the contract that a passing grade of a B or better be achieved. If an employee does not complete the course, then he/she must repay the loan specified in the agreement. No new tuition agreement requests will be approved until this requirement is met.